

Job Description

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| Job Title | Nurse Manager, Bed Management |
| Department | Nursing Administration |
| Reports to | Director of Nursing |
| Date | September 2014 |

Overall Purpose of Job

The function of the Bed Management Department is to oversee all scheduling, daily admissions, and bed management within Beacon Hospital. The aim is to balance the access demands of the Emergency department and those of urgent/non-urgent elective work with available beds. The Nurse Manager will provide the clinical lead for a team that will include schedulers, validation and administrative personnel. The aim of this team is to optimise the continuum of care by managing the patient effectively throughout the whole of their care episode, from admission into the hospital and back to the community. The process of enhancing patient management is accomplished by an improved admission process, comprehensive discharge planning and co-ordination with non-acute services.

Key Responsibilities and Deliverables

The Nurse Manager plays an important role in the coordination of scheduling and bed management. The post holder will have a clinical background and will be required to co-ordinate and guide the implementation of the Hospital's admission and discharge policies in consultation and in collaboration with the care coordination team and senior hospital management. He/she will have the authority to work directly with consultants, senior nurse management and hospital management and will be accountable for ensuring that the decision making process is effective and that remedial action where necessary is proposed to the senior hospital management. The post holder will advise on the optimal use and cost effective management of inpatient and day care resources for patients in accordance with the hospital business plan or service plan. Knowledge of insurance cover appropriate for admission/procedures in the hospital will be required.

Strategic Role

- Liaise with senior management to develop service plans and report frequently on progress against them.
- Define and communicate local objectives that will ensure the achievement of the organisational strategy within resource limitations.
- Implement effective controls to monitor, evaluate and report the standards of delivery within the area of bed management.
- Take ultimate responsibility for the effectiveness of service delivery.

- Create a culture of accountability, openness to change, respect for the individual and teamwork that supports the ethos of the Hospital.

Key Working Relationships

- Work effectively with consultants, department managers, care coordination team, senior nursing and other senior clinical staff in emergency admitting areas to monitor and assess the appropriateness of admission and the need for the availability of emergency beds to accommodate emergency patients requiring admission.
- Work with all of the clinical specialities and referral services to accommodate patients who also require elective admission.
- Works closely with all members of the care coordination team, to promote the effective and safe discharge of patients from the Hospital
- Understand all points of access into the Hospital for patients and be able to deal with competing interests.
- Liaise effectively with consultants and their support staff, emergency department staff, nursing management and other staff as appropriate to ensure effective guidance and protocol application to all admissions, discharges and transfers across the Hospital.

Objectives of the Post

- The appointee will have a significant and important role in ensuring that the strategic direction of the Hospital is guided by the best principles of resources management.
- There are four areas that will be a priority for the bed management function.
They are:
 - Ensuring that effective admissions and discharge policies are in place.
 - Ensuring where possible that admissions are appropriate.
 - Maximising resource utilisation, including bed management.
 - Working closely with the care coordination team to expedite the discharge process.
- The role will also be responsible for:
 - Analysing, monitoring and forecasting trends in respect of admissions.
 - Direct and active participation in service planning, implementation and evaluation and in overall resource management of the department, including continuous quality audit and performance measures specific to the bed management function.
 - Ensuring the application of best practice including the generation of action plans to continuously improve the effectiveness of the bed management function.

Operational Role

- Assist in implementing pre-admission, admission, and transfer protocols, guidance and policies on the management of emergency workload and the timely placement of patients in the most appropriate environment in the Hospital. This must be done in accordance with joint commissioning international accreditation standards.
- Regular timely reporting of bed and resource utilisation to senior management and circulating on a regular basis reports for key clinical decision makers on resource utilisation.
- A significant and important role will be in the planning and co-ordination of winter and other bed management initiatives. This will include active direct participation in relevant committees.

- Participate fully in all Health and Safety related hospital initiatives and policies.
- Comply with the Hospital's confidentiality policy.

Information Technology

- Be proficient in Meditech's Scheduling/Admissions/Theatre modules and related software.
- Be aware of IT specific requirements in the scheduling department to comply with The Data Protection Act 2003.
- Be aware of 'IT Meditech Downtime Policy' and be able to put into effect if required.

Service Quality & Accreditation

- Understand the importance of quality in relation to every day work and participate in quality system measures to ensure that services are provided at an agreed quality standard.
- Understand the importance of providing an excellent Customer Care Service to all patients, consultants and colleagues to uphold the mission, vision and values of the Hospital.
- Participate in performance productivity measures.

Person Specification

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| Qualifications | <ul style="list-style-type: none"> ▪ Degree in Nursing. ▪ Excellent organisational skills. ▪ Excellent IT skills. |
| Experience | <ul style="list-style-type: none"> ▪ At least 5 years clinical experience at CNM 2 level within an acute hospital. |
| Job Specific Competencies and Knowledge | <ul style="list-style-type: none"> ▪ Must possess good decision-making ability, and a capacity for analytical thinking and problem-solving. ▪ Be capable of communicating effectively and courteously with a wide variety of departments and individuals, including hospital consultants, senior nursing staff, and hospital management. ▪ She/he should have a strong awareness of the need for confidentiality, discretion, precision, and a methodical approach in all matters. ▪ An ability to maintain motivation to get things done with attention to detail, within the constraints of a busy hospital. |
| Personal Competencies | <ul style="list-style-type: none"> ▪ All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service in a developing environment. The post holder will be required to demonstrate flexibility as and when required by their manager. ▪ Ability to play an active part in the multi-disciplinary team. ▪ Be self-motivated with a high capacity for responsibility and individual initiative. ▪ Demonstrate an ability to prioritise work and handle large volumes of activity. |

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee:

Signature

Date

Name (Block Capitals)