BED TRACKING MANAGER

**Mission:** Maintain information on the status, location, and availability of all patient beds, including disaster cots and stretchers.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Situation Unit Leader** Signature:  Hospital Command Center (HCC) Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Situation Unit Leader. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Appoint team members as needed and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief team members on current situation; outline team action plan and designate time for next briefing. |  |  |
| Obtain current census and bed status from Admitting personnel and other hospital sources. |  |  |
| Establish contact with all patient treatment areas, Environmental Services and others to inform them of activation of your position and contact information. Develop a report of current bed status. |  |  |
| Initiate a Bed Tracking Log for disaster victims, using normal paper or electronic system |  |  |
| Determine if improvised bed tracking protocols are required for mass casualty incidents due to additional beds and cots that may be added to the normal hospital census. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet with Public Information Officer, Liaison Officer, Patient Registration Manager and Patient Tracking Manager on a routine basis to update bed and census data. |  |  |
| Continue to maintain a current Bed Tracking log/system to document the location and status of all beds, including cots and stretchers. |  |  |
| Monitor incident status factors such as early discharge, evacuation, or contamination that may alter bed availability. |  |  |
| Develop and submit an action plan to the Situation Unit Leader when requested. |  |  |
| Advise the Situation Unit Leader immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Bed Tracking staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Bed Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| If IT systems were offline due to the incident, assure appropriate information from the hospital’s Bed Tracking Log is transferred into the normal bed tracking systems. |  |  |
| Compile and finalize Bed Tracking Log and submit to Situation Unit Team Leader or Planning Section Chief, as appropriate. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Situation Unit Leader or Planning Section Chief, as appropriate. |  |  |
| Upon deactivation of your position, brief the Situation Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan * HICS Form 204 – Branch Assignment List * HICS Form 207 – Incident Management Team Chart * HICS Form 213 – Incident Message Form * HICS Form 214 – Operational Log * Hospital emergency operations plan * Hospital organization chart * Hospital telephone directory * Hospital Bed Tracking Log/System * Radio/satellite phone * Access to IT systems, specially bed tracking or cleaning status tracking systems |