

Winnipeg Critical Care Program On-Line Bed Board

UNIT: HSC ICU

DATE:

TIME:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|----------------|-------------------------|--------------------------|------------------------------|------------------|--------------------------------|---------------------------|-------------------------|----------------------------|--------------------------------|---------|
| TOTAL CAPACITY | TOTAL OPEN STAFFED BEDS | # of Ventilated Patients | # of Non-Ventilated Patients | TOTAL EMPTY BEDS | # of Off-Unit Patients in SICU | # of Off-Service Patients | # of Pending Admissions | # of Transferable Patients | # of Nurses (including Charge) | Comment |
| 8 | | | | | | | | | | |

Instructions to the CRN/Staff recording the data - Use new sheet each time you fax.

1. **Total Capacity** is the normal funded beds **within** each unit, regardless of physical spaces available.
 - 1.1 Not shown on the whiteboard, but contained in the background.
2. **Total Open Staffed Beds** represent the beds **within** the unit that we have open now.
 - 2.1 The value is dependent on the staff available for the current shift (and sometimes on the next shift as well).
 - 2.2 The following has to be true: **Total Open Staffed Bed = (Ventilated Patients + Non-ventilated Patients + Total Empty Beds).**
 - 2.3 The maximum cannot exceed the maximum number of physical treatment spaces in the unit (e.g. ICU the maximum is 20 because there is only 20 physical spaces in the unit).
3. **Ventilated Patients** are patients **within** the unit on mechanical ventilators (do not include BiPAP).
4. **Non-Ventilated Patients** are patients **within** the unit not on mechanical ventilators. **BiPAP** cases should be included under **Non-ventilated Patients**.
5. **Total Empty Beds** must equal **Total Open Staffed Beds** minus **Ventilated Patients** minus **Non-Ventilated Patients** all **within** the unit.
6. **Off-Unit Patients in SICU**
 - 6.1. These are the number of ICU patients that are overflowing into SICU and may be under the care of either the ICU Attending or the SICU Attending (note – before each submission of this form, the ICU unit clerk should check the ADT Binder or phone SICU to verify that any ICU patient(s) is still in SICU).
 - 6.2. These patients would also be counted in the SICU's Ventilated Patients or Non-Ventilated Patients column.
 - 6.3. This would only include patients when there are no staffed beds available in ICU (i.e. Total Empty Beds – Pending Admissions = zero) and there was no ability to move any Transferable Patients out of ICU to make room for these patients.
 - 6.4. The same patient CANNOT be counted as both an Off-Unit Patient in SICU and as Pending Admission at the same time.
7. **Off-Service Patients**
 - 7.1. These are the number patients that are under the care of the ICU Attending Physician in a location other than ICU e.g. PACU/PARR, etc. (note – before each submission of this form, the ICU unit clerk should check the ADT Binder or phone the off-service location to verify that any ICU patient(s) is still in the off-service location).
 - 7.2. This would only include patients when there are no staffed beds available in the ICU (i.e. Total Empty Beds – Pending Admissions = zero) and there was no ability to move any Transferable Patients out of ICU to make room for these patients.
 - 7.3. The same patient CANNOT be counted as both an Off-Service Patient and as a Pending Admission at the same time.
8. **Pending Admissions** are patients accepted by the ICU Attending Physician that should have a bed allocated (or imminently available) within the unit and are expected to arrive in the unit pending transport or as soon as out of Operating Room.
 - 8.1 These patients should not be counted in the Ventilated Patients and/or Non-Ventilated Patients columns until the patient arrives in ICU (at which time they should be removed from the Pending Admissions column).
 - 8.2. If the ICU Attending accepts a pending admission when ICU is full and intends to care for that patient in SICU, then that patient should not be included in the Pending Admissions column on this form (instead it should be in the Pending Admissions column of SICU's form). But when that patient arrives in SICU, it would be counted in the "Off-Unit Patients in SICU" column on this form.
 - 8.3. The same patient CANNOT be counted as both a Pending Admission and an Off-Unit Patient in SICU or an Off-Service Patient at the same time.
9. **Transferable Patients**
 - 9.1. Number of patients for whom the Attending Physician / designate has written a transfer order and who are counted in ICU's Ventilated or Non-Ventilated columns, or are counted in the Off-Service column (but not patients counted in the Off-Unit in SICU column, since any of these patients that are transferable would be counted in the Transferable column in SICU's form).
10. **Nurses (including charge)** – number of nurses on duty in the unit at that point in time including that unit's RNs covering **Off-Unit Patients in SICU** or **Off-Service Patients**.
 - 10.1 RNs should only be counted once
 - 10.1.1. RNs caring for Off-Unit Patients in SICU – the count should be on the line for the unit receiving the related salary charges e.g. if ICU RNs are covering ICU patients in SICU, those RNs should only be counted on the ICU line and not on the SICU line; however if the ICU patients in the SICU are being covered by SICU RNs (charged to SICU), then those RNs should only be counted on the SICU line and not on the ICU line.
 - 10.1.2. RNs caring for Off-Service Patients – all RNs from this unit temporarily assigned to the Off-Service unit should be counted (e.g. ICU RNs looking after ICU patient in ED). However, if the Off-Service unit's RNs are caring for Critical Care's Off-Service patients, then the Off-Service unit's RNs should not be counted (e.g. ED RNs looking after ICU patient in ED).
 - 10.2 If number of RNs is 2 or more greater than **Total Open Staffed Beds** – write a note in the comment that the number is indeed correct.
 - 10.3 Nursing students are not included in the number of nurses.
11. Under Comment, specify the # pts on acute BIPAP (not chronic), the Off-Unit SICU, the Off-Service specific locations (e.g. 1 ICU pt in PACU) and other relevant comments .

FOR HSC MICU USE ONLY Entered By:

Entered Time: