FirstNet – Allocating a bed to SSU/BAU/HUB

Digital Health

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Allocate a bed to a patient being admitted into SSU, BAU or The Hub. This includes completing the bed assigned form on Tracking Board

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⚠ **Important – Complete the SSU/BAU/HUB Bed Request Task BEFORE the iPM admission is completed by the Clerical staff member.**
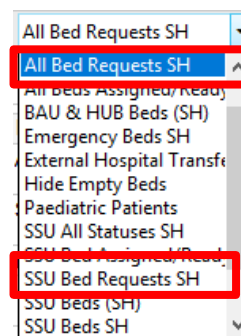
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1. Log into **FirstNet** and navigate to the **Tracking Board**
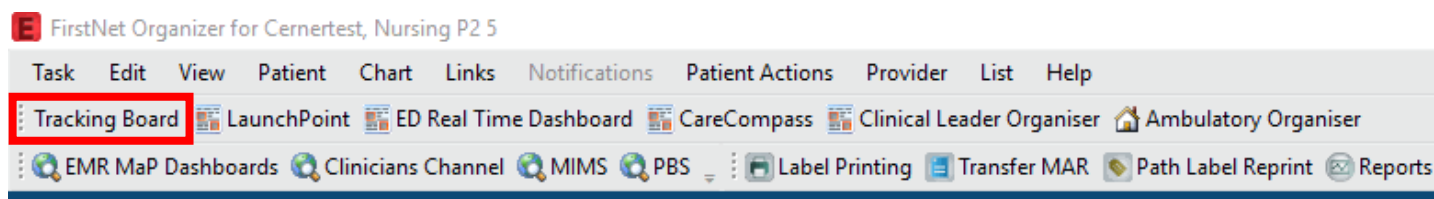
2. Select the relevant site (SH/FH/WTN) '**ED Bed Management**' Tracking Board

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

   For SSU Specifically you can select the '**SSU Bed Requests**' filter.

4. The tracking board columns provides more patient information.

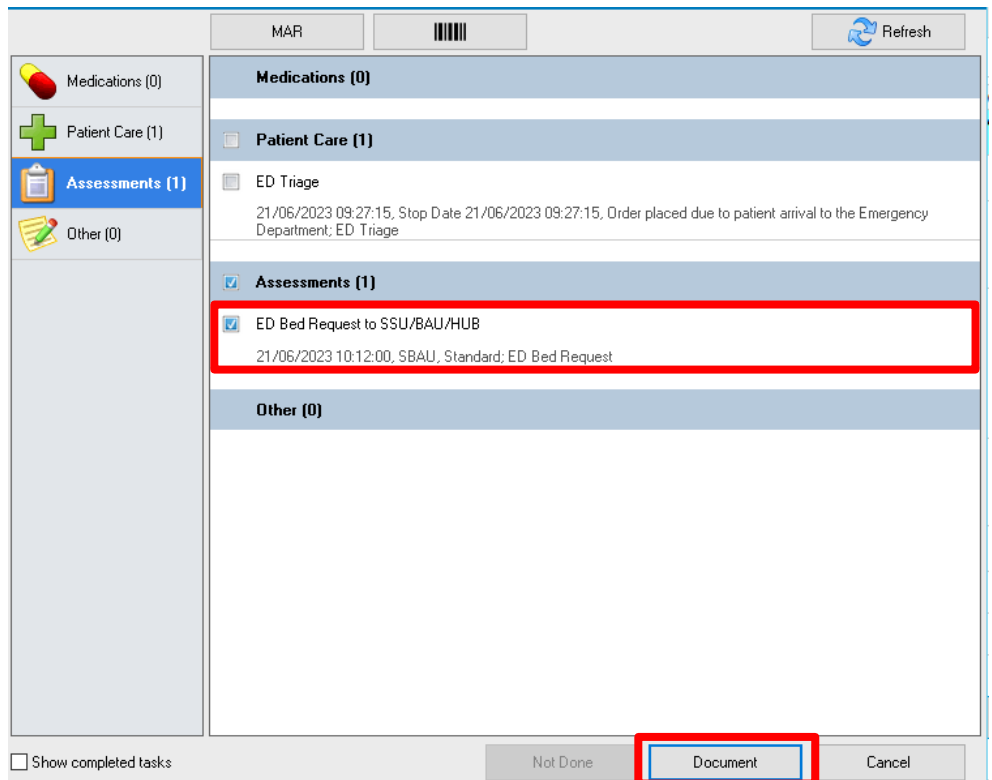   Hovering over or clicking into icons displays more information.

   Bed Type and Specialty displays. **Double click** on the **clipboard** icon in the activities column.
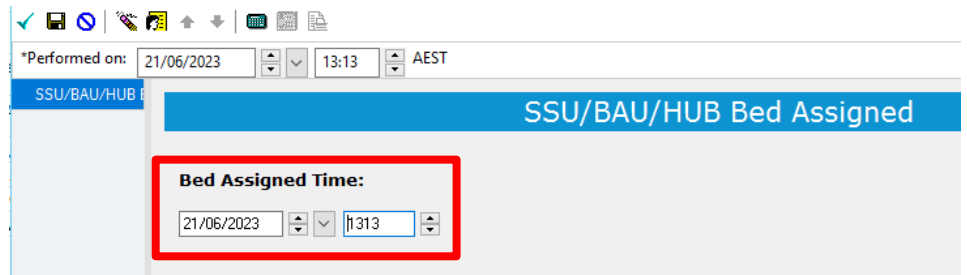
5. The activities window opens and the **'ED Bed Request to SSU/BAU/HUB'** displays. Select the bed request and click '**Document'**.

6. In the SSU/BAU/HUB Assigned window opens. The time and date automatically populates to the time now. This will indicate the time that the bed is ready for the new patient. **Update the Date and Time if required**.

7. Click green tick on top left-hand corner to sign off the form. The form will close.

8. The patient will now show with a bed allocated to the relevant **specialty** (SSU/BAU/HUB) and **Ward ETA** will display with the bed assigned time. That patient will no longer have the **activities** clipboard icon showing the Bed Request to SSU/BAU/HUB task.

> **Important – The ED Clerical staff member will now complete the ED to SSU/BAU/HUB admission in iPM and FirstNet.**