

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