

**DEPARTMENT OF SURGERY**

In case of a reply the number  
And the date of this  
Letter should be quoted

My Ref. No.....

Your Ref. No.....



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To: All Staff, Surgical Department

26<sup>th</sup> August 2024

**Subject: Suspension of Elective Surgeries and Temporary Relocation of Emergency Cases.**

Dear Colleagues,

I am writing to inform you of an important update regarding the ongoing lift issues at the surgical block. It has become necessary to completely stop using the lifts. As a result, patients cannot be moved up and down the surgical tower, significantly impacting our ability to perform surgeries as usual.

Given the current situation, we have decided to suspend all elective surgeries until further notice. During this period, we will focus solely on emergency cases to ensure that critical care is not compromised.

To accommodate these changes, emergency surgeries will be carried out at the Ground Floor Surgical(Neuro), Accident Centre, Pediatric and Gynaecology theatres. Patients undergoing these procedures will be admitted to Ward G, Ward N, Ward A, and Ward B.

The process of replacing one lift and refurbishing the other is currently going through the procurement process. We are making every effort to complete the work as quickly as possible to minimize disruption and resume normal operations.

I understand that this will require adjustments to our usual workflows, and I appreciate your cooperation and understanding during this period. Your dedication to ensuring patient care under these challenging circumstances is invaluable.

Please feel free to reach out to your respective unit heads if you have any questions or require further clarification.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J E Mensah', is written over a blue scribble.

Prof J E Mensah

Surgical Department