


Name of Policy: <u>Patient Bed Assignment</u> Policy Number: 3364-110-01-10 Department: Nursing Service Approving Officer: AVP Patient Care Services/CNO Responsible Agent: AVP Patient Care Services/CNO Scope: The University of Toledo Medical Center (UTMC)	 Effective Date: 3.15.21 Initial Effective Date: 6/1979
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Patient room and bed assignments are the responsibility of the House Supervisor (HS), Bed Placement Coordinator, and at times, the Lead Nurse (LN)/Charge Nurse (CN).

(B) Purpose of Policy

To provide guidelines to ensure proper patient placement for appropriate level of care.

(C) Procedure

1. Room and bed assignments are based on individual patient care needs. Unit assignments are based on the Physician’s order for level of care. Assignments are coordinated by the Admitting Department, HS, attending physician, and unit LN/CNs. Unit and room assignments should be focused on directing patients to appropriate specialized nursing units. Bed assignments are based on the assessment of:
 - a. complexity of nursing care needs (isolation, mentation, immunosuppression, etc.)
 - b. diagnosis
 - c. age
 - d. gender
 - e. patient condition
 - f. patient care needs
 - g. availability of beds

2. Each patient care area has specific criteria to assist in assigning patients to a particular unit and matching the patient to specialized nursing skills as appropriate. General guidelines are as follows. ICU beds are on the third floor. Step down units are CVU (3ABCD), primarily for medicine, pulmonary, and cardiac diagnoses. 5AB for primarily trauma and surgery step-down. Transplants are to go to 4AB. Orthopedics and pediatrics assigned to 6AB. Admissions to Kobacker Inpatient unit and the Senior Behavioral Health unit are not addressed by this policy as they hold separate licensing status. Admissions to Detox unit on 6CD require preauthorization.

3. Since bed assignments and reassignments are made as needed due to changes in patient condition, the Admitting Department has general guidelines to assist with placements.

4. Admitting is made aware of clean available beds through the bed tracking system.

<p>Approved by:</p> <p>/s/ _____</p> <p>Monecca Smith, MSN, RN AVP Patient Care Services/Chief Nursing Officer</p> <p><i>Review: Policy & Standard Committee, 4/13, 1/15, 3/18, 3/21</i> <i>Revision Completed By: Andy Fox, MSN, RN & Nancy Gauger, MSN, RN.</i></p>	<p>Review/Revision Date:</p> <table border="0"> <tr><td>1982</td><td>1990</td><td>4/2005</td></tr> <tr><td>1983</td><td>3/1993</td><td>7/2008</td></tr> <tr><td>5/1984</td><td>1995</td><td>9/2008</td></tr> <tr><td>1985</td><td>1999</td><td>4.26.13</td></tr> <tr><td>1986</td><td>3/2001</td><td>1.23.15</td></tr> <tr><td>1987</td><td>10/2001</td><td>3.15.18</td></tr> <tr><td>1988</td><td>12/2001</td><td>3.15.21</td></tr> <tr><td>1989</td><td>3/2002</td><td></td></tr> </table> <p>Next Review Date: 3/2024</p>	1982	1990	4/2005	1983	3/1993	7/2008	5/1984	1995	9/2008	1985	1999	4.26.13	1986	3/2001	1.23.15	1987	10/2001	3.15.18	1988	12/2001	3.15.21	1989	3/2002	
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<p>Policies Superseded by This Policy: 1-10</p>																									

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.