

Services by Sites

Footscray Hospital		
Divisions	Ward	Beds reduced or closed
Peri Operative and Critical Care	CCU	No planned bed closures, wards will flex beds dependent on demand.
	ICU	
	1 West	
	2 East	
	3 East	
	FH-OR	Modified Surgical Matrix from 22nd December 2023 - Jan 14 th 2024– See table below.
	Day Procedure Unit	Modified Surgical Matrix from 22nd December 2023 - Jan 14 th 2024– See table below.
Cath Lab	Open for urgent electives and emergency cases	
Emergency, Medicine and Access	No planned bed closures, wards will flex beds dependent on demand.	
	F Transit Lounge:25 - 26 th December – Closed., otherwise normal operating hours 0700-1830	
Aged, Cancer and Continuing Care	<ul style="list-style-type: none"> No planned bed closures Acute Aged Care – additional JMS on roster over Christmas break SNAP- The end of day email will be available on Friday afternoon. This email will have a waitlist of patients ready for transfer to expected and unexpected continuing care beds over the public holidays. Where there are no patients ready for transfer to unexpected beds, the on-call Geriatrician must be contacted for approval of transfer of patients that are not listed on this email. <p>SH/FH On-call Palliative Care consultancy service on public holidays. Escalation via switch to on-call</p>	
Chronic and Complex Care	<p>Chronis Dialysis – closed Christmas Day only</p> <p>All other services running BAU</p>	
Mental Health & Wellbeing	<p>Normal operating hours -Public holidays for EMH and C-L have same medical cover as weekends.</p> <p>No planned bed closures</p>	
Sunshine Hospital		
Divisions	Ward	Beds reduced or closed
Peri Operative and Critical Care	1A & 1B	No planned bed closures, wards will flex beds dependent on demand.
	ICU	
	2F Cardiac	
	SH-OR & JKWC-OR	Modified Surgical Matrix from 22nd December 2023 – Jan 14 th 2024– See table below.
	Day Procedure Unit	Modified Surgical Matrix from 22nd December 2023 - Jan 14 th 2024– See table below.

	Cath Lab	Open for emergency cases and urgent elective cases	
Aged, Cancer and Continuing Care Services	<p>No planned reductions</p> <ul style="list-style-type: none"> Cancer Services (oncology/haematology): consultant ward rounds on Monday 25th December. Registrar cover on 26th December with escalation to consultant as required. Acute Aged Care – additional registrar to support discharges and additional JMS on roster over the Christmas break. SNAP- The end of day email will be available on Friday afternoon. This email will have a waitlist of patients ready for transfer to expected and unexpected continuing care beds over the public holidays. Where there are no patients ready for transfer to unexpected beds, the on-call Geriatrician must be contacted for approval of transfer of patients that are not listed on this email. Radiotherapy and Chemotherapy Day Unit – closed on public holidays SH/FH On-call Palliative Care consultancy service on public holidays. Escalation via switch to on-call 		
Women's and Children's	Children's Ward	4 beds reduced from 24 th December 2023 PM until the 15th January 2024 inclusive	16 beds open
	Maternity	No planned bed closures, wards will flex beds dependent on demand.	
Emergency, Medicine and Access	<p>No planned bed closures, wards will flex beds closed dependent on demand.</p> <p>S Transit Lounge Reduced operating hours from 23rd December – 7th January inclusive; open from 0700-1530. On Christmas Day, Boxing Day and New Year's Day reduced capacity to 4 spaces 0700-1530.</p>		
Chronic and Complex Care	<p>Sunshine Chronis Dialysis – closed Christmas Day only</p> <p>All other services running BAU</p>		
Mental Health and Wellbeing	<p>Normal operating hours -Public holidays for EMH and C-L have same medical cover as weekends.</p> <p>No planned bed closures</p>		
Williamstown Hospital			
Divisions	Ward	Beds reduced or closed	
Peri Operative and Critical Care	LWW	Closes Dec 24th and reopens Jan 8 th 2023	
	WTN-OR	Closes Dec 22 nd Evening and reopens Jan 8 th 2024	
Aged, Cancer and Continuing Care Services	<ul style="list-style-type: none"> No planned reductions. Registrar on roster over Christmas break SNAP- The end of day email will be available on Friday afternoon. This email will have a waitlist of patients ready for transfer to expected and unexpected continuing care beds over the public holidays. Where there are no patients ready for transfer to unexpected beds, the on-call Geriatrician must be contacted for approval of transfer of patients that are not listed on this email. 		
Chronic and Complex Care	Dialysis closed Christmas Day only		

