



PROCEDURE: Temporary Bed Map Changes

Program Area: Across Care Areas

Section: General

Reference Number: CLI.4110.PR.004

Approved by: Regional Lead - Acute Care and Chief Nursing Officer

Date: Issued 2024/Apr/09
Revised

PURPOSE:

To support Manitoba Health Seniors and Long-Term Care policy directive to enable consistent reporting and communication of temporary bed closures. Temporary bed closures are defined as those with the intention to re-open and are not associated with change in funding.

Overview

Acute/Transitional Care Facilities across Southern Health Santé Sud (SHSS) are responsible to ensure:

- all beds opened and closed are communicated to Health Information Services (HIS) and entered into the Admission/Discharge/Transfer (ADT) Electronic Patient Record (EPR) seven (7) days a week and twenty-four (24) hours a day, in as close to real time as possible.
- accurate information is displayed in the Provincial Capacity Management Dashboard.
- transparency and visibility with reporting risks and operational pressures.

Reasons for Temporary Closures are:

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|-------------------------|---|
| Closed - Isolation | Beds that are temporarily unavailable due to infection control reasons |
| Closed - Maintenance | Beds that are temporarily unavailable for maintenance reasons |
| Closed - Medical Reason | Beds that are temporarily unavailable due to medical reasons other than isolation i.e. end of life care |
| Closed - Over Census | Unused beds that are over and above the number of approved licensed beds |
| Closed - Patient Issue | Beds that are temporarily unavailable due to non-medical client issues |
| Closed - Reserved | Beds that are not available as they are assigned to clients coming to a facility for admissions |
| Closed - Staffing | Beds that are temporarily unavailable due to insufficient staffing levels on a unit |

DEFINITIONS:

Planned Bed Closures for a Defined Period of Time - A closure that can be anticipated in advance. They may result from plans to meet surgical volumes during different seasons of the year, construction/renovations, etc.

Temporary Bed Closures - A short term (up to 48 hours) and unexpected bed closure related to extreme staffing shortages, increased patient acuity, infection prevention and control standards, or physical plant disruptions.

IMPORTANT POINTS TO CONSIDER:

- A closed status is applied when a bed is not available for patient use
- If there is a patient in the bed, the bed should not show as closed for any reason
- **Closures due to staffing must be approved by Senior Leadership. For weekends and after hours, follow acute admin on call process**

PROCEDURE:

| Step | Description | Who | Sub-Step | Instructions |
|------|------------------------------|-----------------------------|----------|---|
| 1. | Determines the need to close | Clinical Manager/ Designate | 1.1 | Performs a daily review of bed closures at each facility and or unit to determine beds that need to be closed. |
| | | Clinical Manager/ Designate | 1.2 | <p>Notifies Health Information Services (HIS)-Registration to enter bed closures in the ADT EPR, by providing the unit name, room, bed number and the reason for closure.</p> <p>Each facility to determine a consistent notification process to site HIS ie., Clinical manager calls HIS registration, or clinical manager to delegate communication via bed census reporting, etc.</p> <p><u>When site Health Information Staff is not available</u>, the facility Clinical Manager or designate notifies central registration by completing the central registration request form or by calling central registration @ 204-346-9476 providing the facility, room, bed number and reason for closure</p> <p>When a certain amount of beds (and <i>not</i> specific beds) on a unit are required to be closed, also notify Patient Flow Coordinator/HIS Leadership at your facility to monitor (as per Step 5.2)</p> |

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| 2. | Enters Bed closure in ADT | HIS-Registration | 2.1 | Upon receipt of bed closure notification, registration clerk immediately updates the bed status in ADT EPR. |
| | | HIS-Registration | 2.2 | Locates the identified bed in ADT EPR through Location Management and updates the bed status from open to closed and assigns the reason provided. |
| 3. | Decision to Re-Open | Clinical Manager/ Designate | 3.1 | Performs a daily review of bed closures at each facility and or unit to determine beds that need to be re-opened. |
| | | Clinical Manager/ Designate | 3.2 | <p>Requests HIS-Registration staff to re-open bed closures in the ADT EPR, by providing the facility and or unit name, room and bed number.</p> <p><u>When site Health Information Staff is not available</u>, the facility Clinical Manager or designate notifies central registration by completing the central registration request form or by calling central registration @ 204-346-9476 providing the facility, room, bed number and reason for closure.</p> <p>When a certain amount of beds (and <i>not</i> specific beds) on a unit are required to be re opened, also notify Patient Flow Coordinator/HIS leadership for your facility for monitoring purposes (as per Step 5.2)</p> |
| 4. | Opening Beds in ADT | HIS-Registration | 4.1 | Upon receipt of bed opening notification, registration clerk immediately updates the bed status in ADT EPR. |
| | | HIS-Registration | 4.2 | Using the Location Management Tool in ADT EPR, registration clerk locates the identified bed(s) in ADT and updates the bed status from closed to open. |

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| 5. | Daily Audit of bed closures | Units/HIS - Registration | 5.1 | Confirmation of bed status occurs at sites that perform routine bed census reporting. |
| | | Patient Flow Lead/HIS Leadership | 5.2 | Performs routine audits of bed closures for each facility and validates to ensure accuracy of Provincial Capacity Management Dashboard report. At their discretion HIS Leadership may open and or close any beds to facilitate accurate data reporting i.e. maintain over census, patient admitted in a closed bed. |
| | | Patient Flow Lead/Clinical Managers or Designate | 5.3 | If discrepancies noted on Provincial Capacity Management Dashboard report, Patient Flow Lead, Clinical Manager or Designate to review with Health Information Services. |
| | | Patient Flow Lead | 5.4 | Confirms bed closures at provincial flow calls and check-ins. |

SUPPORTING DOCUMENTS

[CLI.4510.FORM.001](#) Central Registration Request Form