

<b>6 SURGERY</b>	<b>Cork University Hospital</b> <b>HSSD Manager/CNM2</b>	<b>ACTION CARD NUMBER</b> <b>6.4</b>
<b>You Report To:</b>	CNM3 Theatre Theatre Operations Manager	<b>You Brief:</b> HSSD Staff
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure supply of RIMD's for trauma operating theatres in CUH</li> <li>• To maintain provision of decontamination services for Obstetric services in CUMH</li> </ul>	
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>• Inform HSSD staff on duty of the current situation and keep them updated of any changes</li> <li>• Contact HSSD staff not on duty to alert to possible need for extra staff (Department Group Text)</li> <li>• Provide Staff Address, Eircode, Telephone Numbers if needed to Emergency Planner (folder in office)</li> <li>• Prioritise trauma sets for sterilisation Orthopaedics/Plastics/Vascular/Laparotomy/</li> <li>• Cancel processing of routine RIMD's for CUH, CUMH, Bantry, St. Finbarr's Hospital</li> <li>• Cancel processing of Endoscopy equipment for Out Patient Services</li> <li>• Contact CUMH to inform them that the Major Emergency plan has been activated and all routine decontamination services for Gynae Theatre has stopped: 20537 Obstetric Theatre 20535 Gynae Theatre 20500 Ask for Head of Bed Management</li> <li>• Cancel processing of routine sets for CUMH Gynae services</li> <li>• Maintain processing of sets for Obstetric services</li> <li>• Review staff levels to provide consistent level of service during emergency plan</li> <li>• Liaise with theatres to assess number of trauma sets immediately available and Fast Track all other trauma sets</li> <li>• Liaise with Portering Services, to arrange transport for sets/supplies from other hospitals if necessary</li> </ul>		<ul style="list-style-type: none"> <li>• Maintain communication with Theatre Manager to assess theatre requirement of RIMD's</li> <li>• Staff may be required to modify their shift pattern to facilitate a consistent workflow through the department</li> <li>• Maintain communication with outside hospitals regarding the need for additional RIMD's/supplies</li> </ul>

Contact SIVUH in the event of additional supplies/sets being required for Orthopaedic or Plastics trauma cases (see numbers below)

Nursing Administration:

Operations Manager: 021 4926100

**Paula Fleming** HSSD Manager SIVUH: 021-4926665

Contact Tony Mc Loughlin (HSSD Manager Mater Hospital) in the event of additional supplies/RIMD's being required for Orthopaedic or Plastics trauma cases.

### **Consider these points**

- Staff levels at night time- consider increasing night shift numbers to maintain continuous service.
- Staff levels at weekends- consider **increasing working hours from 16.30 to provide cover until 20.00**/ provision of night shift at weekends
- Provide for staff levels to process routine sets once emergency phase has passed.

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