

Post title:	Clinical Bed Manager
Directorate/department:	Division D
Agenda for Change band:	6
Accountable to:	Matron
Accountable for:	
Main purpose:	<p>Responsibility for the management of the emergency and elective admission processes across the Care Group, safe and appropriate patient placement, and the achievement of related Trust targets. This requires the ability to balance the demand for an optimal level of elective activity, with a high emergency rate.</p> <p>Leads in managing and monitoring bed occupancy, through the utilisation of existing policies</p> <p>To ensure that there is effective resource management around utilisation of beds, day case are and waiting lists.</p>
Key working relationships:	Care Group Management Team, Ward Leads, & wider Multidisciplinary Team
General duties:	<ol style="list-style-type: none"> 1. To assist in the coordination of the elective admission process reconciling the demand for optimal activity and meeting of trust targets, with the need to provide sufficient capacity for emergency admissions. 2. To maintain an accurate and contemporaneous bed state, monitoring actual/potential occupancy at all times, and to contribute to the required daily collection and analysis of data relating to bed management. 3. To monitor the trigger factors associated with and when necessary implement the Care Group Bed Escalation Strategy in order to minimise bed crisis through effective planning. 4. To work with the Operational Manager, Matron and Care Group Manager and other senior clinicians to ensure the smooth operational management of a variety of admissions within their agreed activity. 5. Support the Staff to monitor the quality of patient care and participate in the regular evaluation of patient satisfaction. 6. Empower ward teams to highlight areas for change and development. 7. Encourage professional accountability in others. 8. Maintain a positive role model and be an advocate for the needs of patients and their families. 9. To liaise with the Matrons re any impending bed pressures prior to cascading to Care Group Manager. Cascading should include a full analysis of available options to manage care group capacity.

JOB DESCRIPTION

	<ol style="list-style-type: none"> 10. To maintain an updated bed state for the Care Group, including reviewing Board Rounds, delays in discharge and supporting actions required to be taken. 11. To update weekly long-term patient stays, ensuring management is kept up to date with length of stays. 12. To problem solve access issues and liaise with the Emergency Department to ensure all patients are admitted within the four hour target. 13. To liaise with all areas and key personnel, e.g. consultant on call, within the care group and with trust site coordinators to ensure clarity regarding issues affecting the care of patients. 14. To meet daily with the Matron to inform them of current issues affecting which may affect the quality of care given to patients. 15. The post holder requires exceptional communication skills in order to gain cooperation from staff at all levels. 16. To mentor and support new staff that are required to hold the bleep. 17. To assist where necessary with clinical support including drug administration and enhanced care patients. 18. To review daily with Senior Ward Managers on each ward any potential staffing issues. 19. To participate in the weekly bed meetings, identifying and actioning any potential problems. 20. To respond to emergency calls whilst carrying the bleep. 21. To work in collaboration with the MDT to capture and audit information as specifically requested. 22. To be the point of contact for Agency staff for booking shifts and authorising of time sheets in the absence of the ward managers. 23. To provide reports/data/audits as required by the Care Group Management team for future planning for services in line with Trust/Department of Health initiatives. 24. To put in action, along with the Care Group Management Team the Major Incident Plan. To be main contact for cascade of Trust Major Incident Plan.
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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

AGENDA FOR CHANGE: JOB DESCRIPTION

	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	26 April 2024