



(Ward Name)

Major Incident Prioritised Activities

In the event that a Major Incident is declared, these time-critical priority activities have been identified. It will be the responsibility of the Ward Manager, Bronze Nurse and Silver Commander to check and re-check that all activities are carried out and repeated within the defined time limits.

Medically deteriorating patients, unstable patients, ventilated patients and those with challenging behaviour may need special measures and will require individual clinical assessments when a Major Incident is declared. You may need to seek advice from a relevant and competent clinician with the appropriate specialist skills to make the assessment.

Activities

- Red** - highest priority because they *must* continue to deliver a safe service
- Amber** - those which could be scaled down if necessary
- Green** - those which could be temporarily suspended if necessary

Maximum Acceptable Disruption

| | | | | | | | | | |
|---|------------|---|-------|---|----------|---|-------|---|--------------|
| 1 | Negligible | 2 | Minor | 3 | Moderate | 4 | Major | 5 | Catastrophic |
|---|------------|---|-------|---|----------|---|-------|---|--------------|

| RAG rating | Activity | Responsibility | Maximum Acceptable Disruption | | | | | |
|------------|--|--------------------------|-------------------------------|-------|--------|--------|--------|--------|
| | | | 2 hrs | 6 hrs | 12 hrs | 24 hrs | 48 hrs | 1 week |
| Red | Routine medicines – prescribing | Doctor | ✓ | ✓ | ! | X | X | X |
| Red | Routine medicines – administering | Registered Nurse | ✓ | X | X | X | X | X |
| Red | Essential nutrition – oral and tube feeding | Registered Nurse | ✓ | ! | X | X | X | X |
| Red | Essential hydration – oral and tube feeding | Registered Nurse | ✓ | ! | X | X | X | X |
| Red | Essential respiratory care - tracheostomies | Registered Nurse | X | X | X | X | X | X |
| Red | Essential respiratory care – ventilators | Registered Nurse | X | X | X | X | X | X |
| Red | Essential personal care - (positioning, continence management, communication aids) | Nursing | ✓ | ! | ! | X | X | X |
| Red | Skin and tissue management (risk pressure area management) | Nursing | ! | X | X | X | X | X |
| Red | Vital signs, managing deterioration, essential clinical records | Registered Nurse | X | X | X | X | X | X |
| Red | Infection prevention and control management | Registered Nurse | X | X | X | X | X | X |
| Red | Handover | Qualified clinical staff | ✓ | ! | X | X | X | X |
| Red | Essential hydration and nutrition – staff | Ward Admin/Nursing | ✓ | ! | X | X | X | X |
| Amber | Best interest decisions | Qualified clinical staff | X | X | X | X | X | X |
| Amber | Bowel management | Nursing | ✓ | ✓ | ✓ | ✓ | ! | X |
| Amber | Routine catheter management | Nursing | ✓ | ✓ | ! | ! | X | X |
| Amber | Non-essential moving and handling | Nursing | ✓ | ✓ | ✓ | ! | X | X |
| Amber | Care planning | Nursing | ✓ | ✓ | ✓ | ✓ | ! | X |
| Amber | Routine clinical risk assessments | Nursing | ✓ | ! | ! | X | X | X |
| Amber | Daily emergency equipment checks | Nursing | ✓ | ✓ | ✓ | X | X | X |
| Amber | Reviewing clinical staffing | Nursing | ✓ | ! | ! | X | X | X |
| Amber | Essential dressings/wound care | Nursing | ✓ | ✓ | ✓ | ! | X | X |
| Amber | Daily stock control | Ward Admin/Reg Nurse | ✓ | ✓ | ✓ | X | X | X |
| Amber | Incident reporting | All disciplines | ✓ | ✓ | ✓ | ! | X | X |
| Green | Admissions | Admissions Team | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Routine observations for stable patients | Nursing | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Non-clinical risk assessments | Non-clinical staff | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Non-essential personal care (personal grooming, nails, make-up, hair washing) | Nursing | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Routine appointments | Nursing | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Training | Heads of Service | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Green | Recreational activities | Volunteers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Green | Scheduled new staff induction to wards | Ward Managers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Green | Staff management meetings | Ward Managers | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Routine report writing | Ward Managers | ✓ | ✓ | ✓ | ✓ | ✓ | ! |
| Green | Routine clinical investigations | Ward Managers | ✓ | ✓ | ✓ | ✓ | ! | ! |
| Green | Patient laundry (clothes) | Nursing | ✓ | ✓ | ✓ | ! | X | X |
| Green | Patient monies | Ward Managers | ✓ | ✓ | ✓ | ✓ | ✓ | ! |