



HEALTH HOLDING
HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Emergency Room		
Document:	Multidisciplinary Policy and Procedure		
Title:	Patient Management When Bed Space is Not Available		
Applies To:	All Emergency Room Staff		
Preparation Date:	January 05, 2025	Index No:	ER-MPP-006
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1. PURPOSE:

- 1.1 To establish arrangements for the admission of all patients to the appropriate wards.
- 1.2 To enable clinical needs to be met as effectively as possible.

2. DEFINITIONS:

- 2.1 **Bed Management** – is the allocation and provision of beds, especially in a hospital where beds in wards are a scarce resource. The "bed" in this context represents not simply a place for the patient to sleep, but the services that go with being cared for by the medical facility: admission processing, physician time, nursing care, necessary diagnostic work, appropriate treatment, and so forth.

3. POLICY:

- 3.1 It is the policy of Maternity and Children Hospital, Hafer Al Batin to ensure that the patients are managed properly when inpatient facilities are limited or no space is available to admit patients to the appropriate unit.

4. PROCEDURE:

- 4.1 Priority in allocating beds will be given to emergency admissions, but every effort will be made to avoid cancellation of elective admissions.
- 4.2 Patient's safety and clinical needs will be taken into considerations, as well as the skills required for the staffs that care for them.
- 4.3 Efforts will be made to preserve specialty beds, but it will be necessary to use beds flexibly at times of peak demand. It is the responsibility of each ward head nurse and treating physician to define any clinical limitations on such flexibility.
- 4.4 The admitting team will contact nursing supervisor on duty to ask about bed availability to arrange for his patient admission.
- 4.5 Once bed availability is confirmed the admitting team will ask permission for the temporary use of the department concerned.
- 4.6 The allocated bed number must be written on the admission sheet of the patient.
- 4.7 Every effort is made to ensure that patients are allocated with bed in a manner that respects their privacy, dignity, and considering specialty care needed.
- 4.8 In case all efforts failed in locating bed the patient shall be transferred to another Ministry of Health hospital in Hafer Al Batin. Arrangements for transfer shall be made according to hospital policy and procedures.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

6.1 Physician

6.2 Nurses


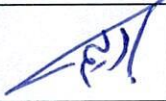


7. APPENDICES:

N/A

8. REFERENCES:

8.1 KAAH Medical Staff By Laws, 2013.

9. APPROVALS:

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