

## Covid-19 Emergency Management Education Programme

### Learning objective

Understanding, and practical application of, key controls necessary in the management of a Covid-19 Emergency Programme to minimise the risks to residents, staff, visitors and your nursing home.



Nursing homes should now take steps to assess and improve their preparedness for responding to coronavirus disease 2019 (COVID-19). This programme guides the practical development of a comprehensive COVID-19 response plan in line with best practice. From preparation to the management of confirmed cases. The training programme shall be held via online Webinar over two 90 minutes sessions. These sessions shall be complemented by an optional resource package (details below).

### The content of the education programme shall include:

#### Structures for Planning and Decision Making

Covid-19 Emergency Management Team

Covid-19 Co-ordinator

Covid-19 - Risk Management

Covid-19 Emergency Management Plan

Reputation, Risk and Regulation

Chronology of Events

Business Continuity

## **Updates and Communication**

Monitoring Public Health Advisories

Resident and Family Communication Programme

Staff Communication Programme

Communication process for inter-facility transfers

Communication Requirements for Co-Vid 19 cases

Covid 19 GDPR Requirements

## **Stocks and Supplies – Preparation and Allocation**

Suppliers and Supply Monitoring

Personal Protective Equipment

Medication Management

## **Staff and Workflow Management**

Staff Health and Wellbeing

Staff monitoring, contact and tracing

Staff allocations, banks and workflow

Key Staff Contingency Planning

Emergency Recruitment

Staff morale and mental health



## **Resident Care**

Monitoring of Residents

Management of Suspected Cases

Isolation and Quarantine

Care of the Resident and Families

Activity Programmes

Management of Visitors

Covid-19 End of Life Care


## **Infection Control and Prevention**

Ensuring Best Practice

Audits and Checks



## Complementary Resource Pack (Optional)

- **Electronic Document Access Portal**
  - **Electronic Portal for Updated Public Health Advisories**
  - **Electronic Risk Register (prepopulated)**
  - EMT Terms of Reference
  - EMT Agenda and Minute templates
  - EMT Electronic Action Tracking
  - Covid-19 Co-ord Roles and Responsibilities
  - Liaison Responsibilities – Residents/Families/Staff/HSE / HSPC / HIQA
  - Key Risks and Potential Controls
  - Draft Management Plan
  - Reputation, Risk and Regulation Checklist
  - Business Continuity Plan
  - Interfacility Transfer Letter Template
  - GDPR Checklist
  - Suppliers Management Policy and Procedure
  - Supply Monitoring Checklist
  - PPE Policy and Procedure
  - PPE Checklist
  - Medication Management Policy and Procedure
  - Medication Management Checklist
  - Posters and Communication
  - Sick Leave Policy and Procedure
  - Staff Contact Record template
  - Staff Leaflets
  - Covid-19 Obs Tracking
  - End of Life Policy and Procedure
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- IPC Policies and Procedures update re Covid-19 (#12)
  - Management of an Infectious Outbreak including Covid-19
  - Prevention and Control of Waterborne Infections (including Legionella)
  - Infection Prevention and Control
  - Education and Practice of Hand Hygiene Techniques
  - Clinical and Non-Clinical Waste Management
  - Cleaning Policy
  - Management of Spills
  - Use of Personal Protective Equipment
  - Equipment - Cleaning and Decontamination
  - Uniform and Dress Code
  - Laundry & Linen Management
  - Management of MRSA
  - Management of Clostridium Difficile
  - Management of Norovirus
  - Food Safety Policy & Procedure
  - Management of Influenza
  - Management of ESBLs
  - Management of Blood Borne Viruses
- IPC Audit Tool