

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

<p>Contact SIVUH in the event of additional supplies/sets being required for Orthopaedic or Plastics trauma cases (see numbers below)</p> <p>Nursing Administration: Operations Manager: 021 4926100 Paula Fleming HSSD Manager SIVUH: 021-4926665</p> <p>Contact Tony Mc Loughlin (HSSD Manager Mater Hospital) in the event of additional supplies/RIMD's being required for Orthopaedic or Plastics trauma cases.</p>	
Consider these points	
<ul style="list-style-type: none"> • 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