

**RESPIRATORY / NIV CLINIC / ALL CONSULTANTS COMBINED
STANDARD OPERATING PROCEDURE**


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Location of Copies	<i>On Hospital Intranet and locally in department</i>

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Document Change History

Change to Document	Reason for Change

Children's Health Ireland at Crumlin		
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1.0 Introduction

	NIV Respiratory	NIV Respiratory	Cystic Fibrosis	NIV Respiratory
Medical Tower - Ground Floor	Dr. Javadpour Dr. McNally Dr. Ringhole	Prof. Cox	Dr. O'Reilly All Consultants	Dr. O'Reilly
	Monday PM	Tuesday PM	Wednesday AM/PM	Thursday PM
	3 rooms	3 rooms	5 rooms	3 rooms
	10-15	10-15	4-8	10-15
	Sarah Terry Claire See below	Lisa Farrell 8407	Lisa Farrell 8407	Lisa Farrell 8407

- NIV Clinic: New and return patients requiring noninvasive ventilation.
- Respiratory: New and return general respiratory patients including asthma.
- See separate Sop for Cystic Fibrosis Clinic

2.0 Location / Available Rooms


- Medical tower Ground Floor
- Rooms available 3
- Average number of patients
- 10-15 per clinic

3.0 Team Respiratory

Consultants: Dr. Ruth O'Reilly / Dr. Javadapour / Dr. McNally / Dr. Ringhole / Prof. Cox
CNSp: Lisa Farrell Bleep 8407
Secretary: Sarah Quinn, Terry Skerit, Claire Lanigan Extn 2626 / 2530

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. If a patient has VRE, log in book in suite 1, stating room number.

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5.0 Clinic Set-up

- Ensure computers are on and prescription pads out for team. High tech. prescription required (locked in press in nurse's station)
- For NIV Clinic parent should bring memory stick if the child is on CPAP or BIPAP. Give same to the respiratory technicians to download.
- Consultant will decide what patients need PFTs. Give child's weight, height and addressograph label to technician.
- Doctors will order chest x-rays as required.
- Parent/or nurses 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 Implementation Plan

- Weight
- Height
- Oxygen sats
- 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.

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