

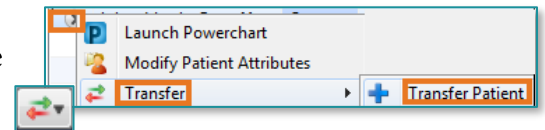
When Maine Coast Hospital (MCH) patients are transported to Surgical Services and are expected to return to the same location post procedure, the Held Bed Workflow detailed below should be followed.

Starting the Held Bed Process

The Held Bed Process includes the Bed Placement Coordinator (BPC) or Bed Manager, the sending charge nurse and/or unit secretary, and the Surgical Services nurse. The below workflow begins after the Nurse-to-Nurse handoff between the sending and receiving unit has occurred.

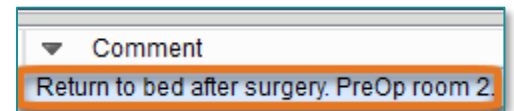
STEP 1: Sending staff will place the patients who are anticipated to go to Surgical Services on the **Transfer List**.

- Place the patient on the Transfer List by selecting the patient's name, clicking the **Transfer** icon, and selecting **Transfer Patient**.



STEP 2: Once the patient populates to the Transfer List, indicate the plan for the patient to return to their original room post procedure in the **Comments** column.

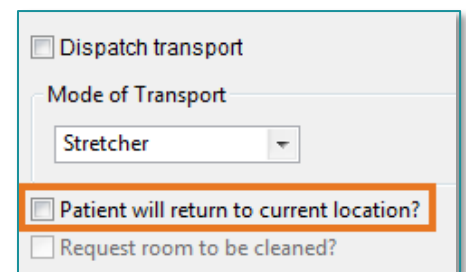
- Indicate the Surgical Services bed location, if applicable.
- Staff can also indicate if a clean task is needed.




NOTE: Place the patient on the Transfer List in a timely manner so the BPC can appropriately assign the destination prior to the patient being moved in PM Conversation.

STEP 3: The BPC assigns the patient to **Endoscopy Pre/Post** location.

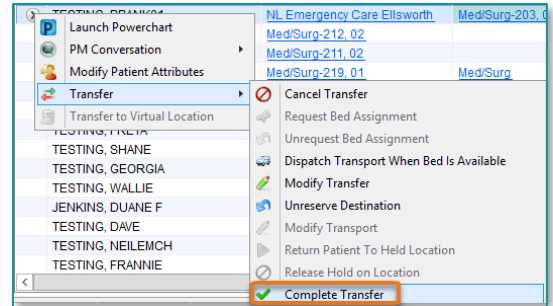
- The **Assign Room** window will populate. From here, the BPC will check the box next to **Patient will return to current location?**
- If indicated in the Comments, the BPC can request a room clean in this window.



STEP 4: Surgical Services staff alerts the sending unit when the patient is being transferred off the unit. The sending unit will confirm the patient is on the Transfer List.

STEP 5: Surgical Services staff complete the transfer when the patient arrives by clicking the patient's name on the Transfer List, selecting the transfer icon  to reveal the transfer options, and select **Complete Transfer**.


- Once the transfer is completed, the patient will now show as occupying the new bed and will be removed from the Transfer List.
- The bed on the sending unit will be in a Held status, indicated by an H with a yellow background on the Bed Board.



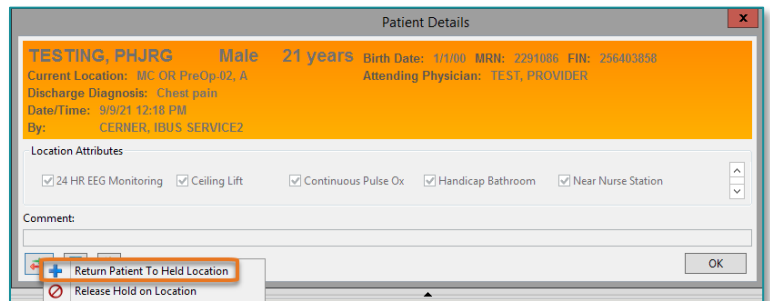
NOTE: Failure to complete the transfer in Capacity Management prior to the movement of the patient in PM Conversation will result in the inability to place the bed in a held status.

Completing the Held Bed Process

While the patient moves throughout Surgical Services, PACU staff will move the patient through PM Conversation, until the patient is ready to return to their sending unit. To return the patient to the original location, the PACU staff will request the transfer in Capacity Management.

STEP 1: The PACU staff will select the patient's name and click the Transfer icon  to reveal transfer options.

- Select **Return Patient to Held Location** and the Modify Patient Attributes window will appear. Modify attributes as needed, then select OK. The patient will now appear on the Transfer List.



NOTE: When selecting Return to Held Location, the original bed location will automatically populate.

- Select **Release Hold on Location** if the patient will not be returning to their held bed location. Communicate with the BPC to determine the patient's new location.

STEP 2: Staff on the receiving unit will complete the transfer when the patient returns to the floor.

NOTE: When the patient arrives back on the sending unit, the staff will need to reassign care staff to patient in Clairvia.