Sunbury		
Divisions	Ward	Beds reduced or closed
Peri Operative and Critical Care	Day Surgical Unit	Modified Surgical Matrix from 22nd December 2023 and reopens Jan 8 th 2024– See table below.
Chronic and Complex Care	Dialysis Services will operate as usual closing Christmas Day only.	
Dame Phyllis Frost	Normal operations	
Bacchus Marsh & Melton		
Medical Surgical	Reduced to 8 beds from Monday 25 th Dec – Sun 7 th Jan	
Theatre	Theatres close Sunday 24 th 2023 and reopens Jan 8 th 2024 - See table below.	
Maternity	On Maternity Bypass from 5 pm 24 th of Dec until 0900 8 th Jan 2024	
CSSD:	Reduced services 25 December – 7 January 0730 – 1800 hours Closed public holidays & weekends Reopen 8 January to full activity	
Urgent Care BM	Normal operating hours – open 24/7	
Urgent Care Melton	Christmas Day – Closed Normal operating hours other days; 0800-2230	
Outpatients	Closed Public Holidays	
BMCHC:	Closed from 22 Dec 2023 – 2 Jan 2024	
MCHC:	Closed public holidays	
CSCHC:	Closed 22 Dec 2023 – 8 Jan 2024 (Caroline Springs)	
Community/District Nursing:	Reduced services on Christmas Day 25/12/23	
10 Turner:	Normal operating hours Closed public holidays	
Dental	Closed from 22 ^d Dec 2023 – 2 nd Jan 2024	
Renal Dialysis	Closed Christmas Day only	
Day Medical	Closed Christmas Day and New Year's Day	
Grant Lodge	Normal operating hours	
Community Palliative Care	Closed over the public holidays with the afterhours Caritas Christi phone service in place for the weekends and public holidays as normal practice. (ie: 23/12 - 26/12; 31/12/22 – 2/1-23)	

For details on Allied Health, Pharmacy, Adult Specialist Clinics, Medical Imaging and Drug Health Services and DTS please refer to following pages:-

Sunshine, Footscray and Williamstown Allied Health Service – Xmas/New Year Sun 24th Dec. 2023 – Tue. 2nd Jan. 2024 (inclusive)

