

## Bed Manager

### FUNCTION/ROLE: To:

- Manage the Bed requirements in the event of a Major Emergency
- Liaise closely with the Emergency Department and other key areas.

### ACTIVATION PROCEDURE:

- You will be informed by the Emergency Department – Alert level 1.

### At night the Nursing Administration/Night Superintendent will carry out the functions of the Bed Manager:

1. When alerted by the Emergency Department that the Hospital Major Emergency Plan has been activated, the Bed Manager will alert:
  - **Teresa Wall** Theatre CNM3
  - **Bridget Doyle** ITU CNM 3
  - **Carol O'Mahony** ITU CNM 3 Deputy
2. If there is less than two staff in the Admissions Office, the assistance of a further staff nurse will be required.
3. Bed Manager will be kept informed by the Emergency Department Nurse Service Manager, in so far as possible, as to the number and nature of expected casualties, and thereafter hourly updates on the situation.
4. The Bed Manager will establish the following information:
  - (a) Number of empty beds
  - (b) Number of closed beds
  - (c) Number of anticipated discharges
  - (d) Numbers of prearranged admissions for that day
  - (e) Liaison with other outside hospitals

**ACTION CARD 16**

5. CNM2's will establish from medical staff which elective admissions may be deferred and convey the information to the Bed Management Unit. No elective admission may be allocated a bed without specific permission of the **Bed Manager, who will have the authority to cancel non-urgent electives**, including those that may have already arrived in the Hospital or due to admission in the days immediately following the operation of the Major Emergency Plan.
  
6. **Bed Manager will establish from each supporting Network Hospital – (see appendix B):**
  - **Number of beds available**
  - **Number of beds to become available that day**
  
7. All information will be shared with the Director of Nursing, ED Nurse Service Manager and the Hospital Emergency Control Centre.
  
8. The Bed Manager will arrange, if necessary, the transfer of suitable patients to the designated supporting hospitals and maintain frequent contact with these hospitals as the situation unfolds.
  
9. When advised by the Hospital Emergency Control Centre the Bed Manager will advise Theatre CNM3, ITU CNM2's and the Health Records Manager.