Version Control

Title:	Bed Flow Report – User Gude
Version:	V1.4
Approved by:	Mark Songhurst, Programme Lead, Scan4Safety Lee Parker, Corporate Operations CSU General Manager
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Lead Board Director:	Paul Jones, Chief Digital and Information Officer
Lead and Author:	Victoria Gore, Business Analyst (Lead) Fiona Hill, GMTS Informatics Trainee (Author)
Name of responsible committee/group:	Live Bed State Collaborative
Review date:	15/08/2023
Target Audience	All Staff

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Important Information

This this is the first iteration of the Bed Flow report and is in the minimum viable product state. Over time we will improve the function of the; your feedback will help shape it in the future. It takes data from Symphony, PAS and PPM+ therefore it is only as good as the information entered on these systems. For help with how to update information on PPM+, please contact **lth.scan4safety@nhs.net**

Please send feedback on using the report and user guide, including any suggestions for improvements to **leedsth-tr.iandiworkrequests@nhs.net**

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Definitions

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Number of patients currently awaiting a bed in the emergency department

Source: Symphony

$$\left(\frac{Number\ of\ occupied\ beds}{Number\ of\ Open\ beds}\right) * 100$$

General and acute wards only

Source: PPM+

Number of Open beds that are not occupied
General and acute wards only

Source: PPM+

Number of closed beds
General and acute wards only

Source: PPM+

Number of patients currently in the emergency department

Source: Symphony

Number of patients currently awaiting a bed in the emergency department

Source: Symphony

| Clinical Service Unit |
| All |

16
Open Bed Requests

83%
Reportable Occupancy

332
Available Beds

86
Unavailable Beds

Emergency Department

Current Attenders = 100

Awaiting Beds = 16

A&E Detail

Bed Availability

Assessment Unit Beds Available
50

Specialty Ward Beds Available
312

Critical Care Beds Available
32

Elective Ward Beds Available
12

Inpatients with no Reason to Reside = 284

Bed Requests

Ward View

Patient View

Delayed Discharge

Medicines = 4

Awaiting Transport = 0

Repatriation = 14

Number of patients with an unable to discharge reason of 'Awaiting medicines'/ 'Awaiting Transport' / 'Awaiting Repatriation'

Source: PPM+

Number of inpatients with 'no Reason to Reside' recorded in their latest criteria to reside form

Source: PPM+

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Bed Flow Summary | Bed Requests | Ward View | Patient View | A&E Detail

SiteName: All

Clinical Service Unit: All

Ward Category: All

Bed Type: Multiple selections

Number of Open beds in wards described as "Assessment", "Intensive/Critical Care" or "Elective"

Source: PPM+

16 Open Bed Requests
83% Reportable Occupancy
332 Available Beds
86 Unavailable Beds

Emergency Department

Current Attenders = 100

Awaiting Beds = 16

A&E Detail

Bed Availability

Assessment Unit Beds Available
50

Specialty Ward Beds Available
312

Critical Care Beds Available
32

Elective Ward Beds Available
12

Inpatients with no Reason to Reside = 284

Number of Open beds in wards not described as "Assessment", "Intensive/Critical Care" or "Elective"

Source: PPM+

Bed Requests | Ward View

Delayed Discharge

Medicines = 4

Awaiting Transport = 0

Repatriation = 14

Patient View

Last Data Refresh: 29/06/2023 12:01

Ward Category

All ⌄
- ☑ Select all
- ☑ (Blank)
- ☑ Adult Critical Care
- ☑ Currently closed
- ☑ Day case ward
- ☑ Discharge
- ☑ HOBS/HDU
- ☑ Maternity/Neonatal
- ☑ Monday to Friday Day case
- ☑ Not currently used - to remove
- ☑ Operating Theatre
- ☑ Overnight bed capacity
- ☑ Paediatric Critical Care
- ☑ SDEC/Assessment Unit

Bed Type

Multiple selections ⌄
- ◪ Select all
- ☑ (Blank)
- ☑ Bed
- ☑ Chair
- ☐ ESA
- ☑ Side Room

