

## PATIENT FLOW AND BED UTILISATION

### POLICY STATEMENT

It is the Bay of Plenty District Health Board's (BOPDHB) aim that the utilisation of beds at Tauranga Hospital and Whakatane Hospital will be carried out in a safe, effective and efficient manner.

### PURPOSE

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

The routes and process of patient admission and bed utilisation will each be supported with a protocol that sits beneath this policy.

### EXCLUSIONS

- Te Whare Maiangiangi - Acute Mental Health Unit Tauranga and Te Toki Maurere - Acute Mental Health Unit Whakatane
- Mauri Oho - Maternity Unit and Whakatane Maternity

### STANDARDS

1. To facilitate clinically and culturally safe and timely admission and discharge, for both acute and elective patients at Tauranga Hospital and Whakatane Hospital.
2. To promote clinical and facility processes and practice changes which improve organisational efficiency.
3. Allocation of beds process will ensure that patients are consistently placed into the most appropriate bed.
4. Each bed will be prepared for the next admission with minimal delays to facilitate rapid allocation to the incoming admission.
5. The Duty Nurse Manager is at the centre of the process of patient flow and bed management.
6. Efficiencies are realised by eliminating barriers to care delivery experienced when patients are inappropriately positioned in the organisation.
7. The plan of care is best supported by the patient being in the most appropriate bed for the treatment required with minimal delays

### REFERENCES

- ED Mass Casualty Escalation Process

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.4.1 Patient Transfers
- Bay of Plenty District Health Board policy 6.5.1 Discharge Planning - Inpatient

Manual Name: Clinical Policy	Page 1 of 2	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Bed Management	Version No: 4	
Policy Steward: Hospital Co-ordinator	Authorised by: Director of Nursing	



Policy Name: **Patient Flow and Bed Utilisation**  
File Name: 6.2.3

Policy No: 6.2.3  
Issue Date: Nov 2016  
Review Date: Nov 2019

- Bay of Plenty District Health Board policy 6.2.3 protocol 2 Patient Flow – Booked Admissions
- Bay of Plenty District Health Board policy 6.2.3 protocol 4 Patient Flow – Medical Day Stay Unit Opening Overnight – Tauranga Hospital
- Bay of Plenty District Health Board policy 6.2.3 protocol 5 Patient Flow – Transit Lounge
- Bay of Plenty District Health Board policy 6.2.3 protocol 7 Patient Flow – Patients in Swing Beds
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) service protocols

Manual Name: Clinical Policy	Page 2 of 2	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Bed Management	Version No: 4	
Policy Steward: Hospital Co-ordinator	Authorised by: Director of Nursing	