

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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