

Decompression Decision Tool

EARLY Recognition of Potential Bed Capacity issues

Resolution Steps:

Escalation to appropriate management

- On-call Consultant
- Matron
- Clinical Director
- Trust Management

Follow Trust Escalation Pathway

Medical Staffing

Consider:

- Locum recruitment
- Additional Hours
- Appropriateness of non-clinical activities (SPA etc)
- Shift reorganisation
- Redeployment of staff

Nursing Staffing

Consider:

- Staff Bank/NHSP
- Additional hours
- Non-clinical day staff to support ward staff
- Community/ Specialist/ OP nurses to support ward staff
- Help from adult nurses/ HCAs

Bed Capacity

Ward Round Consider:

- Community nurse input (home iv's, clinical review)
- Home leave pending investigations
- Rapid Access Clinics
- Social/Mental health places
- Cancelling elective work

Situation improved?

Consider decreasing nursing ratios

No

Declare OPEL 3 or 4
Escalate as per Trust action plan

Yes

Complete [Exception Form](#)

Ongoing Bed Capacity Issues:

Department at maximum capacity for beds/staffing

No increase in beds/staffing likely in next 12 hours

[Activate Decompression Pathway](#)