

7 CRITICAL CARE	Cork University Hospital ITU Manager/Controller	ACTION CARD NUMBER 7.1
You Report To:	DON/ADON	You Brief: ITU Staff
Overall Responsibilities	<ul style="list-style-type: none"> • Ensure all information is communicated to relevant staff and that patient safety is adhered to by all staff • Communicate bed situation to bed management 	
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION		
ON ACTIVATION		ON STANDBY
<ul style="list-style-type: none"> • Transfer suitable patients in a safe and speedy manner, • Contact their family, • Ensure unit is fully equipped and staffed to receive patients 		<ul style="list-style-type: none"> • Identify patients for transfer • check consumables and pharmacy • Potential transfers from Cardiac ICU.
<p>Consider these points</p> <p>Each ITU/CITU will hold their own specific Action Card to meet the specific requirements of each area in the event of a major emergency.</p>		
<u>Intensive Therapy Unit</u>		
<u>Action Card – Nurse in Charge (Operational Focus)</u>		
<ul style="list-style-type: none"> ▪ Receives calls from Unscheduled Care Manager/Night Superintendent. ▪ Allocate and delegate appropriate action card as an Aide de Memoir. ▪ Maintain as safe an environment as possible. ▪ Liaise with Consultant Anaesthetist on-call regarding the number of patients suitable for discharge. ▪ Inform Bed Management of the potential number of available beds. ▪ Continue the necessary communication with Bed Management Unit regarding admissions and discharge. ▪ Inform all staff on duty of the current situation and keep them updated of any changes. ▪ Delegate nursing staff appropriately, following detailed assessment of patient's needs. ▪ Allocate 1 extra staff nurse to every 2 patients and direct them to Action Card 8.5a ▪ Organise staff to transfer all discharged patients promptly (Deputy Nurse will communicate with relatives/carers/next of kin, ensuring that the patient is aware of the current situation, and communicate with relatives/next of kin). 		

- Liaise with Nurse in Charge of respective wards receiving patients, and coordinate transfers.
- Direct Health Care Assistant to HCA Action Card

Intensive Therapy Unit

Action Card - Deputy Nurse in Charge (Clinical Focus)

- Maintain a safe environment.
- Liaise and cooperate with CNM/Nurse in charge.
- Liaise with relatives/next of kin through telephone or direct contact.
- Ask all visitors, and personnel not attached to General ITU to vacate the Unit
- Contact Security Staff to open CNM 3 Office to access direct dial facility.
- Contact Off-Duty Nursing Staff to establish availability for duty. Exclude staff on next shift. Inform them that the Emergency Plan has been activated.
- Contact all staff on the Daily on-call board. Inform them that the Emergency Plan has been activated.
- Inform Housekeeping staff and Supervisor of the potential number of bed spaces that require cleaning.
- Inform Portering and Catering Departments.
- Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate.

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