

Critical Care Unit

CLINICAL NURSE MANAGER 3/DEPUTY

FUNCTION/ROLE: To:

- Ensure Intensive Therapy (ITU) services in the hospital are managed appropriately during a major emergency.

ACTIVATION PROCEDURE:

- You will be informed by the Bed Manager – Alert level 2.

Each ITU/CITU will hold their own specific Action Card to meet the specific requirements of each area in the event of a major emergency.

INTENSIVE THERAPY UNIT

ACTION CARD – NURSE IN CHARGE (OPERATIONAL FOCUS)

- Receives calls from Bed Manager/Night Superintendent.
- Allocate and delegate appropriate action card as an Aide de Memoir.
- Maintain as safe an environment as possible.
- Liaise with Consultant Anaesthetist on-call regarding the number of patients suitable for discharge.
- Inform Bed Management of the potential number of available beds.
- Continue the necessary communication with Bed Management Unit regarding admissions and discharge.
- Inform all staff on duty of the current situation and keep them updated of any changes.
- Delegate nursing staff appropriately, following detailed assessment of patients needs.
- Allocate 1 extra staff nurse to every 2 patients, and direct them to follow Action Card... Extra Staff Nurse
- Organise staff to transfer all discharged patients promptly (Deputy Nurse will communicate with relatives/carers/next of kin, ensuring that the patient is aware of the current situation, and communicate with relatives/next of kin).
- Liaise with Nurse in Charge of respective wards receiving patients, and coordinate transfers.
- Direct Health Care Assistants to Action Card...

ACTION CARD 20**INTENSIVE THERAPY UNIT****ACTION CARD – DEPUTY NURSE IN CHARGE (CLINICAL FOCUS)**

- Maintain a safe environment.
- Liaise and cooperate with CNM/Nurse in charge.
- Liaise with relatives/next of kin through telephone or direct contact.
- Ask all visitors, and personnel not attached to General ITU to vacate the Unit
- Contact Security Staff to open CNM 3 Office to access direct dial facility.
- Contact Off-Duty Nursing Staff to establish availability for duty. Exclude staff on next shift. Inform them that the Emergency Plan has been activated.
- Contact all staff on the Daily on-call board. Inform them that the Emergency Plan has been activated.
- Inform Housekeeping staff and Supervisor of the potential number of bed spaces that require cleaning.
- Inform Portering and Catering Departments.
- Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate.

ACTION CARD – EXTRA STAFF NURSE

- Maintain a safe environment.
- Liaise and cooperate with CNM/Nurse in charge and Deputy Nurse for assistance and instruction on current situation.
- Assist the allocated staff nurse in preparing the transfer and admission of patients.
- Ensure patient has an identity band secure on wrist/hand.
- Prepare the required drug infusions, manometer sets, drainage sets, CVVHF etc.
- Prepare dressing trays for insertion of CVP, Arterial lines, +/- PICCO, Vascath, Urinary Catheter, +/- Chest Drains, and other lines as advised by Anaesthetists/ Medical Staff.
- Prepare Emergency Intubation Tray, and recheck stock. Liaise with CNM/Nurse in Charge or Deputy re stock shortages.

ACTION CARD – HEALTH CARE ASSISTANT

- Maintain a safe environment.
- Check familiarity of unit and assistance required with CNM/Nurse in Charge.
- Liaise with CNM/Nurse in Charge regarding the number of transfers in and out of the Unit.
- Set up bed spaces for admission as appropriate.
- Check Linen store supplies and restock
- Check all supplies and restock. Liaise with CNM/Nurse in Charge
- Update PIMS, and print addressographs as patients are admitted and discharged.
- Update admission book.
- Source equipment/supplies as required.