

5 NURSING ADMINISTRATION	Cork University Hospital		ACTION CARD NUMBER	
	Assistant Director of Nursing (ADON)		5.4	
You Report To:	Director of Nursing	You Brief:	RGNs, HCAs	
Overall Responsibilities	<ul style="list-style-type: none"> You are required to activate the plan Hospital Discharges Cancel all routine activities. Liaise with Bed Management regarding discharges 			
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION				
ON ACTIVATION		ON STANDBY		
<ul style="list-style-type: none"> Inform all wards, critical care areas, theatre, maternity Cease all elective activity. Arrange for hospital transfers and discharges. Arrange for redeployment of HCAs and RGNs. Keep informed of staffing requirements, bed capacity, and discharges. Liaise with DON and HECT and CMT where appropriate Inform all staff on duty of the current situation and keep them updated of any changes 		<ul style="list-style-type: none"> Keep informed of staffing requirements, bed capacity, admissions, and discharges. Quantify numbers of patients to be admitted. Notify theatres. 		
Consider these points				
<ul style="list-style-type: none"> WTE RGNs: Maintain accurate time sheet of all actions during activation. Maintain accurate records of staff roster changes. Liaise with all agencies/embassies as required. Brief HECT as required 				
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