

FirstNet – Access Management

Changing a Bed Allocation

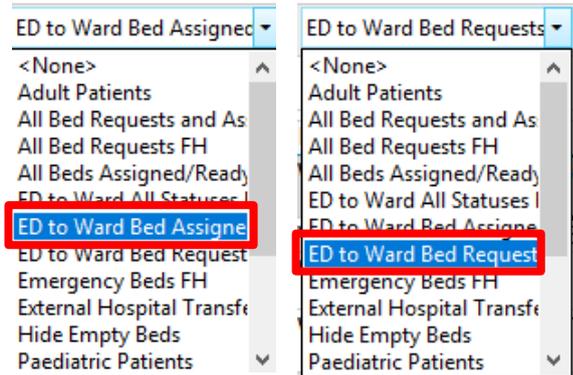


This Quick Reference Guide will explain how to:

Navigate bed allocations when the **specialty changes** and the ward **allocation changes**.

Bed specialty change:

1. If the bed specialty has changed, the Treating Clinician will complete a new bed request. The patient will then display on **BOTH Bed Request and Bed Assigned/Ready** filters on Tracking Board.



2. The activity clipboard will display again.

ED Rea	Ward Re	Arrival Time	Bed	LOS	Name	URN	Age	Sex	SSU Specialty	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*			



3. Double click on the clipboard to view the **ED Bed Request to Wards** task.
 - If **no change** in bed allocation is required (ward is still appropriate for patient after speciality change) select **'Not Done'** to remove the pending task on the patient.
 - If a change in ward is required **'document'** the new bed request outcome form.
 - The patient will drop off the **'Bed Request'** filter and the tracking board will update accordingly.

Document Activities

BIRD, BERTIE SIR Sex: Male Clinical Unit: Emergency... UR:2001361
 Allergies: Allergies Not Recorded DOB:01/01/1990 Age: ... Loc:S ED: LR WR Clinician:Ayton, Gary - ...
 Alerts: Not Recorded Resus Status: Not Rec... Weight: Emergency [22/06/2023... Medicare:C-U

MAR Refresh

- Medications (0)
- Patient Care (1)
- Assessments (2)**
- Other (0)

Assessments (2)

- ED Bed Request to Wards**
22/06/2023 15:02:00, Cardiology, TEST26, HTS - REGMD, For Telemetry, Falls Risk; ED Bed Request
- ED Nurse Initial Ax
22/06/2023 15:00:42, Stop Date 22/06/2023 15:00:42, Order placed due to a Discern Rule; ED Nurse Initial Ax

Other (0)

Show completed tasks

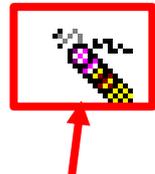
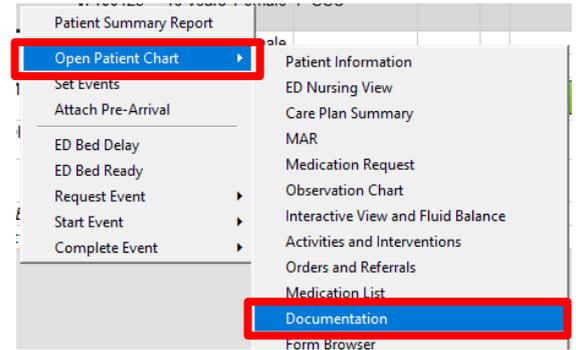


Changing a bed allocation:

1. Locate and click on the patient on the bed assigned filter. The row will highlight and the little blue arrow will be next to the patient.

ED Reat	Ward R	Arrival Time	Bed	LOS	Name	URN	Age	Sex	SSU	Specialty	Info	Alci	Activities	Bed Type	Bed Type II	Bed Request	Specia	Assigned	Ward	Ward ETA	Bed Delay	Reas	Diagnosis	Presenting Problem	Bed Mx	Corr
		09/05/2023 09:35	SSU 18		Acil. TestSH	7100084	23 years	Female	S	SSU*				For IRCU*			F 2C*			19/05/2023 12:50*			1:Anxiety		BLEEDING - OTHEF	
		22/06/2023 08:46	HA 04	145:12	Bird, Bertie SIR	2001361	33 years	Male						For Telemetry*	Falls Risk*	Cardiology*	S 3F*			22/06/2023 18:00*	WARD BUSY*		1:Abdominal / Flank pai	Admission		

2. Right click on the patient name > Select Open Patient Chart > Documentation



3. Locate and double click on the bed request outcome form
4. Bed request outcomes box will open
5. Select the 'eraser' on the tool bar and click on image
6. Previous bed information will clear
7. Add in new bed allocation and click on green 'tick' ✓
8. New bed allocation will appear and a record of the previous bed allocation will display.

