|  |  |  |  |
| --- | --- | --- | --- |
| **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] |
|  | ,careflow , e handover, connecting care, datix, DMS, outlook, big hand, Big word ( interpreter  service) , safe care ,  vitalpac, Menu Pick,  ESR/ profin, Datix /  outlook calander |  |  |
| **Telecommunications Equipment Required** | |  |  | | --- | --- | |  | Telephones & phone numbers | | Phones in clinic x 5 including round the back Phones in plaster room x 1  Phones in Admin office x 11  Phones on reception desk x 2   There is no red phone in the clinic | At least 3 per clinic location, x2 in reception , x9 in the admin office |
| **Vital Electronic Data, Records & Information** | •Medway , PACS,ICE,  Bluespier; Trauma World •Printer | Access to all systems | Paper based system -Clinical sheets; access to PACS |
| **Vital Paper Based Information Required** | •Patient referrals, patient clinical records / medical records including any  radiographs or  diagnostic results | •All patients seen in clinic must have their medical records available | All patients seen in clinic must have their medical records available |
| **Accommodation Required** | •Enough Consulting  rooms to support the  clinic within reasonably close proximity to  radiology department  •Specific area for plaster techs to work out of with appropriate ventilation Specific area for admin staff to work to prep  notes and update clinic outcomes | •Depending on the number of doctors and nurse practitioners in the clinic will depend on the  number of consulting rooms required. There are 13 consulting rooms in the current space. The plaster technicians would need 2 - 3 rooms with adequate ventilation  Patient and staff toilet, storage area for medical records , fully furnished office space for admin staff, storage area for medical stores and  orthotic equipment, staff room | •Depending on the number of doctors and nurse practitioners & nurses in the clinic will depend on the number of consulting rooms required. The plaster technicians would need 2 - 3 rooms with adequate ventilation.  • Staff &Patient toilet |
| **Essential Furniture Required** | • Examination  Couch, Tables, Desks, Chairs, dressing trolley, drug cupboard, struts etc for limb recon patients | • Same as previous column | • Same as previous column |
| **Essential Equipment Required** | •Plaster saws,  • splint bath  •resus trolley and defib • Entonox and Oxygen | • √ | • √ |

|  |  |  |
| --- | --- | --- |
| V: 2.0 | Page 15 of 49 | 30/04/2021 |