

Royal Glamorgan Hospital

Pharmacy Department
MAY DAY BANK HOLIDAY 2017

| Date | Service Arrangements | Opening hours |
|-------------------------------|----------------------------------------|----------------|
| Friday 28/04/2017 | Normal weekday | 9.00am – 5pm |
| Saturday 29/04/2017 | Normal Weekend | 10.30am – 12pm |
| Sunday 30/04/2017 | Normal Weekend | 10.30am – 12pm |
| Monday 01/5/2017 | BANK HOLIDAY | 10.30am – 12pm |
| Tuesday 02/05/2017 onwards | Normal Service Arrangements resumed | 9.00am – 5pm |

Alternative Service Arrangements:

SATURDAY & BANK HOLIDAYS

The Pharmacy department will be open between 9.00am and 12.30pm; the pharmacy reception will be open between 10.30am and 12 noon, for any work that needs to be delivered to pharmacy.

WARD VISITS

Normal weekend service provision will apply on all the Bank Holidays. The level of Clinical pharmacy service provided on these days will be the same level of service usually provided on a Saturday.

Wards and departments, who usually receive a pharmacy visit at weekends, should ensure that work is ready for collection by pharmacy staff by 9.00am on the bank holidays.

For wards and departments that do not normally receive a visit at weekends and therefore no bank holiday visit; the pharmacy reception will be open between 10.30am and 12.00noon, for any work that needs to be delivered to pharmacy.

IV FLUIDS AND CONTROLLED DRUGS

As there will be limited pharmacy staff working over the bank holiday periods, please ensure that you have ordered sufficient supplies of Intravenous Fluids and controlled drugs to last over the bank holiday.

These orders should be sent to Pharmacy PRIOR to the bank holiday weekends i.e. by Friday 28th April 2017.

PHARMACY STOCK ITEMS

Urgent requests for stock may be telephoned to Extension 3140 during opening hours.

Pharmacy stock arrangements **Ward Top up service:**

Although some top up days may have to be altered, a full top up service for stock drugs items will be provided as normal over the bank holiday period.

Pharmacy stock arrangements for **Non Top Up wards:**

Wards or departments whose orders are due to be sent to Pharmacy on the bank holiday Mondays should send orders on the Tuesdays if stock is required; your orders will be returned later that day.

EMERGENCY OUT OF HOURS SERVICE

The usual emergency arrangements will operate throughout the period – the EMERGENCY CUPBOARD and ON CALL PHARMACIST being available via switchboard at Royal Glamorgan.

If you have any queries regarding these arrangements, please discuss with your Template pharmacist.