Allied Health Service - Xmas/New Year 2023-2024									
	Sat 23/12/23	Sun. 24/12/23	Mon. 25/12/23 Public Holiday	Tue. 26/12/23 Public Holiday	Wed. 27/12/23 - Fri. 29/12/23	Sat. 30/01/23	Sun. 31/12/23	Mon. 01/01/24 Public Holiday	Tue. 02/01/24
Physiotherapy & Exercise Physiology *Will work additional hours if demand indicated									
SH ICU	8am-4:30pm, Pager 116	8am-4:30pm, Pager 116	0800-1100 (min*) pager: 116	0800-1100 (min*) pager: 116	Weekday Service	8am-4:30pm, Pager 116	8am-4:30pm, Pager 116	0800-1100 (min*) pager: 116	Weekday Service
SH Wards (incl JK Paeds)	0800-1630 pager: 785	0800-1630 pager: 785	0800-1100 (min*) pager: 785	0800-1100 (min*) pager: 785	Weekday Service	0800-1630 pager: 785	0800-1630 pager: 785	0800-1100 (min*) pager: 785	Weekday Service
SH RADU	0800--1630	0800--1630	No service	0800-1100 (min*)	Weekday Service	0800--1630	0800--1630	0800-1100 (min*)	Weekday Service
SH 2H	0800--1630	No service	No service	No service	Weekday Service	0800--1630	0800--1630	No service	Weekday Service
SHED (Advanced Practice PT)	0800-1800 T: 0435204261	0800-1800 T: 0435204261	No service	0800-1800 T: 0435204261	Weekday Service	0800-1800 T: 0435204261	0800-1800 T: 0435204261	0800-1800 T: 0435204261	Weekday Service
FH ICU	0800--1630 pager: 370	0800--1630 pager: 370	0800-1100 (min*) pager: 370	0800-1100 (min*) pager: 370	Weekday Service	0800--1630 pager: 370	0800--1630 pager: 370	0800-1100 (min*) pager: 370	Weekday Service
FH Wards	0800--1630 pager: 327	0800--1630 pager: 327	0800-1100 (min*) pager: 327	0800-1100 (min*) pager: 327	Weekday Service	0800--1630 pager: 327	0800--1630 pager: 327	0800-1100 (min*) pager: 327	Weekday Service
FH Ortho/OGS	0800-1630	0800-1630	0800-1100 (min*)	0800-1100 (min*)	Weekday Service	0800-1630	0800-1630	0800-1100 (min*)	Weekday Service
WTN	0800-1630 pager: 3011	0800-1630 pager: 3011	0800-1100 (min*) pager: 3011	0800-1100 (min*) pager: 3011	Weekday Service	0800-1630 pager: 3011	0800-1630 pager: 3011	0800-1100 (min*) pager: 3011	Weekday Service
Speech Pathology									
SH	No service	7.30am- 4.00pm, pager 363	No service	No service	Weekday Service	No service	7.30am- 4.00pm, pager 363	No service	Weekday Service
FH	No service	Phone support, Pager 363	No service	No service	Weekday Service	No service	Phone support, Pager 363	No service	Weekday Service
WTN	No service	Phone support, Pager 363	No service	No service	Weekday Service	No service	Phone support, Pager 363	No service	Weekday Service

Sunshine, Footscray and Williamstown Allied Health Service – Xmas/New Year Sun. 24th Dec. 2023 – Tue. 2nd Jan. 2024 (inclusive) continued

Allied Health Service - Xmas/New Year 2023-2024									
	Sat 23/12/23	Sun. 24/12/23	Mon. 25/12/23 Public Holiday	Tue. 26/12/23 Public Holiday	Wed. 27/12/23 - Fri. 29/12/23	Sat. 30/01/23	Sun. 31/12/23	Mon. 01/01/24 Public Holiday	Tue. 02/01/24
Occupational Therapy									
FH	8am-2pm acute pager 497	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	Weekday Service	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	Weekday Service
SH	8am-4.30pm SH RADU pager 5219 8am-2.30pm acute pager 720	8am-4.30pp SH RADU pager 5219	8am-4.30pm SH RADU Pager 5219	8am-4.30pm SH RADU pager 5219 4.06pm acute pager 720 8am-2pm SH GEM	Weekday Service	8am-2pm SH RADU Pager 5219	8am-4.30pm SH RADU Pager 5219	8am-2pm SH GEM	Weekday Service
WTN	8am-4.30pm 043591676	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	8am-4.30pm 043591676	Weekday Service	8am-4.30pm 043591676	Contact ACE 8345 0189 for urgent discharge planning	Contact ACE 8345 0189 for urgent discharge planning	Weekday Service
Social Work									
FH	8am-4.30pm Pager 5097	8am-4.30pm Pager 5097	8am-4.30pm Pager 5097	8am-4.30pm Pager 5097	Weekday Service	8am-4.30pm Pager 5097	8am-4.30pm Pager 5097	Phone support, Pager 5220 or 0466 685 602	Weekday Service
SH	8am-6pm RADU Pager 5220 8am-430pm Acute Pager 40 8am-430pm W&C 0466 685 602	8am-6pm RADU Pager 5220 8am-430pm Acute 0401 673 348 8am-4.30pm W&C 0466 685 602	8am-6pm RADU Pager 5220 8am-430pm Acute Pager 5208	8am-6pm RADU Pager 5220 8am-430pm Acute /W&C 0401 673 348	Weekday Service	8am-430pm RADU Pager 5220 8am-430pm Acute 0401 673 348 8am-430pm W&C 0466 685 602	8am-430pm RADU Pager 5220 8am-430pm Acute 5208 8am-430pm W&C 0466 685 602	8am-430pm RADU Pager 5220 8am-430pm Acute 0401 673 348 8am-430pm W&C 0466 685 602	Weekday Service
WTN	Phone support, Pager 5220 or 0466 685 602	Phone support, Pager 5220 or 0401 673 348	Phone support, Pager 5220 or 760	Phone support, Pager 5220 or 0401 673 348	Weekday Service	Phone support, 0401 673 348	Phone support, Pager 5220 or 0466 685 602	Phone support, Pager 5220 or 0466 685 602	Weekday Service
Spiritual Care									
SH	No service	No service	9am- 3.30pm Pager #5289	No service	Weekday Service	No service	No Service	9am- 3.30pm Pager #5289	Weekday Service
FH	No service	No service	Remote support Pager #5289	No service	Weekday Service	No service	No Service	Remote support Pager #5289	Weekday Service
Psychology									
SH		No Service	No Service	No Service	Weekday Service	No Service	No Service	No Service	Weekday Service
FH		No Service	No Service	No Service	Weekday Service	No Service	No Service	No Service	Weekday Service
WTN		No Service	No Service	No Service	Weekday Service	No Service	No Service	No Service	Weekday Service

