

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 HSE Community Nursing Unit.



HSE Community Nursing Unit 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 Preparedness 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 a comprehensive resource package.

The content of the education programme shall include:

Structures for Planning and Decision Making

Oversight, Planning and Management

Emergency Preparedness Plan

Risk Management

Chronology of Events

Reputation, Risk and Regulation

Updates and Communication

Monitoring Public Health Advisories

Resident and Family Communication

Staff Communication

Communication process for inter-facility transfers

Communication Requirements for Co-Vid 19 cases

GDPR Requirements

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

Infection Control and Prevention

Ensuring Best Practice

Audits and Checks

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

Stocks and Supplies – Preparation and Allocation


Suppliers and Supply Monitoring

Personal Protective Equipment

Medication Management

Complementary Resource Pack

- **Covid-19 Preparedness Plan**
 - **Electronic Document Access Portal**
 - **Electronic Portal for Updated Public Health Advisories**
 - Electronic Risk Register
 - 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
 - Interfacility Transfer Letter Template
 - GDPR Checklist
 - Suppliers Management Policy and Procedure
 - Supply Monitoring Checklist
 - PPE Policy and Procedure
 - PPE Checklist
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- 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
 - 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
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COVID-19 Emergency Management Education Programme Feedback



We found the entire webinar **extremely useful** and there were lots of things we could implement from it.

I felt the webinar was **comprehensive** and met my learning needs.

Honestly, I enjoyed the training. It was **very informative**. The presentation **met all my expectations**.

Thank you for such an **excellent management programme**. It was great to get all the information in one package.

It **amalgamated the information** coming from other organisations and put **structure** on the process we need to follow.

Thank you so much for facilitating a webinar in times of this crisis. It's very insightful and make us more prepared in effectively and efficiently managing our centres.

