

# Lismore Base Hospital Internal Courier

Monday - Friday 06.00 - 14.30

Abbreviation on roster R. Pages 7223

6.00 Pickup keys and pager and sign on  
Ward Run

- Check Medical Records
- C7
- Cath lab
- ICU & Periop

Then to E Block and F Block

E11 - Childrens Ward

E10 & F10

E9 & F9

E8 - Womens Care, Special Care Nursery, Birthing Suite  
& Antenatal Clinic

F6 - Endo & Admissions (Medical Records for Clinics go here)  
- theatre & Recovery

E5 - Emergency F5 - Xray Medical Imaging

E4 - Renal

F4 - Pharmacy, Bed Management & Endo - Admin Section

F4 - Nursing Admin, Infection Control, Visa Clinic  
- Security

Front Desk & Switch

Return to Medical Records & Collect Records & Mail for

Crawford House. Run

6.40 Change Trolleys From Large Ward Trolley to Silver trolley.

6.50 Fracture Clinic

Level 2 Mail Tray Crawford House in Photocopy Room

Mail Room - Ground Floor

- Empty outgoing Mail & Internal Mail into Pigeonholes
- Collect mail From Pigeon holes with Yellow dot.

Computer Services  
Stores & Bulk Pharmacy } start checking these after  
Catering & Linen Room } morning tea break.

- Cancer Care
- Mental Health (Green Room)
- Pathology.
- Back to cupboard, change over trolley

7:15

Ward Run -

Medical Records

C7

Cathlab

ICU & Periop

Over to E & F Blocks

- E11 Childrens Ward

- E10 & F10

- E9 - & F9

- E8 - Womens Care

- E7 - CSSD day - after Aust Post mail has arrived and only if any

- Theatre.

- F6 - Endo & Admissions & Eye Clinic Too

- E5 - Emergency & F5 - Medical Imaging & Xray

- E4 - Renal

- F4 - Pharmacy

F4 - Endo & Bed Management - Admin Section

- Nursing Admin, Infection Control & Vis a Clinic

- Security

Front Desk Switch

Back to Medical Records & Cupboard

8:00

Medical Records - Take trolley to ED and bring full one back.

8:20

Morning tea.

8:40

8.45 Check Biomed, Allied Health, Domestic Services & Medical Records trays and check if Barry has any mail too

8.55 Start Crawford House Run

- check Front Desk.
- DTU if any
- Fracture Clinic & SPOC - specialist Outpatients Unit.
- Mail tray on level 2 Photocopy Room
- Mail Room Drop off & Pick up
- Check Level 5 Mail tray - Crawford House
- Computer Services
- Stores and Bulk/Area Pharmacy
- Check Linen Room - once a day or Terry will let ~~me~~ know
- Catering/Food Services
- occasionally there is mail for "Fresh Plus" to drop off
- Cancer Care, Oncology, NCCU
- Mental Health - (Green Room)
- Pathology.
- Back to cupboard change to Trolley for Ward Run.

9.40 Start Ward Run.

- check Medical Records & And All depts for WARD RUN

10.40 - Crawford House Run

11.20 - Ward Run

12.00 - LUNCH

12.30

12.35 Check Biomed, Allied Health, Domestic Services & Medical Records & Barry too

12.45 Crawford House Run

1.15 Ward Run

1.50 Take any outgoing Mail to Mail Room & any internal Mail too

2.00 Pick up Records in Trolley and take to ED - bring back other Trolley

2:10 check Medical Records if anymore.

2:15 check NO Mail etc. is left in either of the trolleys

2:25 Sign off, wipe down keys & Pages with wipes

2:30 GO HOME.