

Burns Unit Ward 2D

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 Switchboard – Alert level 1.

2D ward will hold their own specific Action Card to meet the specific requirements of this ward in the event of a major emergency.

ACTION CARD 1- NURSE IN CHARGE (OPERATIONAL FOCUS)

- Receives calls from switchboard/ Nurse Service Manager/ Evening Superintendent.
- Allocate and delegate appropriate action card as an *Aide de Memoir*.
- Liaise with Haematology and Plastics consultant **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 Department regarding Admissions and Discharges.
- 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 nurse per patient and an extra staff nurse/ care assistant to every 2 patients, and direct them to follow Action Card 3.
- Organise staff to transfer all discharged patients promptly (Deputy Nurse will communicate with relatives/next of kin, ensuring that the patient is aware of current situation, and communicate this with relatives/next of kin.)
- Liaise with Nurse in charge of respective wards receiving patients and coordinate transfers.
- Direct Health Care Assistant to Action Card 4.

ACTION CARD 21**ACTION CARE 2- DEPUTY NURSE IN CHARGE (CLINICAL FOCUS)**

- Maintain a safe environment.
- Liaise and co-operate with CNM/Nurse in Charge.
- Liaise with relatives/next of kin through telephone or direct contact.
- Ask all visitors and personnel staff not attached to 2D to vacate the unit.
- Contact 'off-duty' nursing staff to establish availability for duty. Exclude staff on the next shift. Inform them that the 'Major Emergency Plan' has been activated.
- Inform housekeeping staff and supervisor of the potential number of bed spaces requiring cleaning.
- Inform Porterage and Catering Departments.
- Check with Pharmacy and Controlled Drugs supplies and restock appropriately.
- Check dressing supplies and contact the H.S.S.D and relevant stores for extra supplies.

ACTION CARD 3 – EXTRA STAFF NURSE

- Maintain a safe environment.
- Liaise closely 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 the patient has an identity band secure on wrist/hand/foot.
- Prepare the required drug and fluid infusions, IV sets, Drainage Sets etc.
- Prepare dressing trays for insertion of CVP, urinary catheter, chest drains and other lines as advised by Anaesthetist/medical staff.
- Prepare Emergency Trolley and recheck stock. Liaise with CNM/Nurse in charge or Deputy Nurse re shortages.

ACTION CARD 4 – HEALTH CARE ASSISTANT

- Maintain a safe environment.
- Check familiarity of the unit and assistance required with the CNM/Nurse in charge.
- Liaise with the CNM/Nurse in charge regarding the number of transfers in and out of the unit.
- Set up bed space for admission as appropriate.
- Check linen stores and supplies and restock.
- Check all supplies and restock and 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.