

PAS SWiftPlus - Move Beds

SwiftplusSWiftPlus Move Beds

This option can be used to move a patient to another bed within the same ward.

- **Left click** on the patient and select Move Beds.
- Confirm the identity of the patient. A list of all available beds will be displayed with the most appropriate appearing at the top.

Move A Patient Within A Ward

Name	MUSGRAVE, Ernest
Date of Birth	14-Jun-1966
Patient Number	CR C005927
NHS Number	606 171 9493
Sex	Male

Ward

Please select one of the available bed spaces on the ward:

Bay/Room	Bed	Availability	Bay/Bed Gender	Bed Status	Reason For Lower Priority	Occupant	Bed Type	Stay Type	Bed Space Patient Type	Care Level
B	3	Day/Night	Male	Vacant			Bed	Inpatient	Adult	Either
B	4	Day/Night	Male	Vacant			Bed	Inpatient	Adult	Either
B	6	Day/Night	Male	Vacant			Bed	Inpatient	Adult	Either
A	1	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
A	2	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
A	3	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
A	4	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
A	5	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
A	6	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
C	3	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
C	5	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
C	6	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either
D	1	Day/Night	Unassigned	Vacant	Unassigned Gender		Bed	Inpatient	Adult	Either

- **Click on the bed to which you wish to move the patient.**
- If you select an inappropriate bed e.g. the stay type is different or differing gender, the system will display a warning. If it is acceptable to proceed click **OK**; if not click **Cancel**

The patient will be displayed in the new bed location and if your ward displays

the Bed Status column, the vacated bed status will change to '**Awaiting Cleaning**'.

- If you are swapping patients from one bed to another e.g. moving one patient from a side room into an occupied bed and moving that patient into the side room the **Move Beds** option can be used for this process.
- Follow the process above selecting the occupied bed. A warning will appear stating the bed is occupied and asking '**Do you wish to swap beds?**' Click on **Yes** to proceed.
- If you have selected a side room you will have to select a reason for the side room use. Click **OK** when this has been entered to complete the move.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=187>