Live Bed State Definition	Description
Adult Critical Care	Wards managed by the Adult Critical Care CSU which are level 2 or level 3 beds.
Currently closed	Wards which are currently closed due to admission, but may appear on some reports.
Day case ward	Wards which are only used to treat elective day case patients and plan to close overnight.
Discharge	Ward codes which are being used as Discharge pods or discharge lounges, this includes ward areas which are used for stepping patients down, e.g. J16P, JDL.
HOBS/HDU	Ward areas which are specifically designated for High observation or HDU patients. Please note, if a bay within a ward is designated for HDU patients, this will appear on the main ward code.
Maternity / Neonatal	Clinical areas which only treat patients on a maternity pathways or Neonatal units. This capacity would not be
Monday to Friday – Day case	Day case units which routinely close over a weekend. Please note, these areas may open in times of increased pressure or increased elective demand.
Not currently used – to be removed	Do not use
Operating Theatre	Ward codes which are used for procedures.
Overnight bed capacity	This is the main category of general and specialist beds which care for patients 24/7. This includes both elective and non-elective wards.
Paediatric Critical Care	Critical Care units within the Childrens hospital.
SDEC/Assessment Unit	All SDEC and Assessment units. Most patients are ambulatory but there may be admissions to some units. This does not include 'admission wards' such as MAU, these are within the Overnight bed capacity

Definitions Home

Number of patients currently awaiting a bed in the emergency department

Source: Symphony

$$\left(\frac{Number\ of\ occupied\ beds}{Number\ of\ Open\ beds}\right) * 100$$

For all wards

Source: PPM+

Number of Open beds that are not occupied **For all wards**

Source: PPM+

Number of closed beds **For all wards**

Source: PPM+

Best case: Number of unoccupied beds if all beds potential transfer/discharge go ahead and all closed beds open

Worst case: Number of unoccupied beds if no potential transfer/discharges go ahead, no closed beds open and all requests enter

SiteName	All
Ward Category	All
Bed Type	Multiple selections

16 Open Bed Requests	78% Total Occupancy	518 Available Beds	304 Unavailabe Beds

Site and gender-level bed requests

Source: PPM+ and PAS

Open Bed Requests

SiteName	Female	Male
St James's University Hospital		
Acute Medicine		5
Respiratory Medicine	1	
SIM Elderly	1	
Surgical Assessment Unit	1	
Leeds General		
Acute Medicine		1
Cardiology	1	2
Neurology	1	
Neurosurgery	1	

CSU-level bed state and requests

Source: PPM+ and PAS

	Bed Base					Unavailable				Best/Worst Case	
ClinicalServiceUnit	Total Beds	Occupancy	Requests	Available	Occupied	Closed - Infection	Closed - Cleaning	Closed - Other	Potential Transfer/Discharge	Best Case	Worst Case
Urgent Care	64	98%	6	1	59			4	3	8	-5
Centre for Neurosciences	166	95%	2	9	157				32	41	7
Specialty & Integrated Medicine	415	92%	1	31	369	3	2	10	154	200	30
Trauma and Related Services	176	91%		16	157			3	4	23	16
Chapel Allerton Hospital	104	87%		13	88			3	11	27	13
Abdominal Medicine and Surgery	348	87%	1	44	289			9	38	91	43
Cardio-Respiratory	233	85%	4	33	194		1	5	29	68	29
Adult Critical Care	85	70%		25	58			2	3	30	25
Institute of Oncology	255	68%		77	167			2	7	86	77
Head & Neck	55	60%		22	33				1	23	22
Childrens	298	58%	1	114	160			24	2	140	113

Ward-level bed state

Source: PPM+ and PAS

Ward Name	ClinicalServiceUnit	Total Beds	Occupancy	Requests	Available	Occupied	Closed - Infection	Closed - Cleaning	Closed - Other	Potential Transfer/Discharge	Best Case	Worst Case
J80 NSO	Institute of Oncology	50			50						50	50
JSUA Surgical Assessment Unit	Abdominal Medicine and Surgery	38	41%	1	19	13					19	18
C03 Elective Orthopaedics	Chapel Allerton Hospital	34	74%		9	25					9	9
J25 Ophthalmology Day Case	Head & Neck	33	39%		20	13					20	20
J32 Older Adults Med Optimised	Specialty & Integrated Medicine	33	83%	1	5	24			4	19	28	4
J82 HPB & Upper Gastro Intest	Abdominal Medicine and Surgery	32	91%	1	3	29				6	9	2
L24 Neuro Cranial&Ortho Spine	Centre for Neurosciences	32	97%	2	1	31				1	2	-1
J07 Older People's Medicine	Specialty & Integrated Medicine	31	96%	1	1	27	3			6	10	0
J08 Older Adults	Specialty & Integrated Medicine	31	100%	1		31				7	7	-1
J09 Respiratory Ward	Cardio-Respiratory	30	87%	1	4	26				5	9	3

