

POSITION DESCRIPTION

Bed Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Bed Manager is responsible for coordinating access to Echuca Regional Health (ERH) bed-based services, ensuring resources are appropriately matched to overall demand. This role involves coordinating discharge planning for acute complex patients and disability clients with complex needs and behaviors, facilitating an efficient and streamlined patient journey within ERH while minimizing unplanned readmissions. The Bed Manager also plays a critical role in developing and maximizing the use of the HealthIQ electronic patient journey board. Additionally, the Bed Manager serves as the Chief Warden, attending emergency situations such as trauma calls and all codes.

Position Details

Position Title:	Bed Manager
Department	Nursing
Reports to:	ERH Director of Nursing Acute & Inpatient
Positions Reporting to this role:	Bed Manager
FTE:	1.0
Budget:	Nursing Division
Enterprise Agreement:	Nursing EBA
Position Classification:	ZC6
Position Description last reviewed:	May 2024

Key Accountabilities

Coordinates admission and transfers to all ERH bed-based services.
Utilizes understanding of funding and service frameworks related to acute, rehabilitation, GEM, TCP, palliative care, NDIS, and aged care services to match demand and patient requirements to ERH resources effectively.
Coordinates discharge planning for complex acute patients and disability clients with complex needs and behaviors.
Provides 24-hour continuity with the After-Hours Manager for Chief Warden responsibilities.
Actively promotes the role, educates leave relief staff, and contributes to succession planning.
Develops, maintains, and coordinates systems to facilitate the patient journey through ERH, demonstrating leadership and innovation.
Ensures timely allocation of patients: Right Patient, Right Place, Right Time.
Monitors outlier patient group to ensure safety and care requirements are met.
Provides staff support to identify plans for patients with extended length of stay or prolonged Emergency Department visits.
Monitors Subacute occupancy to maintain capacity and develops plans as needed.
Activates Escalation Policy according to guidelines.
Responds to clinical emergencies and coordinates response as required, anticipating resource implications.
Coordinates Admission Requests for Inter-Hospital Transfer and Same Day Cases.

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Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

 Collaboration	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
 Accountability	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
 Respect	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
 Excellence	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Executive, After Hours Managers and Department Heads, VMOs, Health Information Services and ICT.	Regional and Metropolitan hospital clinical staff
Staff involved in coordinating access to individual services including the Theatre Liaison Coordinator, Glanville Village NUM and administrative staff, Sub-acute Intake Coordinator, Community Palliative Care staff, and Emergency Department management team.	Residential Aged Care Facilities Bed/Access/Patient Flow Managers from other hospitals
Staff involved in discharge planning or providing services post discharge ie. allied health staff, CRC, PAC, RIR, Complex Care, Community Palliative Care	

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Selection Criteria

Essential:

Qualifications:

- Registered Nurse with current licensure (RN Grade 5).
 - Proven experience in a healthcare management or leadership role.
 - Strong understanding of discharge planning processes and patient flow management.
 - Demonstrated ability to develop and implement systems to improve operational efficiency and patient outcomes.
 - Excellent communication, leadership, and interpersonal skills.
 - Ability to effectively manage a diverse team and prioritize competing demands.
 - Proficiency in utilizing electronic patient management systems and other relevant software
- This position description outlines the primary responsibilities and additional duties required for the role of Bed Manager at Echuca Regional Health. The incumbent is expected to adhere to all organizational policies and procedures, prioritize patient safety and quality of care, and actively contribute to the optimization of patient flow and resource utilization within ERH.
- Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

Desirable:

- Understanding of Redesign and lean thinking principles.
- Post graduate qualifications in a related field

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File