

**GASTROENTEROLOGY / ALL CONSULTANTS CLINIC  
STANDARD OPERATING PROCEDURE**


<b>Version Number</b>	<i>Version 1</i>
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**Document Change History**

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Children's Health Ireland at Crumlin		
Document Name: Gastroenterology / All Consultants Clinic Standard Operating Procedure		
Reference Number: GACC-01-2022-RM-V1	Version Number: Version 1	
Date of Issue: January 2022	Page 2 of	

## CONTENTS

		<b>Page Number</b>
<b>1.0</b>	Cardiology Clinic	3
<b>2.0</b>	Medical Tower – Ground Floor	3
<b>3.0</b>	The Team	3
<b>4.0</b>	Management of the ICA's	3
<b>5.0</b>	Clinic Setup	4
<b>6.0</b>	Safety Checks	4
<b>7.0</b>	Patient Investigations	4
<b>8.0</b>	Equipment	4
<b>9.0</b>	Clinic Closure	4

Children's Health Ireland at Crumlin		
Document Name: Gastroenterology / All Consultants Clinic Standard Operating Procedure		
Reference Number: GACC-01-2022-RM-V1	Version Number: Version 1	
Date of Issue: January 2022	Page 3 of	

## 1.0 Cardiology Clinic

Clinics	Consultants	Day	Time	Location	Rooms	Numbers
New / return patients	Dr Shona Quinn / Dr. Emer Fitzpatrick	Monday	AM	Medical Tower Ground Floor	3 rooms No.3,4,5	10
New / Return patients / GI / IBD / Liver	Dr. Annemarie Broderick	Thursday	AM	Medical Tower Ground Floor	3 rooms No.3,4,5	25-30
New / Return patients / GI / IBD	Seamus Hussey	Friday	AM	Medical Tower Ground Floor	3 rooms No.3,4,5	20-25
New / Return patients / Liver	Billy Bourke / Cara Dunne	Tuesday	AM	Medical Tower Ground Floor	3 rooms No.3,4,5	25-30

## 2.0 Medical Tower - Ground Floor

3 Rooms available - Room 3, 4, 5

## 3.0 The Team

**Team:** Gastroenterology

**Consultants:** Dr. Shona Quinn / Dr. Emer Fitzpatrick / Dr Annemarie Broderick / Seamus Hussey / Billy Bourke / Cara Dunne.


**CNSp:** Karen O'Driscoll Bleep 8876 / Maria O'Connell Bleep 8875 / Jo Quinlan Bleep 8874.

**Liver CNSp:** Laura Feeney Bleep 8453 / Amy Power Bleep 8453

**Secretary:** Carol Ombsy-Lawlor / Ann Lawlor / Una O'Halloran Extn 2634 / 2589 / 2628

## 4.0 Management of the ICA's

- Room 15 may be available
- Where possible check ICAs previous day, investigate if the ICA remains active.
- All ICAs will be flagged on IPMs and clinic print out. Ensure in advance of arrival that a room is available, and place a sign on the door, on patient's arrival they should be shown to isolation room.
- If there are large numbers of ICAs, it may be necessary to contact parents and ask them to come for last appointment.
- If there are empty rooms available, please use them to see patients.
- Remove any equipment that will not be used, prior to the patient being reviewed.
- Contact the janitor to complete a discharge clean when the patient leaves the room, discard any single use equipment.
- There is an infection control alert diary for staff to record all ICAs alerts.
- Please log any patients attending with VRE in diary in suite 1, stating room number.

Children's Health Ireland at Crumlin		
Document Name: Gastroenterology / All Consultants Clinic Standard Operating Procedure		
Reference Number: GACC-01-2022-RM-V1	Version Number: Version 1	
Date of Issue: January 2022	Page 4 of	

## 5.0 Clinic Setup

- Ensure computers are on and prescription pads out for team.
- High tech prescriptions required. (Locked in press in nurse's station).
- Patients should attend for pre booked ultrasounds before consultation.
- Pro forma for IBD patients to be placed in chart.
- Prioritize children receiving infusions in Day Ward, who may come to clinic with their chart as an add on.
- CNSp's will identify and provide forms for children requiring phlebotomy.
- Children may attend phlebotomy prior to consultation depending on clinic flow.
- Parent or nurse's letter used to check in at desk.

## 6.0 Safety Checks

- Note where emergency trolley and emergency medication is kept and perform checks daily (including de-fib and suction).
- Emergency intubation medication will be brought by the team from ICU when required.
- Check oxygen, BVMs and suction in all rooms.

## 7.0 Patient Investigations

- Weight
- Height
- BP or urine as requested

## 8.0 Equipment

- Weighing scales x2 (baby, floor scales)
- Stadiometer/Rollometer
- Dinamap/sats monitor

## 9.0 Clinic Closure

- Ensure all patients have been reviewed, discharged, and left the clinic
- Stamp all DNAs charts for consultant review and plan.
- DNA charts go back to reception desk.
- Clinic charts will be collected by secretary.
- Return all prescription pads to locked press in nurse's check-in room.