**Summary of Roles for CBAC Personnel –**

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| **Position** | **Zone** | **Brief description of roles for exercise only** |
| **CBAC Manager** | All Areas | * Overall establishment and effective operation of CBAC facility including management of CBAC non clinical staff and the CBAC facility. * Overall responsibility for the following staff:   + Admin   + Volunteers   + Security   + “Cleaning staff”   + Catering * Key linkage with designated Primary Care Coordinator * Provide regular reporting to Control Centre as directed including minimum dataset information, incident reports, etc. * Liaise with local emergency services and Civil Defence personnel. * Monitor CBAC patient flow. * Ensure CBAC staff are receiving regular breaks. * Provide shift changeover report. * Maintain adequate pandemic supplies * Providing orientation and site-specific training for visitors during exercise |
| CBAC Clinical Leader | All areas | * In collaboration with Nurse Leader ensure continuance of appropriate clinical staffing levels. * Overall supervision of medical staff in CBAC * Provide assistance in all assessment/treatment areas as required * Oversight of decision making on appropriate treatment and discharge of patients in priority assessment areas * Oversight of all clinical decision making * Monitor CBAC patient flow. * Ensure documentation of accurate clinical records. |
| **CBAC Nursing Leader** | All areas | * In collaboration with Clinical Leader ensure continuance of appropriate clinical staffing levels. * Provide relevant CBAC training prior to commencement of exercise –e.g. infection control, PPE and orientation of CBAC site * Overall supervision of nursing staff in CBAC * Provide assistance in all assessment/treatment areas as required * Oversight of decision making on appropriate treatment and discharge of patients in priority 2 assessment areas * Oversight of all nursing decision making |
| **Security**  **Report to CBAC Manager** | CBAC Entry and in all areas | * Managing traffic and people control at point of entry, * Initial questioning area – liaise with Triage Nurse * Check patients at point of entry to ensure those without influenza like illness are directed elsewhere * Provision of a security presence in reception, assessment and treatment areas and directed as appropriated e.g. pharmacy, * Providing assistance with staff safety and site safety |
| **Administration**  **Receptionist staff**  **Report to CBAC Manager** | Reception area – patient symptom triage and data entry | * Process patients utilising electronic CBAC clinical record forms * Triage all patients using symptom priority criteria * Liaise with Triage Nurse for all areas of uncertainty e.g. those obviously very unwell * Direct patients to assessment areas dependent upon priority category * Liaise with CBAC Manager with management of patients waiting to be processed |
| **Triage Nurse**  **Registered Nurse**  **Report to CBAC Nurse Leader** | Reception area | * Communicating with Security staff re initial questioning area * Directing all Priority 1 patients to appropriate Assessment and Treatment area * Providing clinical support for Admin staff re initial triaging as per Clinical Record |
| **Medical practitioners**  **Report to CBAC Clinical Leader** | Primarily Priority 1 Assessment Area but available to other zones as and when required | * Assessment and treatment of patients in priority 1 area and documenting in clinical record * Making decisions on appropriate treatment and discharge of patients in priority 1 assessment area and as required in other assessment areas. * Providing assistance and support to registered nursing staff in all CBAC areas as required * Prescriptions of medicines for patients in other assessment areas where required |
| **Registered nurse**  **Report to CBAC Nurse Leader** | Assessment and Treatment areas Priority 2 & 3 | * Assessment of patients in priority 2 assessment area and documenting in clinical record. * Making decisions on appropriate treatment and discharge of patients in priority 2 assessment area. * As appropriate the charting and administration of medications in accordance with CBAC Standing Orders * Assisting medical practitioners with assessment in high priority assessment area * Providing appropriate supervision and assistance, depending on the skill and experience of clinical assistants in assessment areas |
| **Clinical Support Staff and Volunteers**  **Report to CBAC Manager** | Reception and Assessment/Treatment areas as appropriate | * Providing support and assistance to patients within all areas   + directing to appropriate priority area   + directing patients to other service areas e.g. pharmacy, welfare   + assisting with discharge/transfer needs * Assisting clinical staff as appropriate |
| **Cleaning staff**  **Report to CBAC Manager** | All Areas | * Ensuring the CBAC is cleaned regularly an in accordance Infection Control guidelines |