

9 Paediatric Wards	Cork University Hospital	ACTION CARD NUMBER		
	Seahorse OPD Day Unit	9.4		
You Report To:	CNM3/ADON	You Brief: Department/Ward Staff		
Overall Responsibilities	<ul style="list-style-type: none"> Swift discharge of children in OPD and Seahorse Ensure new appointments sent out Co-ordination of transfers for discharge from wards Delegate staff to go to ED if required 			
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION				
ON ACTIVATION		ON STANDBY		
<ul style="list-style-type: none"> Liaise with CNM's from the children's unit Delegate staff to go to ED Delegate staff to manage discharge area Discharge as many patients as possible, i.e. those for blood tests, reviews ensure that they have appointments for return review. Ensure patients in theatre have a bed to return to. Staffing will be from the unit wide compliment. Security must be available for the unit as there is the possibility that the children will not have parents or guardians in city, county or country Only parents can be accommodated on the unit and Ward clerk must be available to the unit to ensure bed records are up to date, especially if children are transferred to or admitted to Seahorse with no parents. 		<ul style="list-style-type: none"> Advise all staff of alert Identify nurse to attend ED 		
Consider these points				
<ul style="list-style-type: none"> Many children could be on the ward without parents or guardian awaiting discharge 				
Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY