

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"> Identify potential patients for transfer/discharge Prepare to receive patients from the Emergency Department Arrange transfer of patients to other wards Management of the ward during the Major emergency Provide assistance as required, identify discharges and transfers 	
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION		
ON ACTIVATION	ON STANDBY	
<ul style="list-style-type: none"> If requested deploy staff nurse to the ED Advise all visitors to leave the hospital Identify potential discharges for Head of Bed Management Do not allow staff to leave shift unless instructed to do so 	<ul style="list-style-type: none"> Advise all staff of alert Identify nurse to attend ED 	
<p>Consider these points</p> <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"> Liaise with the Consultant/Registrar on-call regarding the number of patients suitable for discharge. 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. Continue the necessary communication with the Bed Management Unit regarding admissions and discharges. Inform all staff on-duty of the current situation and keep them updated. Organise staff to transfer all discharged patients promptly, ensuring that the patient is aware of the current situation. Direct the Healthcare Assistant to follow Action Card 8.4b Review all roles as events occur and make the necessary changes. Advise the Nurse Service Manager of the number of nurses available to be relocated to other departments in the hospital. <p style="text-align: center;"><u>Deputy Nurse in Charge</u></p> <ul style="list-style-type: none"> Liaise and cooperate fully with the Nurse in Charge. 		

- 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.

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