

OBJECTIVE

The Duty Nurse Manager (DNM) can utilise Medical Day Stay Unit (MDSU) beds as in-patient beds overnight under exceptional circumstances, thereby increasing Tauranga Hospital capacity in situations where inpatient wards are full overnight or weekends.

MDSU is located on the ground floor of the main clinical services building. Patients are admitted and discharged on the same day following an investigation or procedure.

STANDARDS

RESPONSIBLE	ACTION	RATIONALE
DNM	<p>Ascertain predicted demand for in-patient beds overnight, taking into account:</p> <ul style="list-style-type: none"> The number of available beds in each ward. The numbers of patients waiting for admission in Emergency Department (ED)-and other areas of the hospital such as Surgical Assessment Unit (SAU). Utilisation of ward lounges and treatment rooms for appropriate patients. The number of elective admissions for the next day. <p>Review VRM and patient acuity information from Trendcare and handover information</p> <p>Identify nursing staff with appropriate skill level to staff MDSU.</p> <ul style="list-style-type: none"> Redeployment of nursing staff. Bureau Staff. Call staff in to work <p>Identify patients as suitable to be nursed in MDSU, e.g.:</p> <ul style="list-style-type: none"> Stable and predictable Short term Lower acuity No cardiac monitoring No advanced care modalities 	<ul style="list-style-type: none"> To determine the need to open MDSU for additional capacity. Provides an overview of workload status and identifies areas of workload, staffing or skill-mix concern. Allows for informed decision making. See policy 7.104.5 Safe staffing/ Workload Monitoring MDSU has limited facilities as an open unit.

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**PATIENT FLOW & BED
UTILISATION PROTOCOL**

RESPONSIBLE	ACTION	RATIONALE
DNM	<ul style="list-style-type: none"> • Obtain MDSU keys from APU. There is a key for the drug fridge and drug cupboards. • Meet the nurses deployed to MDSU and provide them with a brief orientation of the MDSU layout. • Arrange for transfer of selected patients to MDSU • Arrange staff for the next morning to manage patients until medical review and discharge, or allocation to an inpatient bed. • First MDSU nurse arrives 0700 hours. • Second MDSU nurse arrives 0730 hours. • Clinical Nurse Manager (CNM) generally arrives 0730 hours. • Liaise with nursing team re ward being open and immediate plan. • In consultation with MDSU CNM negotiates additional nursing staff as may be required to maintain usual MDSU elective services. • Medical staff are asked to review the MDSU patients as early as possible. 	<ul style="list-style-type: none"> • Support of staff who are working in a different geographical area. • To ensure orientation of emergency equipment. • To efficiently manage staffing and skill mix. • To prevent disruption of MDSU services as much as possible.
Registered Nurse (RN)	<ul style="list-style-type: none"> • Patients will be allocated beds in pod 2 section of MDSU. • Each bed has suction, oxygen, a call bell and sphygmomanometer. • Use blue patient charts made up in reception for clinical documentation – not clip boards. • Update Trendcare • NB: admitted patients to MDSU from ED or from other wards should appear in Trendcare as Tga MDSU Outliers – not Tga MDSU. • Available equipment includes: The usual range of pumps and monitors. Please ensure that the equipment does not leave the unit • Emergency & Defibrillator trolleys are located in the pod 1 corridor cupboard, emergency drug box on wall in drug cupboard. • Torches are located in nurses office, batteries in storeroom • If all patients are allocated ward beds and MDSU is to close: <ul style="list-style-type: none"> - tidy up work areas - make beds - wash dishes 	<ul style="list-style-type: none"> • Team nursing will be less compromised when patients managed in one area.

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RESPONSIBLE	ACTION	RATIONALE
	<ul style="list-style-type: none"> - empty linen bags and put in back corridor - plug in all dynamaps and IV pumps to power source - ensure all doors are locked and windows closed - Take drug keys to APU to lock in their DD safe. 	<ul style="list-style-type: none"> • To minimise disruption to patient flow on opening MDSU for usual business.
DNM	<ul style="list-style-type: none"> • Normal MDSU services will resume as soon as possible taking into account variables and in consultation with the CNM and Hospital Co-ordinator 	<ul style="list-style-type: none"> • Utilisation of MDSU occurs <u>only in exceptional circumstances</u> so disruption to usual business will be minimised.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.2.3 Patient Flow and Bed Utilisation
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) service protocols

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