

<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>	DON	<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>1. Alert all Consultants, Medical and Nursing Staff in the Outpatient Department (if during scheduled clinics).</li> <li>2. Cancel all Clinics.</li> <li>3. Liaise with Staff Officer and Clerical Supervisor in relation to the registration in the of incoming patients.</li> <li>4. Log patients that are transferred from ED</li> </ol> <p>Preparation of the Department:</p> <ol style="list-style-type: none"> <li>1. Inform patients of the Emergency</li> <li>2. Inform patients that still have to attend of the Emergency</li> <li>3. Evacuate patients via the Phlebotomy exit door</li> <li>4. Prepare the Lee Suite and Dressing Clinic to receive minor injuries (4 rooms, 4 trolleys)</li> <li>5. Prepare the Bandon Suite (8 rooms)</li> <li>6. Prepare the Blackwater Suite (8 rooms)</li> <li>7. 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. Continuous Evaluation to ensure Business Continuity re clinics.</p>			

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