

8 WARDS	Cork University Hospital		ACTION CARD NUMBER
	Burns Unit Deputy Nurse in Charge (Clinical Focus)		8.3
You Report To:	Ward CNM	You Brief:	Ward 2D Staff
Overall Responsibilities	Liaise with medical colleagues and bed management to free up beds within the unit, and safely transfer existing patients to another ward or home.		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
- Ask all visitors and personnel staff not attached to 2D to vacate the unit. - Contact 'off-duty' nursing staff to establish availability for duty. Exclude staff on the next shift. Inform them that the 'Major Emergency Plan' has been activated		- Cancel any elective patients. - Alert standby staff of responsibilities and designate jobs. - Alert stores and pharmacy to deliver emergency stock supplies.	
Consider these points			
- Maintain a safe environment. - Liaise and co-operate with bed management and nursing staff - Liaise with relatives/next of kin through telephone or direct contact. - Inform housekeeping staff and supervisor of the potential number of bed spaces requiring cleaning. - Inform Portering and Caterings Departments. - Check with Pharmacy and Controlled Drugs supplies and restock appropriately. - Check dressing supplies and contact the H.S.S.D and relevant stores for extra supplies.			

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