

## Head of Human Resources

### **FUNCTION/ROLE:** To:

- Keep the Hospital Control Unit informed on all human resources issues.
- Ensure that the most appropriate allocation of staff is made when deployment is requested.
- Ensure that staff welfare is paramount.
- Ensure that debrief, follow up and counseling services information is available for staff.

### **ACTIVATION PROCEDURE:**

- You will be informed by Switchboard that a Major Incident has occurred.

1. Report to Hospital Control Centre.
2. Approve additional Human Resource requirements where needed.
3. Support Line Managers in the replacement of additional staff and where necessary redeployment/reassignment of existing staff.
4. Maintain record of any decisions you have to make.
5. Maintain links with the Hospital Control Centre and the Line Managers re: staffing issues for the duration of the incident.
6. Ensure provision of EAP, Occupational Health and Critical Incident Stress Management Services post the incident.