

25 WELFARE SERVICES	Cork University Hospital		ACTION CARD NUMBER
	Human Resources Manager		25.3
You Report To:	HECT	You Brief:	HR Team and Line Managers
Overall Responsibilities	<ul style="list-style-type: none">• Keep the HECT 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 counselling services information is available for staff.		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">• Report to HECC as a member of the HECT• Approve additional Human Resource requirements where needed.• Support Line Managers in the replacement of additional staff and where necessary redeployment/reassignment of existing staff.• Maintain record of any decisions you have to make.• Maintain links with the HECC and the Line Managers re: staffing issues for the duration of the incident.• Ensure provision of EAP, Occupational Health and Critical Incident Stress Management Services post the incident.• Maintain accurate times, locations, staffing logs and all staff hours worked.• Maintain time and action log of all action undertaken during the MEP• Implement standby actions now		<ul style="list-style-type: none">• Know the number of staff in the hospital on duty• Anticipate required numbers to undertake additional hours if required/requested• Anticipate numbers required for night cover/duty if required• Anticipate there-deployment of staff• Ensure that redeployed staff are working within their skill set and competencies at all times and ensure work is carried out in line the <i>HSE Redeployment of Staff in the event of a National Pandemic or other Major Emergency HR Policy & Procedure plan 2010</i> (https://www.hse.ie/eng/staff/resources/pandemicredeployment.pdf) and all other organisational policies as applicable	
Consider these points			
Staff Welfare HR has an important role of looking after the well-being of staff during a Major Emergency. The hospital's role is looking after the casualties of a Major Emergency and staff need to be supported in this role. <ul style="list-style-type: none">▪ Additional Staffing▪ Catering			

- Occupational Health/Employee Assistance Programme
- Psychiatric (Psychological Medicine) Services via Occupational Health Dept.
- De-briefing based on time and action log if required.

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY