

Birmingham & Solihull Mental Health NHS Foundation Trust

Bed Management Meeting – Terms of Reference

1. Purpose

The main purpose of the Bed Management Meeting is to maintain oversight of the activity flow within Acute and Urgent Care.

2. Duties of Bed Management Meeting

- Oversee performance across the Acute and Urgent Care assessment, admission and discharge activity
- Monitor activity and pathway provision against agreed internal targets/contractual obligations/policy/guidance
- Monitor patient experience within pathway
- Agree policy and contractual changes required to meet activity profile to forward for ratification
- Develop agreed targets and outcomes within each area.

3. Responsibilities of members

Member's responsibilities will include:

- Attend weekly meeting
- Deliver relevant information/reports in a timely manner for the meeting (TBA)
- Contribute in a positive and constructive manner
- Ensure the patient experience is positive and as smooth as possible

4. Membership

Membership of the OMT will include the:

Chief Operating Officer

Clinical Directors - Acute & Specialties

Associate Directors of Operations - Acute & Urgent Care

Associate Director of Operations – MHSOP, Primary Care & Specialties

Medical Director

Director of Nursing

Head of Service - Urgent Care

Associate Director of Operations – Integrated Community Care & Recovery/Head of Service -

Delivery & Design for Addictions, COMPASS, Homeless, SPOA , AOT and Rehabilitation units

5. Chair and frequency of meetings

The Chief Operating Officer will chair the Bed Management Meeting. The Bed Management Meeting will meet weekly on a Monday at 10.00 – 11.00. In the absence of the Chief Operating Officer, ADO for Acute & Urgent Care will chair.

6. Quorum

A quorum will consist of at least 4 members.

The terms of reference will be formally reviewed by the Bed management Meeting in April of each year and may be amended at any time to reflect changes in circumstances.

7. Administration

Personal Assistant to the Associate Director of Operations for Acute & Urgent Care will distribute papers each Friday in advance of the meeting.

8. Reporting

