

<b>23 OPD</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>OPD Manager/Staff</b>	<b>23</b>
<b>You Report To:</b>	<b>DON</b>	<b>You Brief:</b> OPD Staff
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>Evacuate OPD if in operation to create calm capacity in the OPD to facilitate Major Emergency arrangement i.e. relatives, VIP, Media etc</li> <li>Prepare the department for Priority 3 casualties (walking wounded) from the Major Emergency</li> <li>Prepare the department to house patients transferred out of ED and awaiting a bed up the hospital</li> </ul>	
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>Evacuate all patients attending OPD and stand down clinics. In conjunction with Medical Records distribute information sheet to arrange further appointments.</li> </ul>		<ul style="list-style-type: none"> <li>Inform all staff in OPD that OPD may be stood down and prepare information sheets for patients</li> </ul>
<b>Consider these points</b> <ol style="list-style-type: none"> <li>Alert all Consultants, Medical and Nursing Staff in the Outpatient Department (if during scheduled clinics).</li> <li>Cancel all Clinics.</li> <li>Liaise with Staff Officer and Clerical Supervisor in relation to the registration in the of incoming patients.</li> <li>Log patients that are transferred from ED</li> </ol> <p>Preparation of the Department:</p> <ol style="list-style-type: none"> <li>Inform patients of the Emergency</li> <li>Inform patients that still have to attend of the Emergency</li> <li>Evacuate patients via the Phlebotomy exit door</li> <li>Prepare the Lee Suite and Dressing Clinic to receive minor injuries (4 rooms, 4 trolleys)</li> <li>Prepare the Bandon Suite (8 rooms)</li> <li>Prepare the Blackwater Suite (8 rooms)</li> <li>Prepare the Awbeg Suite (6 rooms)</li> </ol> <p>These three areas will receive patients from the ED Clinical Decision Unit and patients awaiting beds in ED.</p> <p>Continuous Evaluation to ensure Business Continuity re clinics.</p>		

<b>Version Control</b>	<b>Date Approved</b>	<b>DD/MM/YYYY</b>	<b>Valid Until</b>	<b>DD/MM/YYYY</b>