**BRIEF CRIB SHEET FOR HOT SITE:**

**NURSERY LANE 01422 355535**

HOT SITE MANAGER LU GREENWOOD

HOURS OF OPENING 0900 – 18.00 Mon to Friday

**HOT SITE WORKING CAN BE QUITE ISOLATED. PLEASE MAKE SURE YOU KEEP YOURSELVES SAFE BUT ALSO LOOK OUT FOR ONE ANOTHER**

* Admin from Lister Lane will open the premises at 9.00am
* Make sure all rooms are ready for clinical use and scrubs are out of the washing machine and put away
* Nurses /Clinicians to arrive at 9.30 to look at clinic lists and get ready for clinics. This can include a briefing from admin of the building including fire exits, resus equipment etc
* All clinics to start at 1000.
* 30 mt appts to allow for teething problems, cleaning etc
* Patients will be booked in from individual practices after adequate triage following guidelines
* All patients MUST have an up to date telephone number failing which something like car reg, identification of them is possible
* Clinicians to ring patients to come to the relevant door and will be let in and taken to consulting room and appropriate clinical pathway followed
* Emergency contacts and procedures will be in each room
* Following a contact the clinicians must decontaminate the room
* Breaks and lunch built into rota
* After week1 timings can be adjusted depending on feedback and demand.
* Clinicians must put scrubs in either the washing machine or bag provided at the end of their shift
* Admin will make sure washing machine is switched on when they close site for the evening
* Cleaning services? Time will be doing a daily deep clean.

**INDIVIDUAL DUTIES:**

**ADMIN:**

* Opening the site
* Checking rooms, readiness to start clinic
* Will be available in reception for clinicians to trouble shoot
* During the day check non clinical stock and report back to manager if anything is needed
* Put the washer dryer on in the evening
* Check all areas are tidied
* Lock up the site

**CLINICIANS:**

**AMBER SITE:**

* Nurses /HCA to check resus equipment every morning and to check stock
* All appointments booked f2f in the amber site would have been triaged and deemed essential
* Please check in at reception and check out when leaving so staff are aware
* Adequate PPE to be worn for all f2f appointments
* Correct donning and doffing to be followed
* Clinicians to escort patients on and off premises
* Any prescription EPS if possible
* All documentation to be done before and after patient enters and leaves to reduce contact
* Clinicians responsible for their own area decontamination once patient has been seen
* Clinicians must put scrubs in washer or in bag provided at the end of the day

**PATIENTS:**

* Patients to be let in by clinician after instruction to remove all outer layers prior to coming in
* No accompanying person unless a child – 1 carer
* ? Patient to be given mask to wear
* Advice on not touching any surfaces

**RED SITE:**

* All as above
* Make sure that at the end of your shift you do not go into any other parts of the building to avoid cross contamination
* There will be provision for your scrubs to be taken to the washer
* There is a shower in the visiting hub should you wish to use it
* On the rare occasion of a late f2f appointment being needed the red site clinician may be needed to stay to cover

**HOME VISITING HUB:**

* This is a separate unit that will be used by the AVS.
* They will collect the keys from the reception and return at the end of their shift
* They will follow all relevant health and safety procedures