

<b>5 NURSING ADMINISTRATION</b>	<b>Cork University Hospital</b> <b>Director of Nursing</b>	<b>ACTION CARD NUMBER</b> <b>5.2</b>
<b>You Report To:</b>	General Manager/HECT	<b>You Brief:</b> Nurse Management and all staff
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>Activate Major Emergency Plan<sup>1</sup></li> <li>Management of Nursing services</li> <li>Nursing representative on HECT</li> </ul>	
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>Advise security to establish traffic control plan and open media centre</li> <li>Allocate staff to establish staff sign in area and recall staff going off duty</li> <li>Activate decant of ED, OPD and Front hall</li> <li>Liaise with Bed Management to establish bed compliment, theatre activity and capacity patients ready for discharge/transportation out.</li> <li>Cancel/defer all planned non-emergency admissions until decision to stand down taken</li> <li>Mobilise all wards</li> <li>Advise all HECT team members to sign in on arrival and out on stand down</li> </ul>		<ul style="list-style-type: none"> <li>Confirm standby with Ambulance Control</li> <li>Alert senior Nursing team</li> <li>Confirm standby with ED manager and theatre manager</li> <li>Alert all other members of HECT</li> <li>Alert security</li> </ul>
<b>Consider these points</b> <ul style="list-style-type: none"> <li>The Director of Nursing/Night Superintendent is alerted by the Main Switchboard. <ul style="list-style-type: none"> <li>Alert the Senior Nursing &amp; Midwifery Team for CUMH and CUH Campus</li> </ul> </li> </ul>		
Katie Bourke Director of Midwifery		Siobhan Scanlon
Ciaran Sweeney		Helen Cahalane
Audrey Moran		Nora Twomey
Noreen O'Leary		Emer Neau
Diarmuid Nolan		
1In your role as a Designated Person you are authorised to activate the hospital response to a major emergency plan having taken advanced consideration to on site capacity		

- Mobilise all Wards

- In respect of all wards other than surgical, CNM2's to allocate as many Nurses as possible to the Emergency Department when requested.

1. Liaise with the Head of Bed Management regarding all aspects of the bed situation within the hospital and any plans for transfer of suitable patients to designated supporting hospitals. (At night the Night Superintendent/Nursing Administration will carry out the functions of the Unscheduled Care Managers).
2. The Night Superintendent/Admissions Office will have the authority to arrange the immediate transfer of suitable patients to supporting hospitals
3. Each supporting hospital will facilitate the transfer by making 10 beds available.
4. All non-emergency admissions should be cancelled until the decision to stand down is taken
5. Direct Porters/Attendants to report to Supplies Department and H.S.S.D. to distribute supplies requirements to Emergency Department Area.
6. Facilitate the organisation of the Relatives Room in the Glandore Centre in conjunction with the Radiotherapy Services Manager/Deputy.

**\* Wards will have been notified by Porter (runner) as per action card**

**11.2 Alert Level 1**

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