

# **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

