

7 CRITICAL CARE	Cork University Hospital	ACTION CARD NUMBER
	CICU Manager/Controller	7.1b
You Report To:	DON/ADON	You Brief: CICU 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. • Inform Cardiac Theatre and 4D to cancel surgery
<u>Operational Focus</u>		
<p>Each ICU/CICU will hold their own specific Action Card to meet the specific requirements of each area in the event of a major emergency.</p> <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/Cardiothoracic Consultant 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 patients' needs. ▪ Allocate 1 extra staff nurse to every 2 patients, and direct them to follow Action Card 8.4a ▪ 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

Consider these points

- ❖ Infection Control Status of patients
- ❖ Staffing on subsequent shifts
- ❖ Staff wellbeing

Cardiac Intensive Care 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 Cardiac ICU to vacate the Unit
- Contact off duty staff and inform MEP activated. Ensure that staff rostered on next 2 shifts do not come in to assist as they will be required for their shifts. Confirm number of staff available to come in and number required. Extra staff will be required for following shift as well. Group text.
- 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.

Consider these points

- ❖ Prioritise bed spaces and equipment to Housekeeping staff
- ❖ Infection control status of patients
- ❖ Staff wellbeing
- ❖ Access and egress to and from Unit – e.g. ensure no equipment etc. blocking corridors
- ❖ Information for Visitors of patients

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