

**PATIENT FLOW & BED
UTILISATION PROTOCOL**

PURPOSE

To ensure clinically and culturally safe, efficient and effective utilisation of inpatient and day patient resources by clinical service specialities, promoting continuity of care between the Hospital, Community Services and General Practitioners.

Responsible	Action	Rationale
Medical and Surgical booking teams	<ul style="list-style-type: none"> Booking teams arrange booked admissions directly with wards. Planned bookings are taken directly from the booking list and booked to Theatre by 1330 hours each Friday in Tauranga and in Whakatane by 1430 for the following week's admissions. Any changes to admission lists after this time must be made directly with the Clinical Nurse Manager (CNM) / Clinical Nurse Co-ordinator (CNC) of Theatre or the Duty Nurse Manager (DNM). Where it is indicated to the booking clerk that an HDU / ICU bed is required postoperatively the booking clerk makes an entry in the HDU calendar. The ICU Clinical Unit Administrator (CUA) monitors this and prints the day before for the CNM ICU. Any capacity issues that arise from the bookings are discussed between the ICU CNM / Co-ordinator and the DNM Day Stay and same day admissions Units must be utilised, wherever appropriate. 	<ul style="list-style-type: none"> To ensure that there is a list "cut off" time that prevents late or excessive numbers of booked admissions to a department. To ensure that ICU can arrange appropriate resources to manage the workload. To maximise day of surgery and day case admissions of booked patients and to prevent inappropriate utilisation of inpatient wards for day surgery procedures.
CNMs	<ul style="list-style-type: none"> Are responsible for planning resources to meet the workload demand of booked admissions. 	<ul style="list-style-type: none"> To ensure that the department can arrange appropriate resources to manage the workload.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.2.3 Patient Flow and Bed Utilisation
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) service protocols

Issue Date: Nov 2016	Page 1 of 1	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Review Date: Nov 2019	Version No: 3	
Protocol Steward: Hospital Co-ordinator	Authorised by: Director of Nursing	