

11 SERVICES	Cork University Hospital			ACTION CARD NUMBER
	Housekeeping Services Manager			11.3
You Report To:	Operations Manager	You Brief:	Housekeeping Services Supervisors, Linen Services, Housekeeping Staff	
Overall Responsibilities	<ul style="list-style-type: none"> • Management of Housekeeping Services, and Linen Services • Maintain a clean and safe environment. 			
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION				
ON ACTIVATION		ON STANDBY		
<ul style="list-style-type: none"> • Liaise with the Services Manager to determine: <ul style="list-style-type: none"> - Number of people involved - How long the situation is likely to continue - What services will be required • Liaise with the Bed Management • Allocate additional Housekeeping Staff on Night duty roster as required • Request that all staff on duty remain on duty to assist if required. • Designate Housekeeping Supervisor to call in extra staff as required to clean additional rooms/areas. • Redeploy staff to meet urgent needs • Mobile Cleaning teams in place • Inform all staff on-duty of the current situation and keep them updated • Review all roles as events occur and make the necessary changes. • Liaise with the Nurse in Charge on wards regarding the number of potential admissions/ discharges. • Cease all non-urgent activities in non-clinical areas and re deploy staff to as required to clinical areas • Depending on Emergency, some members of Housekeeping staff will be dispatched to following Departments: <ul style="list-style-type: none"> ✓ Emergency Department ✓ Theatre 		<ul style="list-style-type: none"> • Check staffing, establish how many staff may be required • Allocate staff to ED, Radiotherapy • Alert Linen room supervisor • Contact Linen Provider to supply additional linen requirements • Ensure adequate linen and stores supplies are available • Ensure that all equipment is available in all priority areas • Mobilise Cleaning teams to facilitate ward discharges as required 		

✓ Radiotherapy ✓ Other departments as required	
Consider these points	
<p><u>Alert Housekeeping Services Manager:</u></p> <p>Edyta Chamczyk</p> <p>Eimear Crean Julie Carey</p> <p>Contact Housekeeping Supervisors:</p> <p>Ingrida Felsner/ Tiffany Hunt Melissa Connolly/ Aleksandra Brzykcy: AnneMarie Tobin/Catherine O’Flynn:</p>	

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY