5 NURSING ADMINISTRATION	Cork University Hospital	ACTION CARD NUMBER
	Head of Bed Management	**5.1**

You Report To:	ADON/DON	**You Brief:**	Bed Management Team
Overall Responsibilities	- In consultation with the DON, determine the number and category of patients CUH can accept when the plan is activated. - Liaison with the emergency department coordinator. - Coordination with the medical teams, the transport manager and the ward CNM2s the management and organisation of patient admission discharge and transfer. - Liaison with the senior nurse managers coordinating the emergency department, theatre, wards and ITU.		

IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION

ON ACTIVATION	ON STANDBY
- Assess bed status - cancel elective admissions - check with on call consultants who can be discharged - check ICU/CCU bed state including number of ventilators in use - arrange discharges as appropriate with discharge planner	- Assess bed status - check with on call consultants who can be discharged - check ICU/CCU bed state including number of ventilators in use

Consider these points

At night the Nursing Administration/Night Superintendent will carry out the functions of the Head of Bed Management:

1. When alerted by the Emergency Department that the Hospital Major Emergency Plan has been activated, the Head of Bed Management will alert:

   - **Marie Hogan** A/CNM3Theatre
   - **Incumbent** CNM3General ITU

2. If there is less than two staff in the Admissions Office, the assistance of a further staff member will be required.

3. The Head of Bed Management will be kept informed by the Emergency Department Asst. Director of Nursing in so far as possible, as to the number and nature of expected casualties, and thereafter hourly updates on the situation.

4. The Head of Bed Management 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	

5. CNM2s 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 **Head of Bed Management, 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. The Head of Bed Management 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 HECC.

8. The Head of Bed Management 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 HECC that the Major Emergency is being stood down the Head of Bed Management will advise Theatre CNM3, ITU CNM2's and the Health Records Manager

Version Control	**Date Approved**	**DD/MM/YYYY**	**Valid Until**	**DD/MM/YYYY**