

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/pandemicredemption.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