Please note: Bed Requests are currently aggregated at a CSU level and filter to the ward table which affects the Best- and Worst-Case figures. Please ignore Bed Request, Best- and Worst-Case figures in the ward-level table.
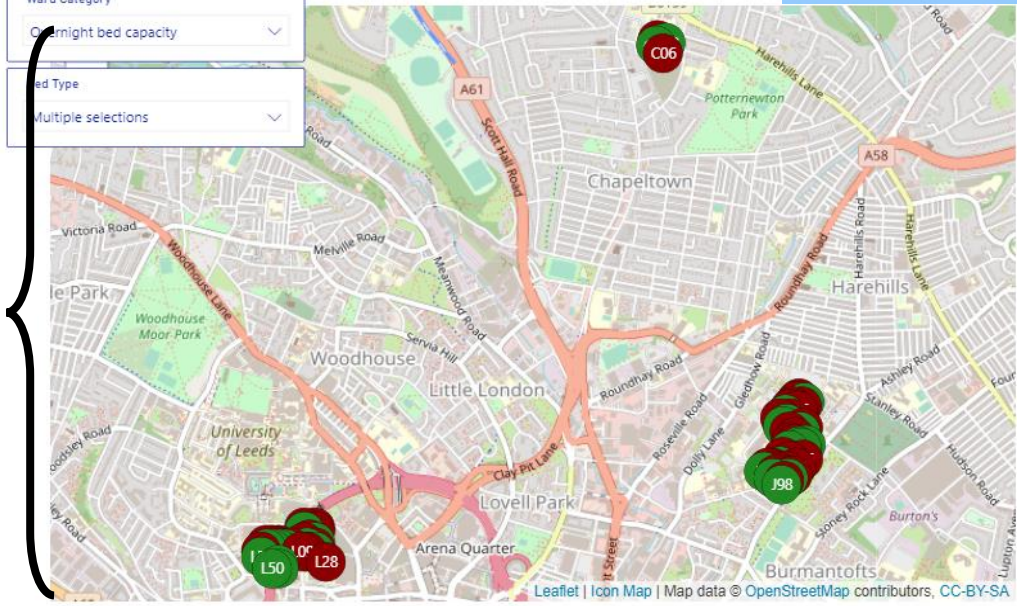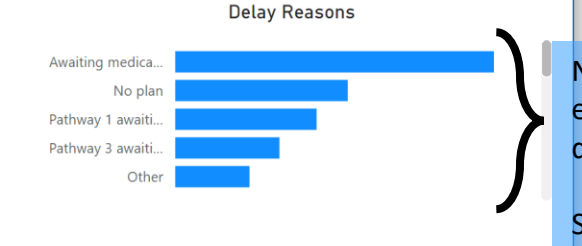
Definitions Home
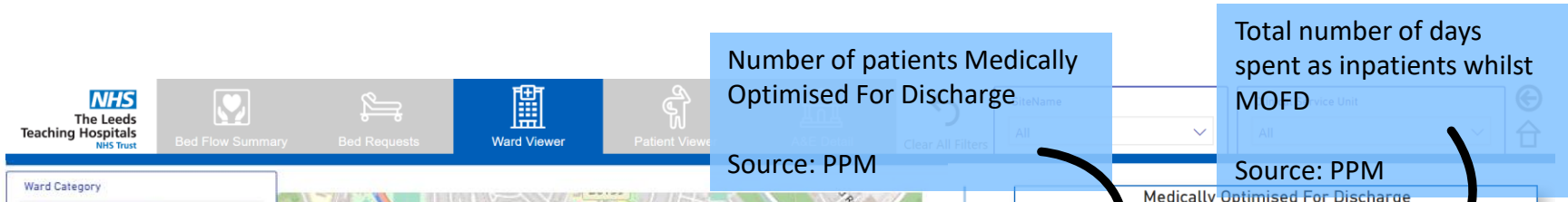
Number of patients Medically Optimised For Discharge

Source: PPM

Total number of days spent as inpatients whilst MOFD

Source: PPM

Zoomable map view of ward occupancy.

>95% occupancy = RED

<95% occupancy = GREEN

Source: PPM+ and PAS

Medically Optimised For Discharge

283 Total MOFD

3586 Days Lost to MOFD

Number of inpatients with 'no Reason to Reside' recorded in their latest criteria to reside form

Source: PPM+

Reason to Reside

273 No Reason to Reside

Delay Reasons

Awaiting medica...
No plan
Pathway 1 awaiti...
Pathway 3 awaiti...
Other

Number of inpatients with each with each unable to discharge reason

Source: PPM+

Bed Closures

2 Beds 0 Days

8 Beds 102 Days

48 Beds 5,848 Days

Other Discharge Process

9 Outstanding CLD

63 EDID Needs Action

Number of beds closed for cleaning, infection or other **and** number of days between the last timestamp for the bed being closed and today

Source: PPM+
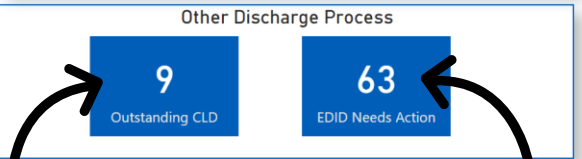
Number of patients on the Criteria Led Discharge pathway with not all criteria complete

Source: PPM+

Number of patients with EDID record where status **is not** 'Sent' or 'WD'

Source: PPM+

LoS: Days from admission date to now

Bed: The bed the patient is recorded as being in

R2R:
- ✅ = Has a reason to reside (hover cursor over tick for reason)
- ❌ = Does not have a reason to reside

EDD:
- ❌ = Has estimated discharge date in the past
- ⚠️ = Has estimated discharge date <7 days from now
- ✅ = Has estimated discharge date >7 days from now

MOFD:
- ✅ = Recorded as MOFD
- Otherwise blank

CLD:
- ❌ = Is on CLD pathway, but not all criteria complete (hover cursor for number criteria incomplete)
- Otherwise blank

EDID:
- ⚠️ = Has an EDID record and status **is not** 'Sent' or 'WD'
- Otherwise blank

Status: Bed occupied or closed (including cleaning or infection)

Source: PPM+

Ward-level bed state and requests

Source: PPM+ and PAS

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Bed Flow Summary | Bed Requests | Ward Viewer | **Patient Viewer** | Detail | Clear All Filters

Clinical Service Unit: Multiple selections

Ward Name	ClinicalServiceUnit	Ward	Total Beds	Occupancy	Requests	Available	Occupied	Closed - Infection	Closed - Cleaning	Closed - Other	Potential Transfer/Discharge	Best Case	Worst Case
L30 General Paed Medicine	Childrens	L30	10	100%			10						
L31 Paed Oncology/Haematology	Childrens	L31	16	93%		1	13			2		3	1
L33 - Oncology Teenage Unit	Childrens	L33	8	100%			8						
L38 Children's Respiratory	Childrens	L38	24	82%		3	14			7	2	12	3
L40 Children's Medicine	Childrens	L40	29	57%		10	13			6		16	10
L41 Childrens Neurosciences	Childrens	L41	13	77%		3	10					3	3
L42 Children's General Surgery	Childrens	L42	20	79%		4	15			1		5	4

NHS/PAS ID	LoS (Ward)	Bed	Ward	R2R	EDD	MOFD	CLD	EDID	Status
		07	J06		⚠️				Cleaning
		Sleep Study Rm	J10		⚠️				Cleaning
		Surge 1	C02		⚠️				Closed
		Surge 2	C02		⚠️				Closed
		Surge 3	C02		⚠️				Closed
		SR3	J10		⚠️				Closed
		13	J43		⚠️				Closed
		22	J43		⚠️				Closed
		01	J44		⚠️				Closed
		05	J47		⚠️				Closed
		06	J47		⚠️				Closed
		07	J47		⚠️				Closed

WardCode: All
Ward Specialty: All
Ward Category: Multiple selections
Bed Type: Multiple selections

Age	FirstName	Surname	ConsultantName	Admitted
Select a patient from the table to see details				

On CLD?	CLD Created	Tot. Criteria	Criteria Met	Criteria Left
Select a patient from the table to see details				

Reason To Reside	EDD	MOFD Date	Delay Reason	Discharge Pathway
Select a patient from the table to see details				

EDAN Status	EDAN Stage
Select a patient from the table to see details	

EDID Status	EDI Referral	Days EDID Open	EDID Last Update
Select a patient from the table to see details			

Last Data Refresh: 29/06/2023 15:10

Please note: The response times on this page can be slow. DIT have and will continue to carry out work around speeding this up. ⚠️

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| Bed Flow Summary | Bed Requests | Ward Viewer | Patient Viewer | A&E Detail | Clear All Filters |

