
Job Description

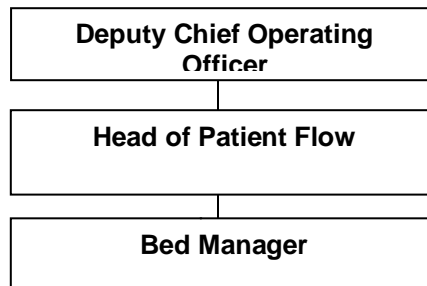
Job Title:	Bed Manager Band 6
Hours of Work:	37.5 Rotational to cover the 24hour period including weekends and Bank Holidays
Department/Ward:	Patient Flow Team
Division:	Corporate Services
Base:	Royal Bolton Hospital

REPORTING ARRANGEMENTS

Managerially Accountable to: Head of Patient Flow

Professionally Accountable to: Head of Patient Flow

ORGANISATION CHART:



JOB PURPOSE

The post holder will be a member of the clinical, mobile patient flow team responsible for the Trusts bed complement. The patient flow team has 24 hour responsibility for placing the right patients in the right place at the right time, maintaining performance standards in the Emergency Department, supporting achievement of 18 week performance, minimising short notice cancellations of elective admissions and ensuring provision of

single sex accommodation in line with national standards. The post holder will be required to cover shifts over the 24 hour period on a rotational basis.

The post holder will develop good working relationships with staff on the Wards and in the Emergency Department to ensure the effective utilisation of available beds whilst ensuring that the clear principles outlined in the Trusts policies are adhered to in a manner that ensures consistency and improves the patient experience whilst meeting performance standards and targets.

The post holder will proactively support the safe and timely discharge of patients liaising with Medical staff, Matrons, Ward Managers, Ward teams and staff from the Integrated Discharge Team in order to achieve this.

Duties and Responsibilities

- Plan the allocation of beds for all emergency and elective admissions across the Trust, utilising their clinical knowledge to ensure safe and appropriate patient placement within national time frames.
- Support the Divisions in balancing the demand for emergency admissions whilst maintaining bed capacity to accommodate elective patients.
- Support the allocation of beds to patients in the Emergency Department and on assessment areas by liaising with Shift Leader / Ward Coordinator / Nursing staff over the 24 hour period.
- Collaborate closely with Ward and Clinical Teams and with the Integrated Discharge team to ensure effective flow throughout the Trust and out into the community.
- Monitor patients who are outlying on non – speciality Wards, ensuring daily review and repatriation of all outlying patients as soon as possible to ensure patient safety and quality of patient care is maintained.
- Liaise with HDU and ITU to facilitate patient flow between the areas and step down to the wards in a timely manner, being aware of the standards that prevent breaches of single sex accommodation standards.
- Facilitate timely and early discharge by ensuring predicted discharge dates are accurate on Extramed, outstanding diagnostics are planned and booked, and nurse led discharge is facilitated.
- Ensure that patients for discharge are transferred from the wards in a timely manner at the earliest possible time, ideally before 10am.
- Maintain accuracy of Extramed and ensure an accurate bed overview is available at all times over the 24 hour period.
- Support senior managers by providing accurate information when requested.

- Supports the administrative staff by communicating clearly and concisely.
- Answers bleep promptly at all times, and respond to requests for support from clinical teams.
- Liaise closely with the Site Manager in the out of hours periods.

Communication

- Establish effective working relationships with Ward teams, ensuring collection of accurate information with regard to bed availability, daily cancellations and outlying patients.
- Provide accurate and timely updates regarding demand and capacity within the service, contributing to updates at Corporate bed meetings.
- Act as a role model and ambassador for the Flow Team and the Trust at all times.
- To promote, establish and maintain effective communication channels.
- To participate in own individual performance review and the review of other flow team members as requested.
- Promote a patient centred approach to safety.
- To assist with the induction and training of any new starters within the team

Physical Effort

- To support staff in transferring patients when required
- Frequent movement across the site to understand bed capacity in clinical areas

Professional development and Training

- All employees have a duty to attend all mandatory training sessions as required by the Trust.
- Exercise professional accountability as guided by the NMC Code of Conduct and take steps to meet personal development requirements

Legal and Professional responsibilities

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents.

- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Health, Safety and Security

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- Ensure Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.
- Maintain an accurate overview of side ward availability, and ensure prompt isolation of patients as required

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: May 2018

Prepared By: Rae Wheatcroft

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:
