|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | pain |  |  |  |
| **8** | Administration staff not able to access  computer to make appropriate appointments for patients | 0- 4 hours Monday to Friday | ASAP – Max 4 hours | The T/O in box must be reviewed and actioned daily Monday to Friday to ensure patients have appropriate follow-up following injury / surgery  Move to paper based system and provide staff with alternative tasks | **3** |

***Add further lines/pages if required***

|  |  |  |
| --- | --- | --- |
| V: 2.0 | Page 13 of 49 | 30/04/2021 |