

SITE NAME	<b>BODMIN CDC</b>	
ADDRESS	Boundary Road, Bodmin, PL31 2QT	
CONTACT	Claire Nurohen <a href="mailto:claire.nurohen@nhs.net">claire.nurohen@nhs.net</a>	For premises enquiries
RECEPTION	Yes, on ground floor Open from 8am Closes at 8pm Access for staff from 7.30am-8.00pm	Upstairs Reception. Unmanned at present. Patients to sign in at ground floor Reception who will direct patients to first floor
SIGNING IN	Yes	All staff please sign in at Reception on ground floor (Visitors Book)
TELEPHONE	01208 262520	
EMAIL FOR CLINIC LIST	Please email to Sonographer and CA. CA-please print list and give to Reception on Ground Floor  Weekend lists please email list to: <a href="mailto:rcht.cornwallprocurement@nhs.net">rcht.cornwallprocurement@nhs.net</a> Sonographer/CA NHS email	
ROOM LOCATION	Treatment room 2. First floor (see pic)	Accessible by stairs and lift
CONFIDENTIAL WASTE	Please take any confidential waste to Reception downstairs for shredding	
TOILET FACILITIES	1 patient toilet (disabled compliant)	From clinic room, turn left down the corridor-toilet on the right
WAITING ROOM	On first floor. Korus Health signs also throughout stairwell and doors. You will need fob to access doors to clinic room	Korus Health sign in waiting room 'clinic in progress, please take a seat'
PARKING	Free patient and staff car park on site	Use Hospital and overflow car park
STAFF PARKING	Free car park on site	Use Hospital and overflow car park
DOOR KEY	If treatment room is locked go to Reception on first floor. Use fob to get in to Reception, Key safe code is 6776# for key get room key on hook 4. Lock safe when key retrieved	No. 4 hook in key safe (see pic). Ensure you put key back in safe and lock safe
DOOR CODE	N/A	N.A
DOOR ACCESS CARD	Key fob for all doors	Regular staff should have a key fob, signed out to them. 4 spare key fobs downstairs on Reception
STAFF FACILITIES	Staff area on first floor. Through Reception towards phlebotomy, turn right, fob access to staff only door, turn right to staff room. Kettle, hot water dispenser, microwave and fridge.	Cupboard labelled Korus Health-supplies and crockery provided (see pic). Bring own milk on the day

	Coffee, tea and sugar provided.	
CLEANING	CDC cleaners 7 days a week between 6am-8am Top up clean at 2pm	
LOCKING UP	N/A	
AIR CON	If room is too hot, please inform Michaela	Claire's office is in the Estate Office on first floor
HEATING	If room is too cold, please inform Michaela	Claire's office is in the Estate Office on first floor
WIFI	If using Any Desk, use <b>guest wifi</b> . Any Desk is encrypted	No code needed
PACS	Korus PACS icon on desktop	
STATIC MACHINE	Yes	Logoq S8 SN: 504885SU2
NEF CODE	NEF47	
CITS PC NUMBER	YES	CITSPC2337313
LAPTOP NEEDED	No	Please take laptop in case any PC errors
ANY DESK	If using laptop	
IP ADDRESS	N/A	
PC LOGIN	Sonographer needs CITS login	Please contact Michaela if you do not have a CITS log in
LONG CABLE REQUIRED	Yes	
SHORT CABLE REQUIRED	N/A	
STATIC MACHINE NUMBER	15	
COUCH ROLL SUPPLIED	No	Stored in cupboard in treatment room 2
LOCATION OF SUPPLIES	Cupboard in Treatment room 2	
ALARM	See manual in Treatment room 2	See manual in Treatment room 2
FIRE ALARM TESTED	Tuesdays at 9.30am	
FIRE SAFETY KIT	Reception	
EMERGENCY ACCESS POINTS	Please follow all fire exit signs	Please read fire info and sign fire evacuation form on first visit
FIRE ASSEMBLY	Outside on grassed area by MRI mobile unit	
STAFF ACCESS	Side door	Accessible by key fob. Accessible from 7.30am
FIRST AID KIT & SPILL KIT	Ask at Reception	
FIRST AIDER	CLINIC STAFF	
Additional notes	Soliton is accessible on the PC, Soliton icon on desktop. Must sign in to CITS PC to gain access to PC. Request sent to CITS for 2 screens in the room for registering purposes	Data sockets in room now live