SiteName
All

Clinical Service Unit
Multiple selections

Ward Name	ClinicalServiceUnit	Ward	Total Beds	Occupancy	Requests	Available	Occupied	Closed - Infection	Closed - Cleaning	Closed - Other	Potential Transfer/Discharge	Best Case	Worst Case
L30 General Paed Medicine	Childrens	L30	10	100%			10						
L31 Paed Oncology/Haematology	Childrens	L31	16	93%	1		13			2		3	1
L33 - Oncology Teenage Unit	Childrens	L33	8	100%			8						
L38 Children's Respiratory	Childrens	L38	24	82%	3		14		7		2	12	3
L40 Children's Medicine	Childrens	L40	29	57%	10		13		6			16	10
L41 Childrens Neurosciences	Childrens	L41	13	77%	3		10					3	3
L42 Children's General Surgery	Childrens	L42	20	79%	4		15		1			5	4

NHS/PAS ID	LoS (Ward)	Bed	Ward	R2R	EDD	MOFD	CLD	EDID	Status
		07	J06	⚠					Cleaning
		Sleep Study Rm	J10	⚠					Cleaning
		Surge 1	C02	⚠					Closed
		Surge 2	C02	⚠					Closed
		Surge 3	C02	⚠					Closed
		SR3	J10	⚠					Closed
		13	J43	⚠					Closed
		22	J43	⚠					Closed
		01	J44	⚠					Closed
		05	J47	⚠					Closed
		06	J47	⚠					Closed
		07	J47	⚠					Closed

WardCode
All

Ward Specialty
All

Ward Category
Multiple selections

Bed Type
Multiple selections

Please note: Patient NHS/PAS number must be selected from here to view details ⚠

Patient information

Source: PPM+

Age	FirstName	Surname	ConsultantName	Admitted
		Select a patient from the table to see details		

Details from CLD

Source: PPM+

On CLD?	CLD Created	Tot. Criteria	Criteria Met	Criteria Left
		Select a patient from the table to see details		

Reason To Reside	EDD	MOFD Date	Delay Reason	Discharge Pathway
		Select a patient from the table to see details		

Details from R2R Information

Source: PPM+

EDAN Status	EDAN Stage
Select a patient from the table to see details	

EDID Status	EDI Referral	Days EDID Open	EDID Last Update
Select a patient from the table to see details			

Last Data Refresh: 29/06/2023 15:10

Details from EDAN

Source: PPM+

Details from EDID

Source: PPM+

Please note: The response times on this page can be slow. DIT have and will continue to carry out work around speeding this up. ⚠

Definitions Home

Maximum wait time of patients currently in ED for assessment/clinician/bed **in minutes**

Source: Symphony

Number of patients currently in the emergency department (ED)

Source: Symphony

Number of patients currently in the ED awaiting assessment

Source: Symphony

Number of patients currently in the ED whose triage outcome was 'Major'

Source: Symphony

Number of patients in ED currently awaiting a bed

Source: Symphony

Number of attender in ED by date and hour

Source: Symphony

Number of patients currently in ED with each triage outcome

Source: Symphony

Data explorer: Please see How To guides for how to use

Number of patients currently in ED with each recorded complaint

Source: Symphony

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Bed Flow Summary   Bed Requests   Ward   Patient Viewer   A&E Detail   Clear All Filters

SiteName
All

Clinical Service Unit
All

New Arrivals   Total In ED

Emergency Department

Current Attenders = 100

Awaiting Triage = 6
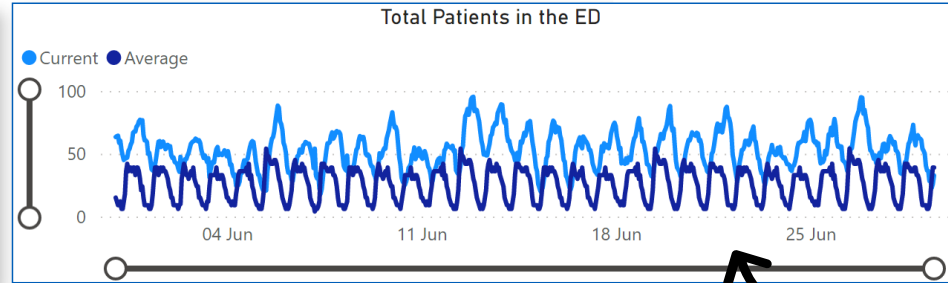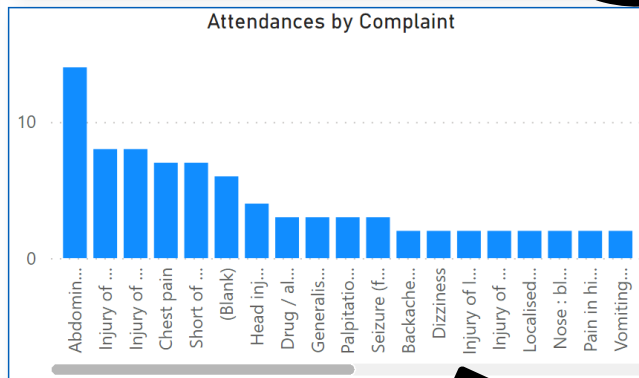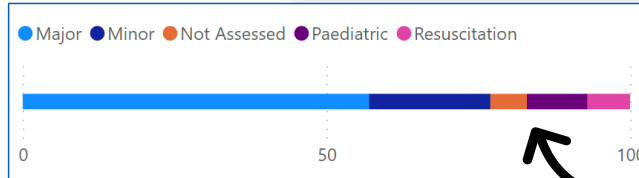
Majors in ED = 57

Awaiting Beds = 16

Leeds General Infirmary - Adults

Leeds General Infirmary - Paediatric
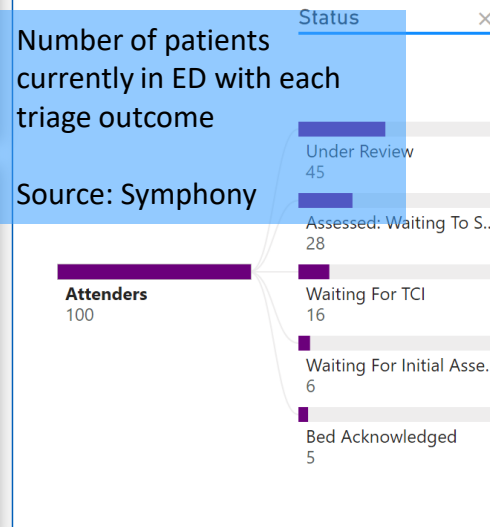
St James's University Hospital

Wait Time (Mins)

Max Wait For Assessment	-32
Max Wait for Clinician	48
Max Wait For Bed	649

Total Patients in the ED

● Current ● Average

100
50
0
04 Jun   11 Jun   18 Jun   25 Jun

● Major ● Minor ● Not Assessed ● Paediatric ● Resuscitation

0   50   100

Attendances by Complaint

10

0

Abdomin... Injury of... Injury of... Chest pain Short of... (Blank) Head inj... Drug / al... Generalis... Palpitatio... Seizure (f... Backache Dizziness Injury of l... Injury of... Localised... Nose : bl... Pain in hi... Vomiting...

Data Explorer

Status   ✕

Attenders
100

Under Review
45

Assessed: Waiting To S...
28

Waiting For TCI
16

Waiting For Initial Asse...
6

Bed Acknowledged
5

Bed Requests

Last Data Refresh: 29/06/2023 12:10

Quick Start guides

- [Clinician](#)

- [Clinical Site Manager](#)

- [Clinical Site/Corporate Ops Manager](#)

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Clinician Quick Start Guide

Where are there free beds in the hospital?

1) Open the <u>report</u>, click on the Bed Requests tile
2) Filter the report by site, CSU, Ward Category or Bed Type
3) Scroll in the tables to see available bed detail
4) Click the "Clear all Filters" button when finished
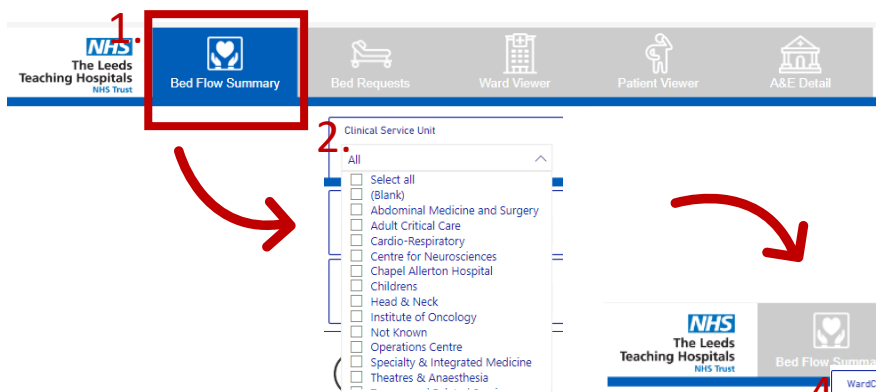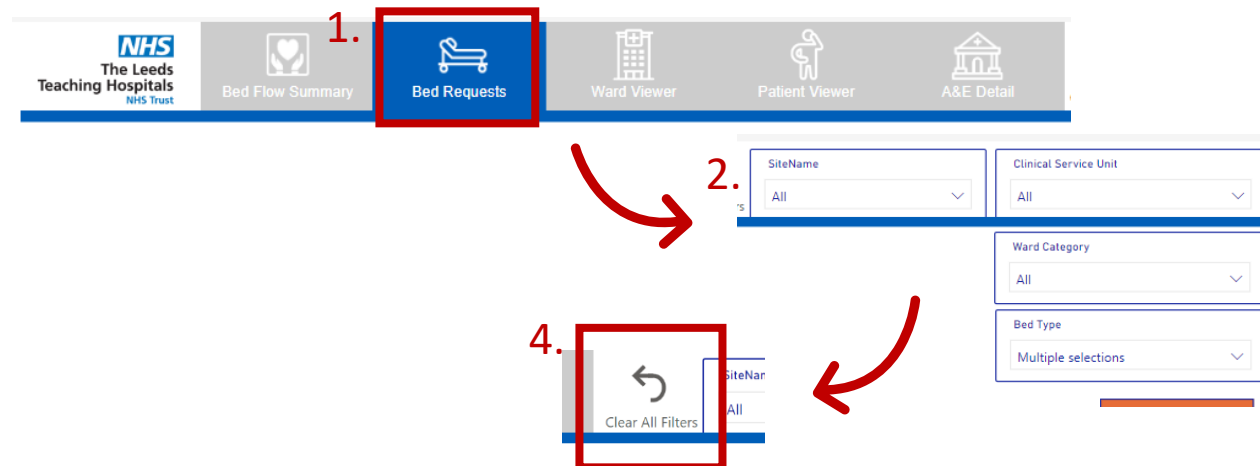
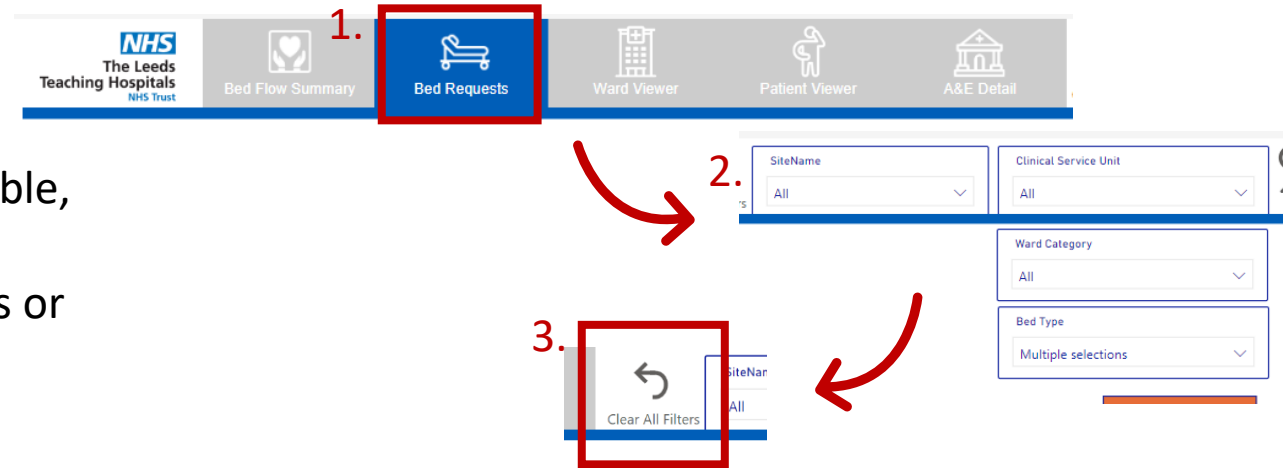## How many patients on my ward do not have a reason to reside?

1) Open the <u>report</u>, click on the Bed Flow Summary tile
2) Filter the report to your CSU
3) Now click on the Patient Viewer tile
4) Filter the report to your ward using the WardCode filter
5) Scroll in the table to see R2R detail
6) Click the "Clear all Filters" button when finished

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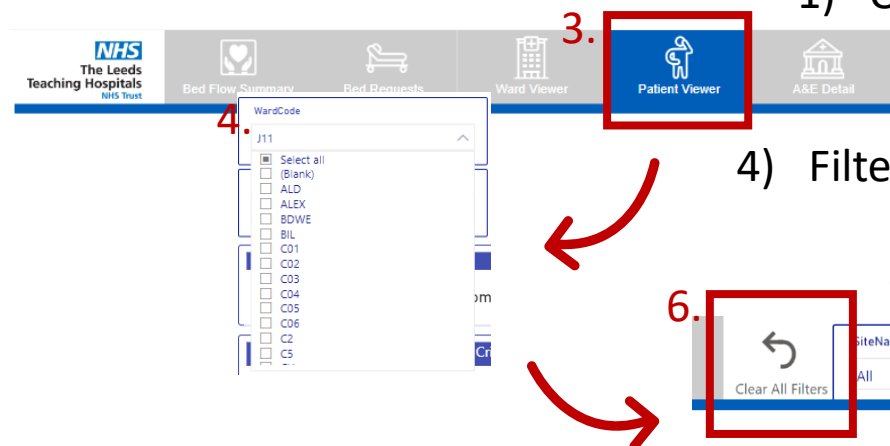
CSM Quick Start Guide

What's the bed utilisation and throughput per ward?

1) Open the <u>report</u>, click on the Bed Requests tile
2) Scroll in the tables to see bed occupancy, requests, available, occupied, and closed beds and patients for potential transfer/discharge for all sites, CSUs, wards and bed types or filter to specific areas
3) Click the "Clear all Filters" button when finished

Who do we have in a bed, who needs a bed and who needs to go home for each ward/specialty?

As above, or for patient detail:
1) Click on the Bed Flow Summary tile
2) Filter the report to a CSU
3) Now click on the Patient Viewer tile
4) Filter the report to ward or specialty using the WardCode and Ward Specialty filters
5) Scroll in the table to see patient detail
6) Click the "Clear all Filters" button when finished

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CSM/Corporate Ops Manager Guide

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Which patients are ready for discharge?

1) Open the <u>report</u>, click on the Bed Flow Summary tile
2) Filter the report to a CSU
3) Now click on the Patient Viewer tile
4) Scroll in the table to see patient detail, including R2R, EDD, MOFD, CLD and EDID status
5) Click the "Clear all Filters" button when finished

Which patients have no reason to reside, no EDD or an MOFD date which has passed?

As Above

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R2R:
- ✅ = Has a reason to reside (hover cursor over tick for reason)
- ❌ = Does not have a reason to reside

EDD:
- ❌ = Has estimated discharge date in the past
- ⚠️ = Has estimated discharge date <7 days from now
- ✅ = Has estimated discharge date >7 days from now

MOFD:
- ✅ = Recorded as MOFD
- Otherwise blank

CLD:
- ❌ = Is on CLD pathway, but not all criteria complete (hover cursor for number criteria incomplete)
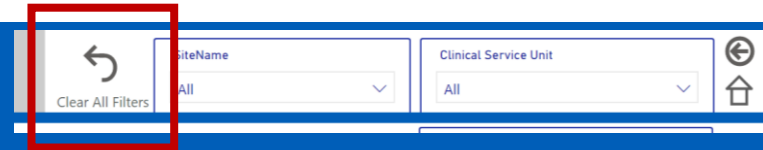- Otherwise blank

EDID:
- ⚠️ = Has an EDID record and status **is not** 'Sent' or 'WD'
- Otherwise blank

Troubleshooting Common Issues

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"The numbers the report is displaying don't seem right"

First, try pressing the 'Clear all Filters' button at the top of the report.
This resets the report to default.
Then, reset your desired filters from the Summary tile. The report works best when the filters are set from there.

Next, update PPM+ to ensure the report has the most accurate data. For help with this, contact **lth.scan4safety@nhs.net.**
We are also working on improving the report's accuracy and efficiency behind the scenes.

Finally, email **leedsth-tr.iandiworkrequests@nhs.net** to log the issue.

"I'm getting an error message which says 'Visual has exceeded the available resources'"

Try filtering to fewer CSUs or ward specialties. The patient table works best when just one CSU is selected.

"The tiles are taking a long time to load"

This is a known issue, particularly with the Patient Viewer tile. DIT are working on improvements.

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