

4 EMERGENCY DEPARTMENT	Cork University Hospital		ACTION CARD NUMBER
	ED Health Care Assistant		4.17
You Report To:	ED CNM2/Shift Leader/ Nurse in designated area	You Brief:	Additional HCAs allocated to ED
Overall Responsibilities	<ul style="list-style-type: none">Assist with moving of patients to await MEP patientsCarry out duties as delegated by ED Shift leader/CNM2Ensure extra stock has been divided out to the relevant areas.		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">Assist with current patients' discharge or admission in preparation for incoming casualties.Follow instruction of ED shift leader/CNM3 and report back as appropriateLiaise with Portering staff to collect MEP stock and equipment from Glandore MEP storeroom.Liaise with clerical staff to ensure they have MEP documentation.RED ZONE areas are equipped to resuscitate casualties<ul style="list-style-type: none">Airway Grab BoxThoracotomy Grab BagIV Cannulation Grab BagMajor Haemorrhage Grab BagEnsure YELLOW ZONE areas are equipped to resuscitate casualties with significant injuries<ul style="list-style-type: none">Airway Grab Box (24)IV Cannulation Grab Bag (24)Thoracotomy Grab Bag* (12)Major Haemorrhage Grab Bag* (12)<i>*one between each bay</i>Ensure Yellow Area Silos containing the following on main corridor:<ul style="list-style-type: none">BurnsEnsure Green Area Stock brought from MEP Storeroom glandore. Green area stock contains 5 silos of stock divided as follows<ul style="list-style-type: none">Wounds (dressings/ closure/ minor burns)POPSplints/slings/C&C/ boots		<ul style="list-style-type: none">Read and familiarise yourself with action cardFollow instruction of shift leader/CNM3 and report back as appropriate	

<ul style="list-style-type: none"> ○ Bulk (gloves/ dressing packs/ procedure packs) ○ Crutches <ul style="list-style-type: none"> • Ensure Paeds ED Area Stock brought from MEP Storeroom glandore. Paeds ED area stock contains: • You may be allocated to work with Triage nurses in Ambulance Triage or Ambulatory triage to aid in streaming of patients to correct areas. • Provide care for patients in areas as allocated. Liaise with nursing staff. • Ensure patient belongings are kept with the patient at all times. 	
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Consider these points

1. If appropriate you may be asked to inform Emergency Department Staff including Administration, Portering, Paramedical and Clinical Decision Unit of declaration of Major Emergency.
2. If appropriate you may be asked to distribute Signage & role allocation stickers and organise at Reg Room.
3. If appropriate you may be asked to send and monitor bulk text. **Do not** call in staff due to come in on the next shift as cover will be required for proceeding day(s).
4. Report back to CNM in charge for further duties.
5. If appropriate you may be asked to liaise with Portering staff regarding extra equipment in the main store room ground floor CRC.

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