

Agreed Policy

Specialties are required to clear their accepted patients by 17:00 each day.

**At 48 hours, patients meeting agreed criteria for specialty acceptance will be moved regardless of whether formal acceptance has occurred (If seen by AMU Consultant, Management Plan in place & HEPMA complete.)
Medical teams will be informed.**

Where there are not enough discharges identified in specialty wards to accommodate the day's workload, specialties will be responsible for boarding from the back door to create specialty capacity for unplaced accepted patients
(i.e. requirement to take patient even if no bed in home wards.)

If a patient is boarded to a specialty ward & their predominant acute clinical problem can be competently managed by that specialty, it is expected that specialty will take over care.

These patients will have been seen by an Acute Medicine Consultant on PTWR and decision documented on TRAK.
Medical Teams will be informed.

Daily Operating Model

Discharge requirements confirmed at 8:00 huddle including:

- Critical Care
- Urgent regional admissions
- Speciality admissions waiting review in ED - Queue to be cleared by 09:30
- Patients in AMU > 48hours by 17:00 that day


**All patients must have a priority boarding score (RAG rating - See Boarding Escalation SOP for details.)
Any patient without a score will be assumed to be fit for boarding**

Escalation

- If any indication that a Directorate will require support to accept all admissions - speciality CMT to be informed at 8.00 huddle with a requirement to formulate a clear action plan ensuring all patient admissions can be accommodated.
- If a Directorate anticipates a negative balance – the relevant Service Manager must escalate to their respective General Manager by 11.30.

- Directorates should report their respective position at the 13:00 huddle including further mitigating actions that must be completed by 15:30.
- All General Managers will be expected to attend 15:30 huddle if the site as a whole is anticipated to be in a negative balance going into the evening.
- All discharges should have left the site / be accommodated in the discharge lounge by 17:00 - any exceptions to this position need to be recorded & reviewed weekly - any failed discharges for transport need to be recorded & reviewed weekly.

- In hours - Site Senior Management Team to be appraised of the position at 13:00 & 15:30 to provide support and further escalation if required

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