**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
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| 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.
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Cleaning staff****Report to CBAC Manager** | All Areas | * Ensuring the CBAC is cleaned regularly an in accordance Infection Control guidelines
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