

ACTION CARD 18

All Wards

CLINICAL NURSE MANAGER/DEPUTY

FUNCTION/ROLE: To:

- Identify potential patients for transfer/discharge
- Prepare to receive patients from the Emergency Department
- Arrange transfer of patients to other wards.

ACTIVATION PROCEDURE:

- You will be informed by the Portering Department (via Runner) – Alert level 1.

This action plan is devised to establish the framework of response from Wards to a major emergency involving CUH. It is a local extension of the Cork University Hospital Major Emergency Plan. It is the responsibility of staff to familiarise themselves with the general outline of the main plan and framework.

The Nurse in charge on duty will be informed of the Major Emergency Plan by a Portering Runner.

The number of staff required within a Ward, during a Major Emergency is, as follows:

- Nurse in Charge
- Deputy Nurse in Charge
- Ward/Care Assistant
- 7 Staff Nurses

Four Action Cards are available to provide detailed instructions, covering functional roles and responsibilities pertinent to a specific person, within each Ward. The Action Cards apply to:

1. Nurse in Charge
2. Deputy Nurse in Charge
3. Ward/Care Assistants
4. Relatives/Public Evacuation

ACTION CARD 1 – NURSE IN CHARGE

- Liaise with the Consultant/Registrar on-call regarding the number of patients suitable for discharge.
- Inform the Bed Manager of the potential number of available beds, ensuring that the patient in Theatre/Endoscopy/Angio/X-Ray/Radiotherapy/under going elective surgery is accommodated.
- Continue the necessary communication with the Bed Management Unit regarding admissions and discharges.

ACTION CARD 18

- Inform all staff on-duty of the current situation and keep them updated.
- Organise staff to transfer all discharged patients promptly, ensuring that the patient is aware of the current situation.
- Direct the Ward Assistant to follow Action Card 3.
- Review all roles as events occur and make the necessary changes.
- Advise the Nurse Service Manager of the number of nurses available to be relocated to other departments in the hospital.

ACTION CARD 2 – DEPUTY NURSE IN CHARGE

- Liaise and cooperate fully with the Nurse in Charge.
- Contact CNM2 and Nurse Service Manager.
- Contact off duty Nursing Staff and establish availability for duty. Exclude staff on the next shift.
- Inform Housekeeping staff and Supervisor of the potential number of bed spaces that require cleaning.
- Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate.
- Inform 1B Reception Staff to transfer/discharge patients on the computer.

ACTION CARD 3 – WARD/CARE ASSISTANT

- Liaise with the Nurse in Charge regarding the number of potential admissions.
- Set up the required number of admission trolleys.
- Check the linen and stores supplies and restock as necessary.
- Assist with the dismantling and setting up of beds.
- Restock generally.
- Source equipment/supplies as required.
- Maintain a safe and tidy environment.

ACTION CARD 4 –RELATIVES/PUBLIC EVACUATION

- Visitors & Relatives notified by the CNM in charge about the Major Emergency Plan
- Ask Visitors/Relatives to leave via front door (main entrance) using the stairwell where feasible and exiting same at level 1 on the Main Concourse.
- Proceed as normal to Car Park and exit via the Main Entrance (avoiding the Emergency Department).
- Inform Visitors/Relatives that Lifts are prioritised for Patient Transfer.
- In the event of patients being discharged immediately it may be prudent to ask relatives to wait in order to accompany the patient home.