



Job Code: 9136
Grade: NS3
HCWR: N

Job Title
RN Coordinator Bed Management

Department
Nursing

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The RN Coordinator Bed Management (Bed Czar) acts as a liaison between nursing, bed control and various departments throughout the hospital to coordinate and ensure prompt and accurate placement and assignment of patients into a bed/unit and facilitates resolution of any issues that affect efficient patient flow throughout the facility.

Typical Duties

- Applies nursing knowledge derived from education and experience as a foundation for gathering appropriate clinical data to ensure appropriate patient placement, transfer facilitation, communication, and accurate documentation.
- Review all admissions and transfers for clinical/unit appropriateness and medical necessity. Take appropriate action in the event criteria are not met or appropriate resources are not available.
- Communicates with clinical staff to determine status of pending discharges, transfers and bed availability, and plan bed assignments accordingly.
- Provides direction and support to bed placement clerks to ensure efficient patient access and flow.
- Assists in data collection, monitoring, evaluation, and analyzing of admission, transfer, and discharge problems for the purpose of developing and implementing protocols, policies, and procedures.
- Analyzes bed management data, identify issues and potential resolutions, and prepare reports for executive review.
- Acts as a liaison between patient care areas and transferring facilities, both internal and external, including physician offices.
- Monitors census for implementing high census plan for overflow areas.
- Utilizes appropriate electronic medical record and tracking systems to maintain ongoing surveillance of available staffed beds. Monitors bed assignments, patient unit arrival, transfers, and discharges.
- Alerts department leadership of delays with patient flow for individual patient and departments experiencing delays.
- Performs other duties as assigned.



Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois
- Bachelor of Science in Nursing (BSN) from an accredited college or university
- Five (5) years of nursing experience in an acute care setting
- Three (3) years of supervisory and/or management experience
- One (1) year of bed placement/throughput experience
- Prior staffing and scheduling experience

Preferred Qualifications

- Prior patient flow coordination experience
- Prior process improvement or lean six sigma experience

Knowledge, Skills, Abilities and Other Characteristics

- Excellent interpersonal and communication skills, high level of problem solving and critical thinking skills to find solutions to difficult human, technical, clinical, or administrative problems.
- Excellent customer service skills, able to maintain composure and customer-centric communication with challenging callers.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff of diverse cultures and age groups.
- Self-directed, creative thinker.
- Technical aptitude- ability to learn new systems quickly.
- Ability to make decisions under pressure.
- Demonstrate attention to detail, accuracy, and precision.
- Demonstrates awareness of patient/family rights and ethical/legal issues.
- Demonstrates an ability to effectively utilize the nursing process as a basis for data collection and analysis.
- Demonstrates responsibility for professional growth and development in maintaining competency in nursing practice.
- Demonstrates accountability and collaborative practice with co-workers, other disciplines, and departments.
- Demonstrates accountability for professional growth and job performance by seeking opportunities to enhance job skills and knowledge.
- Maintains and advances the professional image of nursing and the practice of professional nursing
- Works collaboratively with all hospital services to accomplish daily work and maintain an environment of excellence.



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.