

6 SURGERY	Cork University Hospital		ACTION CARD NUMBER	
	Theatre Manager/Controller		6.1	
You Report To:	DON, Operations Manager	You Brief:	ED, Surgical Teams	
Overall Responsibilities	<ul style="list-style-type: none"> • Ensure surgery in progress completed successfully and department managed appropriately during emergency • Quantify capacity when planned surgery is cancelled. 			
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION				
ON ACTIVATION		ON STANDBY		
<ul style="list-style-type: none"> • Suspend all surgeries except life threatening emergencies • Contact and call in appropriate number of staff • Deploy staff to required areas • Ensure theatres, anaesthetic rooms and recovery are set up • Check stocks • Liaise with anaesthetist and surgeon on co-ordination of theatre scheduling 		<ul style="list-style-type: none"> • Ensure theatres, anaesthetic rooms and recovery are set up • Quantify capacity when planned surgery will be cancelled. • Check stocks • Liaise with anaesthetist and surgeon on co-ordination of theatre scheduling 		
Consider these points				
<ul style="list-style-type: none"> • Theatre/Surgical co-ordinator will liaise with ED and surgical teams (and HECT) in relation to priority cases and availability of theatre space and staff. • The Consultant Surgeon On-Call or Consultant/Medic in charge in the Emergency Department must keep the Theatre Superintendent/ Nurse Service Manager informed of the possible and likely Theatre requirements. • Assess Theatre capacity • Calling in of Off Duty Staff • Prepare Theatres for Emergency work • Routine operating lists should cease as soon as possible to accommodate emergencies. • Surgeons to be kept informed by the Theatre Superintendent/Nurse Service Manager 				
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