

**JOB DESCRIPTION**

<b>POST TITLE</b>	<b>Bed Manager</b>
<b>BAND</b>	<b>6</b>
<b>DIVISION</b>	<b>MEC</b>
<b>BASE</b>	<b>East Lancashire Hospitals</b>
<b>MANAGERIALLY REPORTS TO</b>	<b>Clinical Site Manager</b>

Divisional Director of Nursing
Head Of Patient Flow
Clinical Site Manager
Deputy Clinical Site Manager
Bed Manager

**JOB SUMMARY**

The post holder will assist in the efficient and effective management of bed resources within the Trust. The provision of an effective service encompassing all Directorates is essential to successful patient flow across the Trust.

The main objective of the role is to facilitate placement of patients who require complex discharge or rehabilitation on one of the Trust intermediate care wards. The role will also require clinical oversight and organisation of all internal transfers and repatriations from other Trusts.

The post holder will be conversant with all policies relating to bed management / patient flow and be aware of monitoring systems that are in place and actions to be taken as necessary.

The post holder will have working knowledge of the objectives of the Trust and be conversant with national targets and its relevance with Bed Management / Patient Flow.

Contribute to MDT's and support identification of suitable patients who are medically optimised who require further non-acute care.

Ensure clear and concise documentation with therapy goals/safeguarding concerns/discharge plans are clearly documented.

The post holder will be an RN or AHP and will work as part of the Flow Team Monday-Friday 8-4pm.

## **Competencies/Clinical responsibilities**

To work within bed management policies, liaising with senior management when appropriate.

Identify, collect, and evaluate information to support clinical decision making to ensure safe transfer of patients between hospital sites.

The post holder will have excellent communication and interpersonal skills to ensure safe and timely transfer of patients.

Contribute to all role related targets as set out by the Trust Business plan.

To maintain an accurate knowledge of bed availability, liaising with relevant staff, receiving and assessing referrals from other hospitals.

Be responsible for the identification of own continuing educational needs and professional standards as set by the registered professional body.

Always maintain safe standards of practice whilst reporting/escalating any concerns to the Clinical Site Manager.

Ensure awareness of the Major Incident Policy and understand the bed management role within it.

To assist with data collection, analysis, and reporting.

Contribute to service improvement projects and support the wider MDT to improve flow streams.

Demonstrate mandatory competencies of the Trust attending all mandatory updates/training as required.

Support the timely transfer of patients to the discharge lounge who are awaiting transfer.

Attend everyday matters with the Patient Flow facilitators and discharge matron to support MDT working and safe practice.

Work closely with CIC matrons to identify suitable patients and monitor acuity across the sites to ensure patient safety.

## **Managerial**

Always demonstrate effective leadership.

Demonstrate a best practice approach acting as a role model, have awareness and understanding of clinical concerns expressed by clinical staff.

Utilise Trust Policies, Procedures and Guidelines and actively contribute to their development.

Demonstrate efficient use and utilization of resources, taking any recommendations to the Clinical Site Management Team.

Demonstrate knowledge of effective multi-disciplinary teamwork and the role of individual team members.

Demonstrate knowledge in dealing with complaints and de-escalating complex and difficult situations.

Maintain appropriate records, adhering to Trust guidelines and Information Governance.

## **Education and training**

Provide teaching to the multi-disciplinary team and develop and maintain the learning environment.

Demonstrate responsibility for personal professional development using PDR and professional portfolio.

Incorporate health education and health promotion in working practices.

Demonstrate practical application of specialist knowledge gained.

Identify, collect and participate in the evaluation of information to support multi-disciplinary clinical decision making.

Ensure all mandatory and role specific training is completed.

Contribute to service improvement projects and support consistency and sustainability of agreed plans.

## **Clinical Governance**

All staff must take care of their own safety and that of others who may be affected by their actions or omissions.

Adhere to Trust and Departmental Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Report any incidents/accidents/near misses as per Trust policy.

Do not attempt to carry out duties or tasks outside of competency.

Ensure a safe environment for patients and staff by adhering to the Health and Safety at work Act 1974.

Attend ward meetings relevant to service.

Ensure compliance with local and national infection control guidelines.

Compliance with information governance guidance and maintain confidentiality of all patient data.

## **Role specific**

Adhere to NMC code of conduct or equivalent professional body.

Act as a role model at all times.

Always maintain professional registration.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favorable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently

with minimum wastage throughout their daily activities

### **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

### **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

### **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

### **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

### **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

### **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

### **Training**

Post holders are required to attend any relevant and mandatory training for the post.

## **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

## **Review of Job Description**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

## **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision "*to be a great Trust providing the best possible healthcare to the people of East Lancashire*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

## **EFFORT FACTORS**

**Physical Effort** – Moderate physical effort required in the moving handling and of patients on most shifts.

**Mental Effort** – Concentration and accuracy required in all aspects of bed management and the most effective use of the resources

**Emotional Effort** - May be required to deal with distressing and or emotional situations involving patients illnesses and in dealing with patients and relatives.

**Working Conditions** – can often be unpleasant, eg dealing with body fluids, soiled linen and unpleasant smells and sights.

**ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

## PERSON SPECIFICATION

### *Bed Manager Band 6*

<b>Knowledge, Experience and Training required for the Post</b>	<b>Essential at Recruitment</b>	<b>Desirable/Developed within the Role</b>	<b>Method of Assessment</b>
<b>Qualifications and experience</b>	Working autonomously Evidence of motivation.	Current NMC registration first level nurse  Degree  Understanding of implications of National Targets, in particular 4 hour Emergency Department target and relevance to Bed Management Understanding of issues around patient flow	Application and Interview
<b>Knowledge and Skills</b>	NHS plan and associated papers and targets Emergency Clinical Quality Standards Privacy and Dignity agenda Flexible to meet needs of post. Communication/ organisational skills A logical mindset and the ability to decision make under pressure Ability to influence others Time management Leadership Computer literate	Major Incident Management and Business Continuity awareness	Application and Interview
<b>Other</b>	Ability to work all shifts including twilights, weekends and bank holidays		Interview