

8 WARDS	Cork University Hospital		ACTION CARD NUMBER
	Extra Staff Nurse		8.4
You Report To:	Ward CNM	You Brief:	HCA
Overall Responsibilities	<ul style="list-style-type: none"> To co-ordinate the safe movement of patients within the unit. To prepare bed spaces for potential admissions. 		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none"> Liaise closely with CNM/Nurse in charge and Deputy Nurse for assistance and instruction on current situation. Prepare Emergency Trolley and recheck stock. Liaise with CNM/Nurse in charge or Deputy Nurse re shortages. 		<ul style="list-style-type: none"> Have all emergency stock in order and be ready for admissions to the unit. 	
Consider these points			
<ul style="list-style-type: none"> Maintain a safe environment. Assist the allocated staff nurse in preparing the transfer and admission of patients. Ensure the patient has an identity band secure on wrist/hand/foot. Prepare the required drug and fluid infusions, IV sets, Drainage Sets etc. Prepare dressing trays for insertion of CVP, urinary catheter, chest drains and other lines as advised by Anaesthetist/medical staff. 			

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