

**GENERAL PAEDIATRICS OPD CLINIC
STANDARD OPERATING PROCEDURE**


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Document Change History

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Children's Health Ireland at Crumlin		 Children's Health Ireland at Crumlin
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1.0 General / Medical

New and return general medical patients.

2.0 Location / Available Rooms

General Paediatrics	Consultants	Day	Time	Location	Rooms	Secretary	Numbers
General Paediatrics	Una Murtagh	Friday	PM	Main OPD Suite 1	3	Denise O Rafferty	15
New/return patients	Dr. Kalim	Friday	PM	Main OPD Suite 4	2	Melissa Fulham 6824	5
New/return patients	Dr. Jean Donnelly	Tuesday	AM	OPD/Main corridor	2	Denise O'Rafferty 6565	15
New/return patients, General Paediatrics	Dr. Sinead Harty	Thursday	PM	Main OPD Suite 1	3	Melissa Fulham 6824	15
General med / Development /22q	Dr. Suzanne Kelleher	Wednesday	PM	Main OPD suite 4	3	Julie Radelow 6824	15

3.0 The Team

Team: Dr. Jean Donnelly / Dr Sinead Harty / Dr. Suzanne Kelleher / Dr. Una Murtagh / Dr. Attia Khalim.

CNSp: Ciara McDonnell Bleep 8749


Secretary: Denise O'Rafferty Extn 6565 / Melissa Fulham Extn 6824 / Julie Radelow Extn 6824

4.0 Management of ICA's

- 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.

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).
- Parent/Nurse's letter used to check-in at desk.

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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 Investigation

- Weight
- Height
- Heart rate
- BP/MAP

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 front desk.
- Clinic charts will be collected by secretary.
- Return all prescription pads to locked press in nurse's check-in room.

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