
RAPID BED CLEANING - SCH

PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- This procedure will enable improved patient access to clinical beds by ensuring efficient processes between a patient discharge and bed availability for next patient:
 - A SCH ward porter/cleaner will be at the bedside within 20mins of being paged
 - All clinical beds within SCH will be cleaned and ready for patient admission within 60mins.
- See also the [Flowchart: Bed Cleaning Process](#).

CHANGE SUMMARY

- Due for mandatory review – no changes made.

READ ACKNOWLEDGEMENT

- **Domestic Staff:**
 - Domestic Services Manager will ensure all porter/cleaners have read and/or understand the processes described in this document
- **Nursing Staff:**
 - Nursing Unit Manager and/or Nurse Managers in clinical areas and s will ensure, local nursing staff have read and acknowledged the content and processes of this document.
 - After Hours Nurse Managers must read and understand this procedure

Approved by:	SCHN Policy, Procedure & Guideline Committee	
Date Effective:	1 st October 2015	Review Period: 3 years
Team Leader:	Director of Nursing (SCH)	Area/Dept: Nursing

Purpose/Scope

This procedure will enable improved patient access to clinical beds by ensuring efficient processes between a patient discharge and bed availability for next patient:

Bed cleaning will be rapidly prioritized through the Domestic Supervisor from 0600 until 2000hours and after that through the After Hours Nurse Manager.

Procedure

Refer to the [Flowchart – Bed cleaning process](#)

Note: All porters have a pager.

1. When paging a porter/cleaner, ward staff must page, and give the urgency of the request the ward and bed number.
2. Ward expectation is that the porter/cleaners are in attendance within 20mins of first page.
3. If a porter/cleaner is **not present within 20mins**, perform the following:
 - o *During 0600-2000hrs* ward staff must page the Domestic Supervisor on:
 - page 44860 between 0600 to 1430; and
 - page 43000 between 1430 to 2000.
 - o *After hours* page the After Hours Nurse Manager (AHNM) on page 44103
 - o If a porter/cleaner is not **present within another 20mins**, Ward staff must again page the Domestic Supervisor (between 0600 – 2000hrs) or the AHNM (if after hours) for follow-up action.
4. If a porter/cleaner has not arrived after the second page, during 0600 – 2000 hours, the Domestic Supervisor reports an action plan to the Bed Manager to resolve issues. If after hours, the AHNM resolves issues as necessary.
5. As soon as a bed has been cleaned and is ready for admission, Ward staff are to advise the NUM/Team Leader who then declares the bed available to the Bed Manager during working hours, or to the AHNM if after hours.

Key Performance Indicators

1. Ward porter/ cleaning staff at the bedside within 20mins of first page.
2. All clinical beds within SCH will be cleaned and ready for patient admission within 60 minutes.
3. Number of beds with 'urgent bed cleaning' requests.
4. Number of bed cleaning requests that require involvement of Domestic Supervisor.
5. Number of bed cleaning requests that require involvement of AHNM.

Responsibilities

- Domestic Services Supervisor and cleaning team are responsible for ensuring porter/cleaning staff are at the bedside within 20 minutes of being paged.
- Ward NUM/ Team Leader, Domestic Supervisor & porters/cleaners are responsible for ensuring clinical beds are cleaned within 60 minutes of patient discharge.
- Ward nursing staff responsible to remove sheets from the bed, remove pumps etc from the bedspace and to page the porter.
- Ward staff are responsible to notify NUM/Team Leader a bed is ready for new patient.
- NUM/Team Leader is responsible to declare the bed available to the Bed Manager (during working hours) and to the AHNM if after hours.

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