Sunshine, Footscray and Williamstown Allied Health Service – Xmas/New Year Sun. 24th Dec. 2023 – Tue. 2nd Jan. 2024 (inclusive) continued

Allied Health Service - Xmas/New Year 2023-2024									
	Sat 23/12/23	Sun. 24/12/23	Mon. 25/12/23 Public Holiday	Tue. 26/12/23 Public Holiday	Wed. 27/12/23 - Fri. 29/12/23	Sat. 30/01/23	Sun. 31/12/23	Mon. 01/01/24 Public Holiday	Tue. 02/01/24
Nutrition									
SH	No Service	Iris Bouwmeester 8AM-1PM Pager 181	No Service	No Service	Weekday service	No Service	Josh Fitzpatrick 8AM-1PM Pager 181	No service	Weekday service
FH	Sharon Er Pager 837 9AM-1PM	No Service	No Service	No Service	Weekday service	No service	Stef Riccardi 9AM-1PM pager 837	No service	Weekday service
WTN	No Service	No Service	No Service	No service	Weekday service	No Service	No Service	No service	Weekday service
Language Services									
Interpreter Services	Telephone Interpreting 1300739731	Telephone Interpreting 1300739731	Telephone Interpreting 1300739731	Telephone interpreting 1300739731	Weekday Service	Telephone Interpreting 1300739731	Telephone Interpreting 1300739731	Telephone Interpreting 1300739731	Weekday Service
Podiatry									
SH	No service	No service	No service	No service	Weekday Service	No service	No service	No service	Weekday Service
FH	No service	No service	No service	No service	Weekday Service	No service	No service	No service	Weekday Service

