

COMMUNITY HOSPITALS COMMUNICATION CASCADE

GENERAL COMMUNICATION	METHOD	RESPONSIBLE PERSON	METHOD	RESPONSIBLE PERSON	METHOD	RESPONSIBLE PERSON	METHOD
OPERATIONAL DIRECTOR	Monthly team meeting Supervision Memo E-mail Telephone	SERVICE MANAGER	Monthly HODS meeting Supervision E-mail Memo Telephone	SENIOR NURSE CO-ORDINATORS HEADS OF DEPARTMENTS	<ul style="list-style-type: none"> • Clinical Managers meeting • Supervision • Telephone • E-mail • Memo • Supervision • Monthly A & C meetings • Telephone 	CLINICAL MANAGERS	Ward meetings Daily handovers
URGENT CASCADE							
OPERATIONAL DIRECTORS	Face:Face Telephone E-mail	SERVICE MANAGER	Face:Face Telephone	SENIOR NURSE CO-ORDINATORS HEADS OF DEPARTMENTS	<ul style="list-style-type: none"> • Call an urgent meeting • Groups of ward staff • Walk round/follow up later • E-mail • Telephone • Personally distribute Press releases 	PERSON IN CHARGE OF WARD/ DEPARTMENT	Verbal Distribution of press release