

**Bahrain Defense Force Hospital
Administrative Protocol**



Protocol No. ACC/AP/003

Initial Released Date: 12 August 2007

Last Reviewed Date: 11 August 2010

Next Revision Date: 10 August 2013

TITLE: Emergency Admission – "No bed available" at BDF Hospital.

Purpose: This administrative protocol illustrates the steps to be taken for emergency admission when bed is not available at BDF Hospital.

Protocol:

1. Any patient seen at Emergency Department or any Outpatient Clinic who requires admission for emergency care should be admitted to an inpatient bed as soon as possible.
2. The physician that has seen the patient and decides to admit him/her will document the order to admit the patient in the patient notes.
3. The clerk at the emergency department / outpatient clinic will phone the admitting department to request a bed. If a bed is not available in the specialty requested by the physician, based on the diagnosis and specialty of the attending consultant, the patient may be admitted to any available bed at any other department at BDF Hospital. This, however, does not apply for pediatrics department where patients over 14 years of age may not be admitted there.
4. If bed is not available at any other department, the attending physician may phone Salmaniya Medical Complex (SMC) Emergency Department to assist in admitting the patient at SMC.
3. Attending physician will also contact the appropriate physician at SMC to explain the situation and the need and urgency for admission of the patient.

4. If SMC has a bed and the physician at SMC has accepted the patient, the attending physician at the BDF will write a referral note and inform patient relations of the need to organize transport and assign a responsible Staff Nurse to accompany the patient.

5. While the patient is waiting for transport to SMC, the Nursing Staff will provide appropriate care to that patient. Patient waiting for transport to SMC shall not be left alone in a waiting area but should be cared for in one of the treatment areas in Outpatient clinic or Accident and Emergency Department.

6. Patient that requires urgent interventions eg. O2 therapy, nebulizer, IV therapy etc will be transferred to SMC with the assisted intervention.

8. Emergency Medical Services department will treat this patient as priority 2 and provide transport within an hour upon receiving the request for transport signed by the attending physician.

9. If a bed is not available at SMC, and the patient requires admission for emergency care, the attending physician will contact the Team-in charge Emergency physician at BDF for immediate care of the patient until a bed is available.

10. The attending physician will document this in patients' medical record.

11. The patient will be admitted to an available bed at SMC or BDF – whatever becomes available first.

Approvals

Chief of Medical Staff: ----- Date: -----

Hospital Director: ----- Date: -----