Theatre Closures over Dec 2023 – Jan 2024

THEATRE & DPU SESSIONS - CHRISTMAS/NEW YEAR 23

WEEK	W/C	FOOTSCRAY	SUNSHINE	JOAN KIRNER	WTN	SUNBURY	SUN DPU	FOOTS DPU	BM	Pre Admissions and Elective Booking office
1	Dec 18th	Elective operating to Friday, Dec. 22nd - 4AM & 4PM	Elective operating to Friday, Dec. 22nd - 3AM & 3PM	Elective operating to Friday, Dec. 22nd - 4AM & 4PM	Normal Matrix - Closed Thursday and open Friday for Overnight cases.	Normal Matrix	Open (as req.) to Friday, Dec. 22nd	Open (as req.) to Friday, Dec. 22nd	Normal Matrix until 22nd December. Bypass for LUSCS from 7pm Sunday 24th December	Pre-Admissions: normal clinics until 22/12/2022. Elective Booking Office: Normal Hours until 21/12/2023. *Office will close early on 22/12/2023
		Saturday 23rd Dec - 2AM and 3PM <i>Saturday Ortho session will run</i>	Saturday 23rd Dec - 2AM and 2PM <i>Saturday Plastics session will run</i>	Saturday 23rd Dec - 2AM and 3PM						
		1AM & 2PM -Sun 24th Dec	1AM & 2PM -Sun 24th Dec	2AM & 3PM -Sun 24th Dec						
2	Dec 25th	PH - 1AM & 1PM - 25th Dec	PH - 1AM & 1PM - 25th Dec	PH - 2AM & 3PM 25th Dec	Closed	Closed	Closed for PH except ECT Will be done in Theatre	Closed for PH	Closed- on bypass for LUSCS	Pre-Admissions: Closed Elective Booking Office: Normal Hours 27th - 30th December 2023 but with reduced staff.
		PH - 1AM & 2PM - 26th Dec	PH - 2 AM & 2PM 26th Dec	PH - 2AM & 3PM Dec 26 Dec			Open as required from 27th Dec*	Open as required from 27th Dec*		
		Wed 27th - 29th Dec 3AM & 4PM <i>(include Gastro/Bronc lists)</i> <i>Normal Weekend Sessions but</i> <i>No Saturday ortho session</i>	Wed 27th -29th Dec 3AM & 3PM <i>(include Gastro/Bronc lists)</i> <i>Normal Weekend Sessions</i> <i>No Saturday Plastic session</i>	Wed 27th - 29th Dec 3AM & 3PM <i>Normal Weekend Sessions</i>			ECT - Dec 25th, 27th and 29th <i>*staffing for nursing admissions/recovery/discharges</i>	<i>*staffing for nursing admissions/recovery/discharges</i>		
3	Jan 1st	PH - 1AM & 2PM - Jan 1st	PH - 1AM & 2PM - Jan 1st	PH - 2AM & 3PM - Jan 1st	Closed	Closed	Closed for PH except ECT will run separate to theatre	Closed for PH	Closed- on bypass for LUSCS	Pre Admissions: Reopen Tuesday 2nd Jan 2024 Elective Booking Office: Closed for PH reopens Tuesday 2nd Jan 2024
		Tues- Fri: 4AM & 4PM	Tues- Fri: 3AM & 3PM	Tues- Fri: 4AM & 4PM			Open (as req.) from 2nd Jan	Open (as req.) From 2nd Jan		
		<i>Normal Weekend Sessions but</i> <i>No Saturday ortho session</i>	<i>Normal Weekend Sessions</i> <i>No Saturday Plastic session</i>	<i>Normal Weekend Sessions</i>			ECT - Jan 1st 3rd & 5th <i>*staffing for nursing admissions/recovery</i>	<i>*staffing for nursing admissions/recovery</i>		
4	Jan 8th	5AM & 5PM	Reopen to normal matrix	4AM & 4PM	Reopen to a modified matrix	Reopen to normal matrix	Reopen to normal matrix	Reopen to normal matrix	Reopen to normal matrix	Pre Admissions & Elective Booking Office: Normal sessions and hours for both
		<i>Normal Weekend Sessions And</i> <i>Saturday Ortho Session restart</i>	<i>Normal Weekend Sessions</i> <i>Saturday Plastic Session restart</i>	<i>Normal Weekend Sessions</i>						
1	Jan 15th	Normal Matrix								
			<i>*Staff for ECT list only</i> <i>Theatre Twilight Sessions: nil change</i>							

Pharmacy Departments - Hours of Operation:

Date	Footscray	Sunshine	Williamstown	Melton/Bacchus
Monday 18 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Tuesday 19 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Wednesday 20 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Thursday 21 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Friday 22 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Saturday 23 December	Weekend Service	Weekend Service	CLOSED	CLOSED
Saturday 24 December (Christmas Eve)	CLOSED	CLOSED	CLOSED	CLOSED
Monday 25 December Christmas Day	Weekend Service	Weekend Service	CLOSED	CLOSED
Tuesday 26 December Boxing Day	Weekend Service	Weekend Service	CLOSED	CLOSED
Wednesday 27 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Thursday 28 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Friday 29 December	Weekday Service	Weekday Service	Weekday Service	Weekday Service
Saturday 30 December	Weekend Service	Weekend Service	CLOSED	CLOSED
Sunday 31 December (New Year's Eve)	Weekend Service	Weekend Service	CLOSED	CLOSED
Monday 1 January (New Year's Day)	Weekend Service	Weekend Service	CLOSED	CLOSED

Opening hours:

Weekdays 8:15am - 5:00pm

Weekends 8:15am - 5:00pm

Footscray (ex. 56442) and Sunshine (ex. 50015) only. Inpatient dispensary, discharges, and ward admissions pharmacist.

Cut off times for receipt of prescriptions:

- Discharges: 4.00pm (3.30pm for Williamstown)
- Specialist Clinics and Inpatient Supplies: 4.45pm

The on-call Pharmacist may be contacted via the After-hours Administrator for any urgent matters outside of these times.

Adult Specialist Clinics - Christmas/New Year hours of operation

Monday 26/12/22	Tuesday 27/12/22	Wednesday 28/12/22	Thursday 29/12/22	Friday 30/12/22	Monday 02/01/23
Closed Public Holiday	Closed Public Holiday	Normal Operation	Normal Operation	Normal Operation	Closed Public Holiday

Adult Specialist Clinics Call Centre, Referral Management Centre and clinics will operate as usual on all days other than public holidays

Adult Specialist Clinics 03 8345 6490

Medical Imaging Depts – hours of operation over the Christmas/New Year period 23-24 as follows:

<u>Date</u>	<u>Footscray Hospital</u>	<u>Sunshine Hospital</u>	<u>Williamstown Hospital</u>
Friday 22 December	Reduced outpatient capacity	Reduced outpatient capacity	Reduced outpatient capacity
Saturday 23 December	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Sunday 24 December	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Monday 25 December (PH)	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Tuesday 26 December (PH)	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Wednesday 27 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Thursday 28 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Friday 29 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Saturday 30 December	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Sunday 31 December	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Monday 1 January (PH)	ED/Urgent IP cover 24/7	ED/Urgent IP cover 24/7	ED/Urgent Inpatient 10am-6pm – then on-call
Tuesday 2 January	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations

Opening Hours: SH and FH

Weekdays

- Business hours 08:00am-5:00pm
- Out of hours ED/Urgent Inpatient coverage 5pm - 8am
- Interventional Radiology on-call – 5pm - 8am

Weekends/Public Holiday

- ED/Urgent Inpatient coverage - 24/7
- Interventional Radiology on-call - 24/7

Opening Hours: WTN

Weekdays

- Business hours 08:00am-5:00pm then on-call

Weekends/Public Holiday

- ED/Urgent Inpatient 10:00am – 6:00pm – then on-call

Please note reduced outpatient capacity on days adjacent to Public Holidays to allow Inpatient priority scheduling.

Medical Imaging Depts – Ultrasound hours of operation over the Christmas/New Year period 23-24 as follows:

<u>Date</u>	<u>Footscray Hospital</u>	<u>Sunshine Hospital</u>	<u>Williamstown Hospital</u>
Friday 22 December	Reduced outpatient capacity	Reduced outpatient capacity	Reduced outpatient capacity
Saturday 23 December	ED/Urgent IP cover 24/7	9am – 5pm then on call	On-call
Sunday 24 December	9am – 1pm then on call	9am – 5pm then on call	On-call
Monday 25 December (PH)	ED/Urgent IP cover 24/7	9am – 5pm then on call	On-call
Tuesday 26 December (PH)	9am – 1pm then on call	8am to 10pm then on call	On-call
Wednesday 27 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Thursday 28 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Friday 29 December	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations
Saturday 30 December	ED/Urgent IP cover 24/7	9am – 5pm then on call	On-call
Sunday 31 December	9am – 1pm then on call	9am – 5pm then on call	On-call
Monday 1 January (PH)	ED/Urgent IP cover 24/7	8am – 10pm then on call	ED/Urgent Inpatient 10am-6pm – then on-call
Tuesday 2 January	Reduced outpatient capacity	Reduced outpatient capacity	Normal Operations

Dorevitch Pathology – hours of operation over the Christmas/New Year period 23-24 as follows:

Date	Footscray Hospital Collection Centre	Footscray Hospital Hospital Rounds	Sunshine Hospital Collection Centre	Sunshine JK Collection Centre	Sunshine Hospital Hospital Rounds	Williamstown Hospital Collection Centre	Williamstown Hospital Hospital Rounds
Friday 22 December	8:30am-5:00pm	7:00am-3:00pm	8:30am-1:30pm	Closed	7:00am-3:00pm	9:00am-12:00pm	7:00am-10:00am
Saturday 23 December	7:00am-12:00pm	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Sunday 24 December	Closed	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Monday 25 December (PH)	Closed	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Tuesday 26 December (PH)	Closed	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Wednesday 27 December	9:00am-12:00pm	7:00am-3:00pm	8:30am-1:30pm	Closed	7:00am-3:00pm	9:00am-12:00pm	7:00am-10:00am
Thursday 28 December	9:00am-12:00pm	7:00am-3:00pm	8:30am-1:30pm	Closed	7:00am-3:00pm	9:00am-12:00pm	7:00am-10:00am
Friday 29 December	9:00am-12:00pm	7:00am-3:00pm	8:30am-1:30pm	Closed	7:00am-3:00pm	9:00am-12:00pm	7:00am-10:00am
Saturday 30 December	9:00am-12:00pm	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Sunday 31 December	Closed	7:00am-11:00am	Closed	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Monday 1 January (PH)	Closed	7:00am-11:00am	8:30am-1:30pm	Closed	7:00am-11:00am	Closed	7:00am-11:00am
Tuesday 2 January	8:30am-5:00pm	7:00am-3:00pm	8:30am-1:30pm	Closed	7:00am-3:00pm	9:00am-12:00pm	7:00am-10:00am

Sunbury Day Hospital Collection Centre is Closed from 23rd December 2023 to 7th January 2024.

ACL Pathology – hours of operation over the Christmas/New Year period 23-24 as follows:

<u>Date</u>	<u>Bacchus Marsh Hospital Collection Centre</u>	<u>Bacchus Marsh Hospital Hospital Rounds</u>	<u>Melton Hospital Collection Centre¹</u>	<u>Melton Hospital Hospital Rounds</u>
Friday 22 December	8:30am-4:30pm	9:30am – 10:30am 1:00pm – 2:30pm	8:30am-4:00pm	Closed
Saturday 23 December	8:30am-12:30pm	11:00am-12:30pm	Closed	Closed
Sunday 24 December	Closed	Closed	Closed	Closed
Monday 25 December (PH)	Closed	Closed	Closed	Closed
Tuesday 26 December (PH)	Closed	Closed	Closed	Closed
Wednesday 27 December	8:30am-4:30pm	9:30am – 10:30am 1:00pm – 2:30pm	8:00am-4:00pm	Closed
Thursday 28 December	8:30am-4:30pm	9:30am – 10:30am 1:00pm – 2:30pm	8:00am-4:00pm	Closed
Friday 29 December	8:30am-4:30pm	9:30am – 10:30am 1:00pm – 2:30pm	8:00am-4:00pm	Closed
Saturday 30 December	9:00am-12:00pm	11:00am -12:30pm	8:00am-12:00pm	Closed
Sunday 31 December	Closed	Closed	Closed	Closed
Monday 1 January (PH)	Closed	Closed	Closed	Closed
Tuesday 2 January	8:30am-4:30pm	9:30am – 10:30am 1:00pm – 2:30pm	7:30am-5:00pm	Closed

Australian Clinical labs Collection centre, Suite 6, 211 Barries Rd, Melton West

Non urgent work collected by Nurses is collected by courier team for processing. Urgent work collected by nurses is coordinated with the Bacchus Marsh Lab team for processing. ACL have a staff member on-call over the entire holiday period.

Drug Health Services

Service	Dates
Addiction Medicine Consultant On Call All sites via switchboard	No change to On Call Service
AOD Emergency Department and CL Service Sunshine & Footscray hospital	Open 7.00am to 9.00pm Daily
Outpatient Clinics Addiction Medicine/Nurse Practitioner Outpatient Clinics 3-7 Eleanor St, Footscray - 9am-5pm	CLOSED ON PUBLIC HOLIDAYS Friday 22 & 29/12 Office closes 3.00pm
Community Programs 3-7 Eleanor St, Footscray - 9am-5pm	CLOSED ON PUBLIC HOLIDAYS Friday 22 & 29/12 Office closes 3.00pm
Adolescent Community Programs 49 Nicholson St, Footscray - 9am-5pm	CLOSED ON PUBLIC HOLIDAYS Friday 22 & 29/12 Office closes 3.00pm
Women's Therapeutic Day Rehabilitation Program 49 Nicholson St, Footscray	CLOSED ON PUBLIC HOLIDAYS Friday 22 & 29/12 Office closes 3.00pm <i>Program reopens 02/01/24</i>
Admitting/Bed-based services:- Adult Community Residential Withdrawal Unit – 9-11 Eleanor Street, Footscray Adolescent Community Residential Withdrawal Unit - 9-11 Eleanor St, Footscray Westside Lodge – Dual Diagnosis Residential Rehabilitation Program - Sunshine Hospital	OPEN NO ADMISSIONS ON PUBLIC HOLIDAYS

WESTERN PUBLIC HEALTH UNIT

Western Public Health Unit	Service level
Weekends and Public Holidays	On call service for urgent public health matters only. Call WH Switchboard (03 8345 6333 if offsite or dial 9 if onsite) and request to be put through to the Public Health Officer on call.
All other weekdays	Normal service provision

PPE ORDERING

PPE Ordering	Service level
Public Holidays	<p>Please ensure that your ward / department orders enough PPE stock by Friday 22nd Dec to get them through to the next PPE delivery day which is Wednesday 27th December.</p> <p>There will be no PPE staff onsite on Christmas Day or Boxing Day.</p>

DTS

DTS	Service level
Public Holidays Reduced DTS Service Desk Operating Hours Over the Christmas and New Year period	<p>For the period between 21 December 2023 and the 12 January 2024, Digital Technology Services (DTS) will reduce the operating hours of the Service Desk, operating from 7am – 7pm on weekdays.</p> <p>This reflects the anticipated reduced call volumes and challenges due to staffing. The Service Desk hours for weekends and public holidays (7am-4pm) will not change.</p> <p>During the proposed reduced Service Desk hours, EMR support will not change. The EMR support team do not currently cover the hours between 7pm and 10pm as an EMR on-call roster currently covers this. The change will be that between 7pm and 10pm, calls will be directed to the after-hours administrator, who will raise the call with the first line DTS on-call support staff member.</p> <p>This is the same process Western Health has had in place for the past few years, operating between 10pm – 7am on weekdays, and 4pm – 7am on weekends.</p>

CENTRAL ACCESS UNIT
CHRISTMAS & NEW YEAR ARRANGEMENTS



Over the Christmas/New Year period, brokered services will be limited. If a patient requires nursing or support services for a safe discharge, please contact CAU before discharge to confirm the availability of services. In-house community nursing services will run as usual over this period but will be impacted due to the reduced availability of brokered services.

Please be aware that all post-acute care services will have limited capacity to take on new referrals from 22nd December to 3rd January, resulting in reduced availability of nursing care. Please confirm nursing care has been sourced with CAU before discharge.

On Christmas day for **URGENT NURSING referrals ONLY**- Please phone our Shift Supervisor on 0435 397 637. Referrals will not be processed until the following day.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
18	19	20	21	22	23	*24
25	*26	*27	28	29	30	31
*1	2	3	4	5	6	7

*Some providers closed.