Service Date/Ti...	Subject	Type
13/07/2023 13:20:31	Free Text Note	ED Nursing Progre
13/07/2023 13:02:00	ED Bed Request Outcomes	ED Bed Request O
13/07/2023 12:04:33	ED Doctor Progress Note	ED Doctor Progre
13/07/2023 11:58:00	COVID-19 Initial Screening Tool	Infectious Screeni
13/07/2023 11:50:35	Endocrinology Admission	Admission Note
13/07/2023 11:11:40	ED Initial Assessment and Plan	ED Doctor Assessm
13/07/2023 10:57:00	ECG	ECG
13/07/2023 10:54:00	Coronavirus (COVID-19) Risk Assessment and Order	Progress Note
13/07/2023 10:42:00	COVID-19 Initial Screening Tool	Infectious Screeni
13/07/2023 09:44:00	ED Triage	ED Triage - Text
03/01/2023 08:34:45	Discharge Summary	Discharge Summa
29/12/2022 15:59:00	Discharge Pharmacy Plan	Discharge Pharma
29/12/2022 15:38:54	Pharmacy Discharge Medlist SF	Pharmacy Dischar
29/12/2022 15:23:00	Nursing Shift Note	Nursing Shift Note
29/12/2022 15:21:13	Endo Reg	Progress Note
29/12/2022 11:24:18	Pharmacy Admission Note - SEMERG	Pharmacy Admissi
29/12/2022 11:22:00	Medication Management Plan	Pharmacy Admissi
29/12/2022 11:18:49	Endo CWR	Progress Note
29/12/2022 10:40:24	Diabetes Education	Clinical Nurse Cor
28/12/2022 21:25:49	Overnight BSL / ketone plan	Progress Note
28/12/2022 15:37:36	Chest Pain (not Mobile) (Kray)	XRAY Chest
28/12/2022 14:52:25	Diabetes Education	Clinical Nurse Cor
28/12/2022 14:43:00	Endo review	Progress Note
28/12/2022 12:26:26	COVID Disolation Note	Progress Note
28/12/2022 11:04:00	Novel Coronavirus (COVID-19) Risk Assessment and Order	Progress Note
28/12/2022 11:04:00	COVID-19 Initial Screening Tool	Infectious Screeni
29/10/2021 10:01:04	Infection Prevention	Clinical Nurse Cor
29/10/2021 09:28:46	Discharge Summary	Discharge Summa
25/10/2021 16:45:00	Discharge Pharmacy Plan	Discharge Pharma
25/10/2021 16:44:41	Pharmacy Discharge Note - FCCU	Pharmacy Dischar

Document Type: ED Bed Request Outcomes - Text
 Document Date: 13 Jul, 2023 13:02 AEST
 Document Status: Modified
 Document Title/Subject: ED Bed Request Outcomes
 Performed By/Author: Perdido, Amiel - RN on 13 Jul, 2023 13:02 AEST
 Verified By: Perdido, Amiel - RN on 13 Jul, 2023 13:02 AEST
 Visit info: 30001508, Sunshine, Emergency, 13/07/2023 -

Document Has Been Revised

ED Bed Request Outcomes Entered On: 13/07/2023 13:02 AEST
 Performed On: 13/07/2023 13:02 AEST by Perdido, Amiel - RN

ED Bed Request Outcomes
 ED Ward ETA - 12/07/2023 14:04 AEST [IN ERROR] -
 ({12/07/2023 14:04 AEST}) - previously charted by Perdido, Amiel - RN at 13/07/2023 14:04 AEST;
 ({12/07/2023 13:04 AEST}) - previously charted by Perdido, Amiel - RN at 13/07/2023 13:04 AEST;
 ({12/07/2023 13:02 AEST}) - previously charted by Perdido, Amiel - RN at 13/07/2023 13:02 AEST;
 ED Bed Request Ward - S 1A [IN ERROR] -
 Perdido, Amiel - RN - 13/07/2023 14:05 AEST
 ({S 1A}) - previously charted by Perdido, Amiel - RN at 13/07/2023 14:04 AEST;
 ({S 1A}) - previously charted by Perdido, Amiel - RN at 13/07/2023 13:06 AEST;
 ({S 1B}) - previously charted by Perdido, Amiel - RN at 13/07/2023 13:04 AEST;
 ({S 1A}) - previously charted by Perdido, Amiel - RN at 13/07/2023 13:02 AEST;



Removing an allocated ward and time:

- To revert back to blank fields on the Tracking Board and clear the allocated ward, you must ‘**unchart**’ the bed request outcomes PowerForm. This is done in Form Browser in the patient chart.
- **If required, refer to the following QRG: FirstNet - How to Access, Modify and Unchart PowerForms**

Assigned Ward	Ward ETA
F 2C*	19/05/2023 12:50*



Assigned Ward	Ward ETA



Important

- The treating clinician in ED completes **a new bed request** when the patient is accepted by a different treating specialty (Bed Card).