

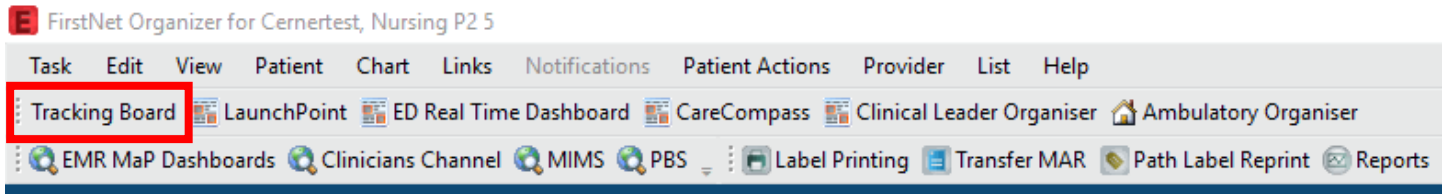
FirstNet – Access Management Bed Management Tracking Board



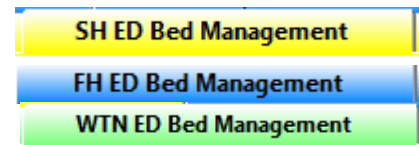
This Quick Reference Guide will explain how to:

Access the Bed Management Tracking Board and allocate a patient a bed.

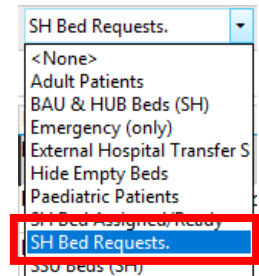
1. Log into **FirstNet** and navigate to the **Tracking Board** icon



2. Select the relevant site (SH/FH/WTN) 'ED Bed Management' Tracking Board

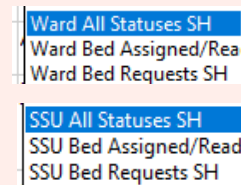


3. To display a list of patients with a pending bed request select the relevant site 'Bed Requests' filter.



Handy Hint

- To see Bed Requests and Bed Assigned in the same list:
 - Select 'Ward All Statuses' filter for inpatient requests/wards
 - Select 'SSU All Statuses' filter for SSU patients



4. The tracking board columns provides more patient information. Hovering over or clicking into icons displays more information. Bed Type and Speciality displays. Double click on the clipboard icon in the activities column

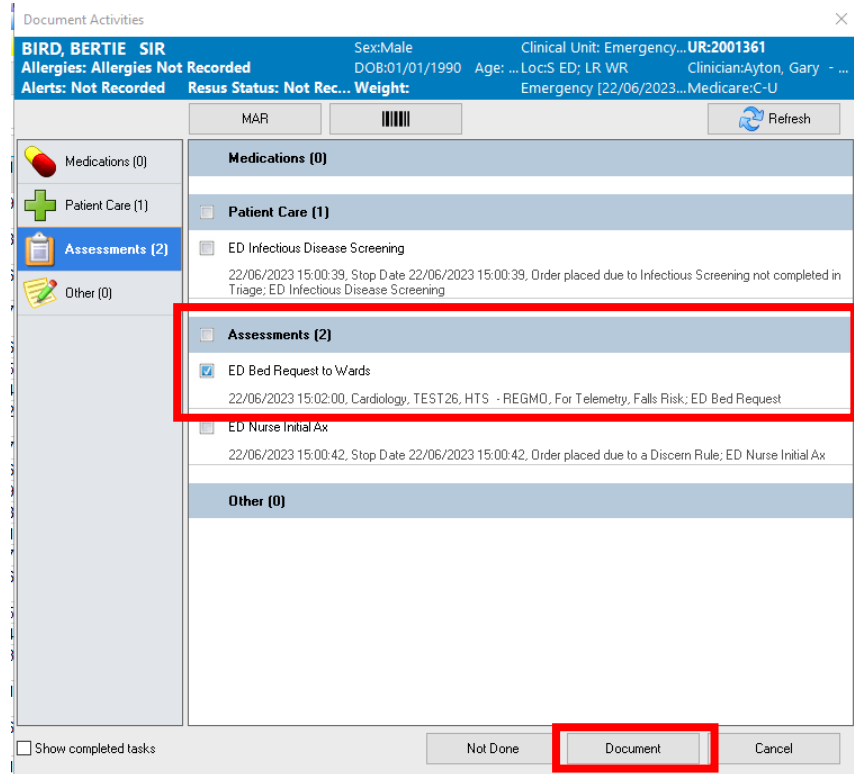
ED Rear	Ward Re	Arrival Time	Bed	LOS	Name	URN	Age	Sex	SSU Speciality	Info	Alert	Activities	Bed Type	Bed Type II	Bed Request	Specia	Assigned	Ward	Ward ETA	
		22/06/2023 08:46	HA,04	6.31	BIRD, BERTIE SIR	2001361	33 years	Male					For Telemetry*	Falls Risk*	Cardiology*					



