

Director of Nursing

FUNCTION/ROLE: To:

- Assume the role of Nursing Controller for the duration of the Major Emergency and act as part of the Hospital Emergency Control Team.

ACTIVATION PROCEDURE:

- You will be informed by the Switchboard – Alert level 1.

1. The Director of Nursing/Night Superintendant is alerted by the Main Switchboard.
2. Alert the Senior Nursing and Midwifery Team for CUH Campus:

Geraldine Keohane	Monica Harrington
Veronica Deane	Betty Hickey
Audrey Moran	Deirdre O’Keeffe
Helen Cahalane	Mary O’Byrne
Grace Reidy	Mary Mills
Mary Flynn	
3. Chief Executive Officer – **Mr Tony McNamara**
4. Mobilise all Wards* (**Action Card 18**)
5. In respect of all wards other than surgical, CNM2’s to allocate as many Nurses as possible to the Emergency Department when requested.
6. Liaise with the Bed Manager regarding all aspects of the Bed situation within the hospital and any plans for transfer of suitable patients to designated supporting hospitals. (At night the Night Superintendant/Nursing Administration will carry out the functions of the Bed Manager).
7. The Night Superintendant/Admissions Office will have the authority to arrange the immediate transfer of suitable patients to supporting hospitals
8. Each supporting hospital will facilitate the transfer by making 10 beds available.
9. All non-emergency admissions should be cancelled until the decision to stand down is taken.
10. Direct Porters/Attendants to report to Supplies Department and H.S.S.D. to distribute supplies requirements to Emergency Department Area.
11. Facilitate the organisation of the Relatives Room in the Radiotherapy Foyer in conjunction with the Radiotherapy Services Manager/Deputy.

* **Wards will have been notified by Porter (runner) as per action card 25 Alert Level 1**