

8 WARDS	Cork University Hospital		ACTION CARD NUMBER
	Clinical Nurse Manager		8.1
You Report To:	DON/ADON	You Brief:	Ward Staff
Overall Responsibilities	<ul style="list-style-type: none"><li>• Identify potential patients for transfer/discharge</li><li>• Prepare to receive patients from the Emergency Department</li><li>• Arrange transfer of patients to other wards</li><li>• Management of the ward during the Major emergency</li><li>• Provide assistance as required, identify discharges and transfers</li></ul>		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none"><li>• If requested deploy staff nurse to the ED</li><li>• Advise all visitors to leave the hospital</li><li>• Identify potential discharges for Head of Bed Management</li><li>• Do not allow staff to leave shift unless instructed to do so</li></ul>		<ul style="list-style-type: none"><li>• Advise all staff of alert</li><li>• Identify nurse to attend ED</li></ul>	
Consider these points			
<p>The Nurse in charge on duty will be informed of the Major Emergency Plan by a Portering Runner.</p> <ul style="list-style-type: none"><li>▪ Liaise with the Consultant/Registrar on-call regarding the number of patients suitable for discharge.</li><li>▪ Inform the Head of Bed Management of the potential number of available beds, ensuring that the patient in Theatre/Endoscopy/Angio/X-Ray/Radiotherapy/undergoing elective surgery is accommodated.</li><li>▪ Continue the necessary communication with the Bed Management Unit regarding admissions and discharges.</li><li>▪ Inform all staff on-duty of the current situation and keep them updated.</li><li>▪ Organise staff to transfer all discharged patients promptly, ensuring that the patient is aware of the current situation.</li><li>▪ Direct the Healthcare Assistant to follow Action Card 8.4b</li><li>▪ Review all roles as events occur and make the necessary changes.</li><li>▪ Advise the Nurse Service Manager of the number of nurses available to be relocated to other departments in the hospital.</li></ul> <p style="text-align: center;"><b>Deputy Nurse in Charge</b></p> <ul style="list-style-type: none"><li>▪ Liaise and cooperate fully with the Nurse in Charge.</li></ul>			

- Contact CNM2 and Nurse Service Manager.
- Contact off duty Nursing Staff and establish availability for duty. Exclude staff on the next shift.
- Inform Housekeeping staff and Supervisor of the potential number of bed spaces that require cleaning.
- Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate.

Inform 1B Reception Staff to transfer/discharge patients on the computer

#### **Relatives/Public Evacuation**

- Visitors & Relatives notified by the CNM in charge about the Major Emergency Plan.
- Ask Visitors/Relatives to leave via front door (main entrance) using the stairwell where feasible and exiting same at level 1 on the Main Concourse.
- Proceed as normal to Car Park and exit via the Main Entrance (avoiding the Emergency Department).
- Inform Visitors/Relatives that Lifts are prioritised for Patient Transfer.
- In the event of patients being discharged immediately it may be prudent to ask relatives to wait in order to accompany the patient home.

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