

Social Work Department

HEAD MEDICAL SOCIAL WORKER

FUNCTION/ROLE: To:

- Co-ordinate support and counseling services to relatives
- Assist in discharge planning of casualties with the Emergency Department Team
- Offer support to relatives during process of identification in liaison with Gardai.

ACTIVATION PROCEDURE:

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

ACTION

1. Report to Hospital Emergency Control Centre on activation of the Major Emergency Plan.
2. Instigate Social Work response as per Action Card 30.
3. Call in staff as per in-house sub plan.
4. Assign Social Worker to liaise with Gardai in Relatives Area.
5. Additional Community resources will be sought from the community if required, by the Social Work department.
6. Allocate Social Workers to the following areas:
 - Relatives Area in Radiotherapy
 - To work with discharge teams from the Emergency Department and Discharge Ward
 - To ensure a Medical Social Worker is available to relatives of the deceased who attend the hospital
 - To the switchboard to help in dealing with distressed telephone calls
 - To accompany relatives to the Mortuary
 - To assess and respond to needs of children who present as part of the Major Emergency
 - To assess need for additional Social Work resources and recruit accordingly.

Establish Links with

- Co-ordinator of Volunteers
- Head of Clinical Services
- Discharge Co-Ordinator
- Gardai.