Appendix B

Salisbury NHS Foundation Trust
Estates Development Office
ACTION CHECKLIST For
PROPOSED WARD/DEPARTMENT RE-LOCATION/CHANGE

FOLLOWING DIRECTORATE/TRUST APPROVAL TO PROCEED BUT

   a. **BEFORE DATE IS AGREED FOR IMPLEMENTATION OF CHANGE:**
      Contact the following as appropriate for the planned change...

1. Communications Ext: 4032 and IT Service Desk Ext: 2040
   - If additional telephone lines needed/Ext numbers needed to be transferred/etc.
   - If any computer network changes are required etc.
   - If any new computer network points are required.
   - Do you have enough IT equipment as a result of the move? Are there requirements for any further equipment?

2. Site Services:
   - Portering: if assistance is needed for the move: **Head Porter Ext 2132**
   - Transport: if lorry transport needed: **Transport Manager Ext 5604**
   - Gardening: if outside areas are involved: **ETS General Manager Ext 2316**
   - Security and Access: Do locks/keys need changing -if yes, who needs to know? e.g. reception, housekeeping.: **Security Manager Ext 5614**

   - If new site direction signs required by move date or if signs require relocation on move date: **Ext: 5612**

3. Estates Technical Services Department (ETS) Ext: 2316 General Manager
   - For co-ordination of building works
   - If minor modifications are required before move e.g. removal/fitting shelves, notice boards etc

4. Housekeeping Services Ext: 2472
   - If cleaning required before move date (including curtains). Housekeeping Service will advise on what type of clean and time required to carry out the cleaning as this will be dependent on the area being moved/changed/relocated.

5. Linen Services Ext: 4021/4034
   - If linen stocks required before move date.

6. SDU Ext: 4213
   - If SDU stocks required before move date.

7. Catering Ext: 2065
   - If change impacts on catering arrangements. i.e. does the time of the move impact on delivery times? Does the food need to be delivered earlier so that that patients can have their meal and time allowed for trolleys to be collected?

8. Medical Devices Management Centre Ext: 4090, Resus Team Ext: 2694

- If there are medical equipment requirements/surplus medical equipment.
- Check that resus equipment is available to support your new area and that it meets the standards set by the Resus team.

9. Staffing: Nursing Bank Ext: 4460, Clinical Site Team Ext: 3120/3198

- If additional staff are needed to provide additional cover for the move period. Check rota's in advance.
- Inform the Clinical Site Team of the expected move date so that they can support the move and ensure that the Trust remains operational at all times.

10. Infection Control Ext: 4089
Discuss with infection control any requirements for swab tests etc. depending on the new area being moved to, theatres will require swab testing before it can be used.
Infection control will also be able to give advice on suitable placement of items to facilitate reduction in in transfer of infection.

11. Post Ext: 4532
- for change of address

12. Manual Handling Ext: 5639
- For advice if staff requires training on new equipment before they move.

13. Pharmacy: Ext 4260
- Removal of stock. Stock of new area.
- Checking of controlled drugs and movement from area to area

14. Hospedia: ETS Ext: 2316
- Are there any changes required to configuration of Hospedia terminals for patients?
- Do all patients have access to terminals as a result of the move, are additional needed?

Is any other department relevant to your change?

b. ONCE CHANGED DATE CONFIRMED:

As soon as possible and giving at least three weeks' notice, confirm the planned change and date of change with the following (as appropriate to the service change):

Fire Officer	SDU	Medical Equipment
H & S Officer	Site Care	Admin & Nursing Bank
Portering	Procurement	Infection Control
ETS Works	Switchboard	Speech & Language Therapy
Housekeeping	Pharmacy	Physiotherapy
Linen	Pathology	Occupational Therapy
Dietetics	Catering	Medical Records

Radiology	Clinical Site Team	Trolley rounds (WHSmith)
Hospital ambulance & SWAST	Transport	Signage
DMT's	DGM Facilities	Executive Directors
Emergency Planning	Security & Access Control	Voluntary Services

Information Services (if a ward is relocating and/or is changing bed numbers/specialty mix, whether permanent or short term e.g. summer closure. Nurse in charge to complete a ward change form (available from Ext: 4362 Data Quality team or EPRCONFIG team) at least two weeks before the planned change date and forward to EPRCONFIG@salisbury.nhs.uk, dataqualityteam@salisbury.nhs,uk and Development.Feedback@salisbury.nhs.uk ▯

Information Governance Ext: 5686. New offices and or clinical areas are to carry out a Data Protection Impact Assessment (DPIA) and complete and sign off the assurance process.

NB: There may be one off and/or recurring revenue consequences of the change which will need to be budgeted for e.g. additional housekeeping costs where a department moves to larger accommodation not currently in the housekeeping schedule, additional telephone lines, computer network points etc.

Re-location Checklist – All Wards & Departments

This checklist should be used in addition to the above Action Check List to assist the ward/department in preparing to move/vacate/relocate.

