

<b>8 WARDS</b>	<b>Cork University Hospital</b>		<b>ACTION CARD NUMBER</b>
	<b>Extra Staff Nurse</b>		<b>8.5</b>
<b>You Report To:</b>	Ward CNM2/Deputy	<b>You Brief:</b>	Nursing
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the movement of patients from the unit to other floors and help to prepare for the arrival of new admissions.</li> <li>• Set up the required number of admission trolleys.</li> <li>• Assist with the dismantling and setting up of beds.</li> <li>• Maintain a safe and tidy environment</li> </ul>		
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>			
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>	
<ul style="list-style-type: none"> <li>• Check familiarity of the unit and assistance required with the CNM/Nurse in charge</li> <li>• Set up bed space for admission as appropriate.</li> <li>• Set up the required number of admission trolleys.</li> <li>• Assist with the dismantling and setting up of beds.</li> <li>• Maintain a safe and tidy environment</li> </ul>		<ul style="list-style-type: none"> <li>• Advise all staff of alert</li> <li>• Check the linen and stores supplies and restock as necessary.</li> <li>• Restock generally.</li> <li>• Source equipment/supplies as required.</li> </ul>	
<b>Consider these points</b>			
<ul style="list-style-type: none"> <li>• Maintain a safe environment.</li> <li>• Liaise with the CNM/Nurse in charge regarding the number of transfers in and out of the unit.</li> <li>• Check linen stores and supplies and restock.</li> <li>• Check all supplies and restock and liaise with CNM/Nurse in charge.</li> <li>• Ward safety checks and maintenance reporting on equipment.</li> <li>• Source equipment/supplies as required.</li> </ul>			

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