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| **5.0** | **Requirements for Service Recovery** |
| The table below lists requirements to recover critical services and should be completed for each key service listed in section 4 including contingency options if resources are unavailable (i.e. premises, staff, resources, information) | |

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| **Key Service Or Activity** | **Resource Details & Description** | **Business As Usual Resources** | **Resource required to achieve Minimum Service Level** |
| [Insert name of service, activity or function] |
| **Activities Which Support Key Service or Activity Above** | |  |  | | --- | --- | |  | This can be either  activities within the  Department / Team or activities provided to you by other Divisions /  Departments and Teams | |  Clinic with 13 consulting rooms and x3 plaster cubicles |  |
| **Managers** | •Band 7 / 6 nurse  manager to co-ordinate the service and trouble shoot, have sufficient expertise to manage  queries & be able to  priorities.  •B5 – 6 A/C manager | 1.0 wte  1.0 wte | Clinical 1.0 – B5  A&C 1.0 – B5 |
| **Staff** | • Medical staff ,  registered nurses,  students , plaster  technicians , physio,  Occupational therapist, Hand Therapist, to  apply splints / serial  splinting , dressings  deal with any queries  from patients /carers  • Admin staff for  notes prep and reception duties Including banding and specific skills  required | 3 – 4 plaster technicians.  5 RN’s  1 NA  10 to 11 administrative staff 1 volunteer  1 Porter  1 Cleaner  2 – 3 AHP’s | 2 plaster technicians  3 RN’s  1NA  8 admin staff  0 volunteer  1 porter  1 cleaner  1 AHP |
| **Computing Equipment Required** | |  |  | | --- | --- | |  | Desktops and laptops, printers, wireless  devices etc. | | 13 – computers in clinical area each computer has a double screen  X2 -goats  3 – computers in plaster room  2 – in Reception  11 – in Prep Office | 7- computers in clinical area 1- computers in plaster room 2- in Reception  8 - in Prep Office |
| **Software Required** | |  |  | | --- | --- | |    | MS Office, web browser, MS Visio, MS Access, specialist applications  etc.  Medway; ICE bluespier, medway, PACS, Evolve, CIS, e-rostering | | Access to all systems | Paper based system; access to PACS/pathology results in a central location or by telephone |

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