There is a requirement to leave the Ward/Department in a clean, tidy and safe condition.
This is in no order of importance:

1.	**Consumable Stock: Domestic & Catering** Please ensure all fridges/cupboards are empty of consumable stock	Ward/Dept: allocate team member	Catering: *Name* Housekeeping: *Name*	
2.	**Consumable Stock: Medical & Surgical** Please ensure: • Pharmacy is informed of the move and booked for the transfer of any controlled drugs and medications • Receipts and Distribution is informed of the move and booked for the transfer of any medical/surgical consumable stock	Ward/Dept: allocate team member	Pharmacy: Receipts/ Distribution:	
3.	**Equipment: Clinical and Non Clinical** • Clinical Equipment: please advise the Medical Devices Team of all medical equipment moves/requirements. This to include any medical equipment no longer required. • Resuscitation Equipment: please advise the Resus Dept of your move. This needs to be done before the physical move date. • Non Clinical equipment: please label equipment that requires: To move with dept/ward To be skipped To be collected by Recycling team To be collected by IT team	Ward/Dept: allocate team member	MDMC: Resus: Ward/Dept/PM:	

4.	**Medical Records: All patient information** Please: • check all areas for medical records or sensitive patient information. • ensure all patient information is packed safely for removal. Any sensitive information that is to be destroyed should be bagged in appropriate bags and sealed for collection by porters. • Inform medical records of your expected move date and when you have moved in case notes are required out of hours.	Ward/Dept: allocate team member	Ward/Dept: Ward/Dept: Medical Records:	
5.	**IT & Informatics/Information teams** • Please advise the Informatics/Information teams of your move so that Lorenzo, teletracking systems and the electronic whiteboard systems can be updated • Advise Website team of changes so the SFT website can be updated	Ward/Dept: allocate team member	Ward/Dept/IT: Ward/Dept/IT:	
6.	**Telephone Changes** • Check if telephone numbers are to be changed and if so what the new numbers are • Ensure telephone directory is updated as a result of the move/change of numbers. • Ensure patient information has the correct department/ward telephone numbers	Ward/Dept: allocate team member	Project Manager: Ward/Dept: Ward/Dept:	
7.	**Keys & Digital locks** Please: • label all identifiable keys and digital locks. • dispose of any keys that are no longer in use.	Ward/Dept: allocate team member	Ward/Dept: Project Manager	

	• write the codes to each digital lock and place labels to each corresponding lock. • Check if ID Badges require updating and access levels assigned correctly		Ward/Dept: Ward/Dept/PM:	
8.	**Staff rooms/Lockers** Please: • ensure all cupboards and lockers are empty and any unwanted items are disposed of appropriately	Ward/Dept: allocate team member	Ward/Dept:	
9.	**Linen: Clean & Dirty** • Clean Linen: please advise Laundry if there is any clean linen for collection if not already being transferred • Dirty Linen: please ensure this is bagged in appropriate bags and leave in the usual disposal hold	Ward/Dept: allocate team member	Laundry: Ward/Dept:	
10.	**Rubbish:** Please: • place all rubbish in appropriate bags/boxes and leave in the usual disposal hold for collection. This to include all clinical waste and sharps boxes.	Ward/Dept: allocate team member	Ward/Dept:	
11.	**Patients** • Plan which patients will be transferred first on the day of the move. • The Nurse in Charge should know at the beginning of the shift which patients will move, which member of staff will move with the patient and where they will move to in the new ward (if ward area). • Ensure patients are informed of the planned move once confirmed, ensure there is sufficient notice given to patients on the move date, time and where to. • Check if patient information up to date – internet, leaflets etc**.**	Ward/Dept: allocate team member	Ward/Dept/DMT:	

12.	**External Colleagues** • Ensure that any regular external colleagues are aware of the change.	Ward/Dept: allocate team member	Ward/Dept/DMT:	
13	**Standard Operating Procedures** • Do they need revising as a result of the move? • will working procedures change as a result?	Ward/Dept: allocate team member	Ward/Dept/DMT:	
14.	**Move arrangements** • Agree and confirm day & time of move with portering/external move teams • Complete move forms as required (see examples attached)	Ward/Dept: allocate team member	Ward/Dept/PM/ Ward/Dept/PM:	
15.	**Signage** Check: • if wayfinding signage requires updating • if internal door signs require updating • ensure patient information has the correct directions to the new location	Ward/Dept: allocate team member	Ward/Dept/PM: Ward/Dept/PM/ ArtCare team: Ward/Dept	
16.	**Information Governance:** • Carry out Data protection Impact Assessment covering new working areas i.e. screen protectors, records storage, door locks, confidential waste storage etc • Security around transfer of patient records, corporate records, reallocation of filing cabinets etc • Destruction process and procedures, i.e. confidential waste etc • Complete and sign off the assurance process confirming the building/area has been cleared appropriately.	Ward/Dept: Allocate team member	Ward/Dept/PM Ward/Dept Ward/Dept Ward/Dept/PM	