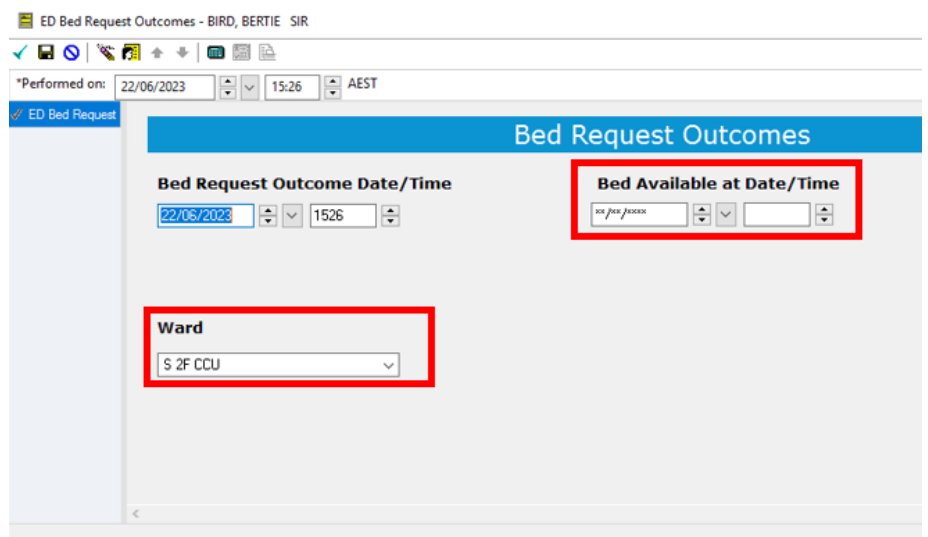
Note: On **LaunchPoint** when a **bed request** is placed and a **bed is allocated** the status column box updates. This communicates the bed status to clinical staff.



- The activities window opens and the 'ED Bed Request to Wards' task displays. Select the bed request and click 'Document'.

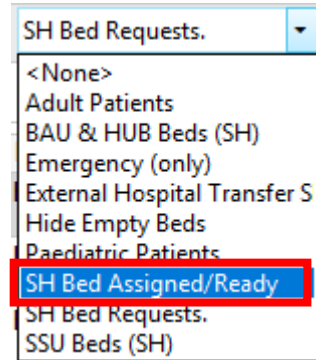


- The ED Bed Request Outcomes form opens. The form date/time automatically populates. Select the **ward** and enter the Bed **Available at Date/Time** if known. Once complete, click the green tick to sign off the form.






- The form window closes and now return back to the tracking board. The bed is now assigned to the patient and no longer in the 'Bed requests.' Filter list. Select the '**Bed Assigned/Ready**' filter.

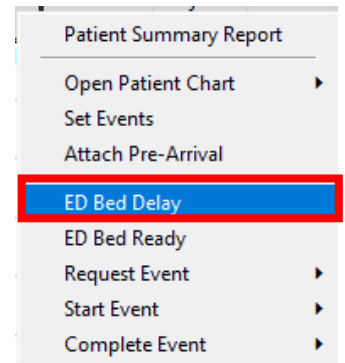


- Locate the patient and the Bed Request Outcomes (bed allocation) details display

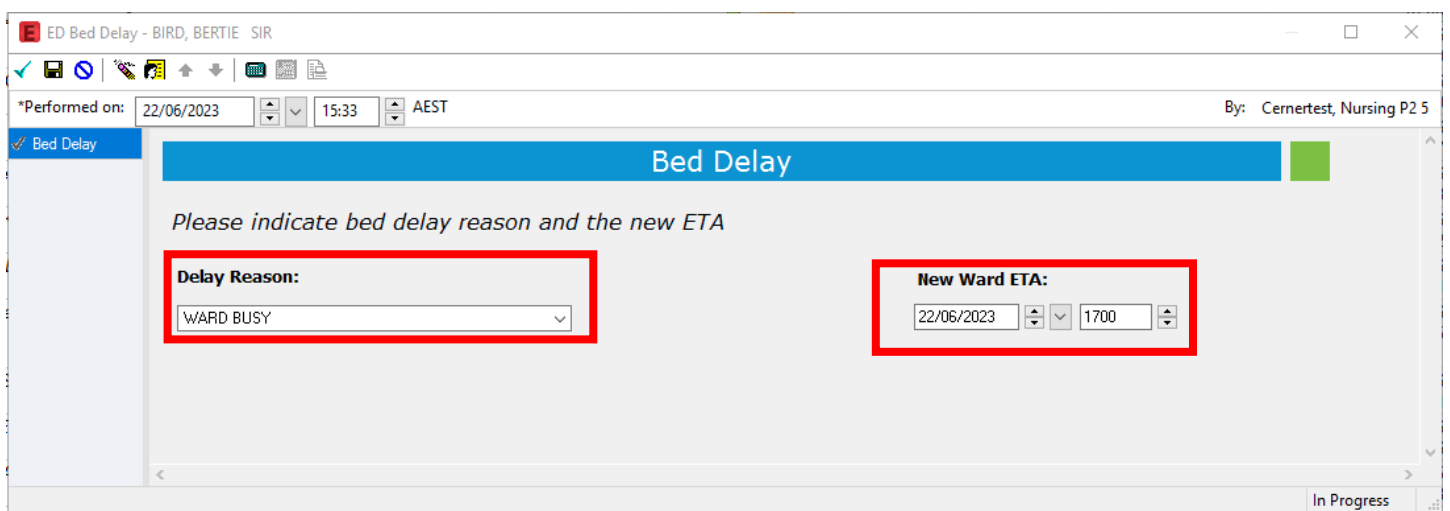
Bed Type	Bed Type II	Bed Request Special	Assigned Ward	Ward ETA
For Telemetry*	Falls Risk*	Cardiology*	S 2F CCU*	22/06/2023 16:00*

If there is a ward or ED delay and cannot meet the bed assigned time:

- Right click** on the patient's name and select **ED Bed Delay**.
- Document the **delay reason**.
- Enter a new **ward ready time** if required.
- Click the green tick  to sign off the form.




The delay reason and new ward ready time displays on tracking board.



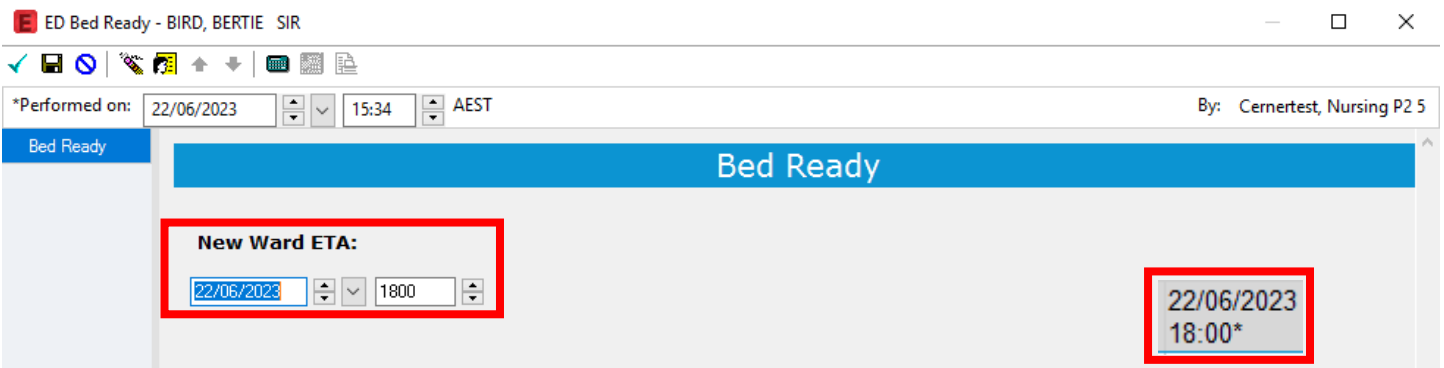
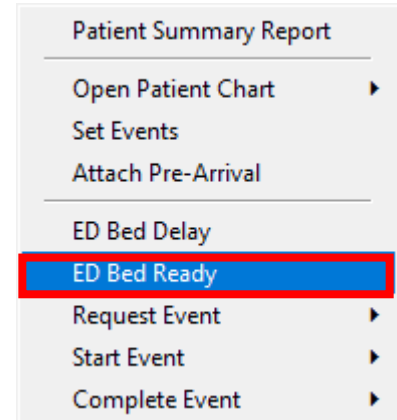
22/06/2023	WARD BUSY*
17:00*	



If there is a new ward ready time:

1. **Right click** on the patient name and select **ED Bed Ready**.
2. Enter a new **ward ready time**.
3. Click the green tick  to sign off the form.

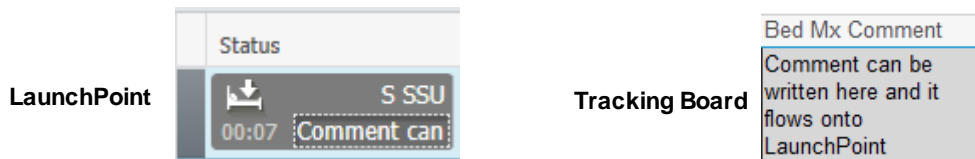
The new ward ready time displays on tracking board.




Adding a Freetext Comment to the Tracking Board:

1. **Double click** into the **'Bed Mx Comment'** box.
2. Type comment into box. Hit enter on the keyboard and the comment will save.
Ensure not to override other people comments.

Note: The free text comment also updates to the status box on **LaunchPoint**



To access a patient chart, locate the patient on tracking board and double click on the blue arrow. The chart will open.

ED Read	Ward Re	Arrival Time	Bed	LOS	Name
			HUB,INT1		
		26/06/2023 12:38	LR WR	20:51	FHED, ClerkTest



Indicating when ED and Ward are Ready

To indicate when ED and the Ward are both ready, the Bed Manager will update the 'ED Ready' and 'Ward Ready to Go' fields on the Tracking Board.

1. **Right click** on the patient name.
2. Select '**Request Events**' and '**ED Ready to Go**' and '**Ward Ready to Go**' as required.

This will update the Tracking Board with a green dot.

ED Ready	Ward Ready to Go
●	●

ER, TAC TEST	7100030	22 ye	ED Ready to Go Ward Ready to Go
DULT	7100031	27 ye	ACE Zone RAZ Commenced Must Stay Dr Seen Mechanical Restraint Registration Compensable Disaster 1 Disaster 2 Disaster 3 Disaster 4 Disaster 5 Coding Confidential Admit Falls Risk No Visitors
aed	7100032	2 yea	
FEMALE BER	7100034	67 ye	

- Request Event



Handy Hint

If the green ready dot needs to be removed you can **right click** on the patient's name and select **complete event**. The green dot will be removed respectively.

Complete Event	ED Ready to Go
2001354 33 years Male	Ward Ready to Go