

T&O WARD MANAGER This role will be filled by the Nurse in Charge of the elective trauma / orthopaedic ward who will be alerted by the Trauma Nurse Coordinator and will be based on the elective trauma ward. The overall role is to liaise with the Trauma Nurse Coordinator (TNC)-and be the only person to do so! To organise the ward so as to accept transfers from the Trauma Admissions Unit as required in the circumstances. Following staff alert proceed to undertake duties as detailed ensuring appropriate communication with other members of the team at all times	Time / date actioned
1. Following a Major Incident alert please proceed immediately to the ED and collect action card and sign register	
2. Identify and contact "off duty" staff for cover for next 24-48 hours and ensure that they know the direct telephone number of the RED BACK UP PHONE in order to contact the ward urgently (Delegate this above task e.g. to ward clerk/Aux where possible.)	
3. Identify current bed state as well as: 1) Patients planned for surgery (theatre lists may be cancelled) 2) Patients currently in theatre and progress. 3) Patients who can be discharged home 4) Patients that can be appropriately transferred to other wards within the Trust 5) Patients that are going to Chester Wing or other areas. 6) Potential bed state after identification of all above.	
4. Contact the Trauma Nurse Co-ordinator every half to one hour on bed state, staffing and ward information as required (Ext 49743).	
5. Maintain contact with Matron (Bleep 51522) as required	
6. Ensure Team Leaders discharge/transfer patients as per procedure ASAP	
7. Bed areas to be prepared for transfer from TAU/other as speedily as possible	
8. Nurse In charge to accept transfers from TAU as per procedure – again effective communication is essential	
9. Ensure communication systems of patients transferred and/or discharged are immediately updated within electronic systems and to relatives. Relatives arriving to collect patients should be informed that they must do this from Chester Wing entrance and NOT Kayll Road	
10. Maintain accurate records in the personal log of all decisions you make with the time they were made and to whom they were communicated. Give your completed action card to the EPRR Coordinator at the end of the incident who will give you a receipt.	