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

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