

COVID-19 Ward Set up Advice

Summary To advise Districts and Networks about setting up new wards and re-purposing existing wards for COVID-19 in the NSW Health Bed Reporting System and HERO.

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COVID-19 WARDS SET UP ADVICE

PURPOSE

To advise all NSW Health Districts and Networks about setting up new wards and re-purposing existing wards for COVID-19 in the Health Entity Registration On-line (HERO), NSW Health Bed Reporting System (BRS), Patient Flow Portal and Electronic Record for Intensive Care (eRIC)

KEY INFORMATION

In response to the COVID-19 pandemic, several additional and/or re-purposed wards have been implemented across NSW Health. These must be registered in the Patient Administration System (PAS) and HERO **first**, then set up in the BRS, PFP, eRIC and other applicable downstream systems.

IMPLEMENTATION

- **New wards established for COVID-19**

The new wards must:

- Be registered in the PAS **first**
- Include 'COVID19' in the ward name – e.g. COVID19 W1 or 'C19 ICU W1'. (**Note:** do **not** include the word 'virtual'. The ward name must be a maximum of 10 characters in length).

The ward information must be transmitted to the System Information and Analytics (SIA) Branch of NSW Health and include:

- Hospital Code
- PAS ward code
- PAS ward description
- Opening date

SIA Branch will allocate HERO Identifiers and create wards in the BRS. The Districts and Networks will be notified once the new wards have been created in BRS allowing them to set up appropriate bed profiles against the respective wards.

Once the new wards have been registered in the PAS, the PAS Administrator will advise administrators of downstream systems, such as PFP and eRIC, so that these wards may be set-up in the systems, as appropriate.

- **Existing wards fully re-purposed for COVID-19 (entire ward changed to only and specifically manage COVID-19)**

New wards must be registered in PAS as per above. Existing wards being re-purposed must be closed in the PAS and HERO (as a temporary closure) and associated bed profiles end-dated in the BRS.

Any existing patients in these re-purposed wards must be transferred to the new (replacement) ward or another ward, as appropriate.

Information about the re-purposed wards must be transmitted to SIA Branch of NSW Health and include:

- Hospital Code
- Existing PAS ward code
- Existing PAS ward description
- New PAS ward code
- New PAS ward description
- Opening date

SIA Branch will allocate HERO IDs and create wards in the BRS. The Districts and Networks will be notified once the new wards have been created in BRS allowing them to set up appropriate bed profiles against the respective wards.

Once the new wards have been registered in the PAS, the PAS Administrator will advise administrators of downstream systems, such as PFP and eRIC, so that these wards may be set-up in the systems, as appropriate.

- **Existing wards partly re-purposed for COVID-19 (part of a ward changed to manage COVID-19, part remaining unchanged)**

New wards must be registered in PAS as per above. Existing wards (components not being re-purposed) must remain open in the PAS and HERO. Their associated bed profiles in the BRS must also be adjusted to reflect the reduced bed numbers that are not COVID-19 related.

Information about the new, re-purposed component of the wards must be transmitted to SIA Branch of NSW Health and include:

- Hospital Code
- New PAS ward code
- New PAS ward description
- Opening date

SIA Branch will allocate HERO IDs and create wards in the BRS. The Districts and Networks will be notified once the new wards have been created in BRS allowing them to set up appropriate bed profiles against the respective wards.

Once the new wards have been registered in the PAS, the PAS Administrator will advise administrators of downstream systems, such as PFP and eRIC, so that these wards may be set-up in the systems, as appropriate.

- **Bed Profiles**

When re-purposing a ward in the BRS

- Edit the existing ward
- Set the 'end date' and 'effective to' date to the date the ward will close

When creating a new Bed Profile in the BRS:

- Select the location as the new COVID-19 ward
- Assign the Bed Type as appropriate to the primary purpose of the bed, e.g. 91–ICU 1
- Enter the physical number of beds
- Enter the ‘start date’ and ‘effective from’ date as the opening date of the ward
- Enter the ‘end date’ and ‘effective to’ date as the date the Bed Profile will close. If the close date is unknown, you can enter ‘31 DEC 9999’.

- **COVID-19 wards in the Patient Flow Portal**

Information relating to the setting-up of COVID-19 wards in the PFP can be found in the Overview of requirements for COVID-19 wards and ICU Surge wards document in Appendix A and on the PFP COVID-19 resources intranet page:

<https://teams.moh.health.nsw.gov.au/Communities/PFPS/SitePages/COVID-19%20Resources.aspx>.

CLARIFICATION ADVICE

The NSW Ministry of Health will provide clarification advice about these reporting requirements. Requests for advice should be directed to the Data Integrity & Governance Team, System Information and Analytics Branch, NSW Ministry of Health.

Contact: Roman Leszczynski
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Health Entity Registration On-line (HERO) Contacts

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Further information can be found on the NSW Health COVID-19 Data Collection and Reporting Requirements intranet page at:
<http://internal.health.nsw.gov.au/data/collections/covid19>.

Overview of requirements for COVID-19 wards and ICU Surge wards



COVID-19 Ward Setup

As per direction from PAS Support team each facility is required to firstly set up new COVID-19 wards in PAS and then ensure these changes are reflected in PFP. Depending on your facility, the following scenarios may apply:

Scenario	Description	What we need you to do
Combination ward	If you will be admitting both COVID and non COVID patients to the same wards: <ul style="list-style-type: none"> Your local PAS team create a 'mirror' ward based on the original (e.g. medical) ward following COVID naming convention and notify SIA. The eHealth team create the corresponding ward in PFP PFP Senior Support Specialists help to set the wards up in PFP. 	Patient Flow Administrators liaise with the Patient Flow Senior Support Specialists to ensure: <ul style="list-style-type: none"> Ward Profile and Bed Profiles are correctly setup The new and existing wards are merged to ensure that all patients display on the one EPJB Beds in the COVID-19 ward are flagged as COVID-19 Beds Ward staff must admit patients in PAS to the appropriate version of the ward based on their COVID-19 status.
Additional ward	If you have created a whole new ward to be used exclusively for COVID-19 patients (e.g. reopening a previously closed ward): <ul style="list-style-type: none"> Your local PAS team create a new ward following COVID naming convention and notify SIA. The eHealth team create the corresponding ward in PFP PFP Senior Support Specialists help to set the wards up in PFP. 	Patient Flow Administrators liaise with the Patient Flow Senior Support Specialists to ensure: <ul style="list-style-type: none"> Ward Profile and Bed Profiles are correctly setup Beds in the COVID-19 ward are flagged as COVID-19 Beds
Converted ward	Repurposing an existing ward to be used exclusively for COVID-19 Patients: <ul style="list-style-type: none"> Your local PAS team create a new ward following COVID naming convention and notify SIA Deactivate the original ward The eHealth team create the corresponding ward in PFP PFP Senior Support Specialists help to set the wards up in PFP including deactivating the original ward in PFP. 	Patient Flow Administrators liaise with the Patient Flow Senior Support Specialists to: <ul style="list-style-type: none"> Confirm the name of the original PFP ward to be deactivated Ensure Ward Profile and Bed Profiles are correctly setup Ensure beds in the COVID-19 ward are flagged as COVID-19 Beds

ICU and COVID ICU Surge ward setup

- Please ensure the Physical Capacity of your normal ICU Wards remains the same in the Ward Profile/Schedule in PFP Bed Board (Bed Maintenance).
- When creating extra capacity for COVID-19, please add this to the Capacity of your new, ICU Surge Ward specifically created for this. Do not increase the Capacity of your original ICU ward.
- If you are actually changing the physical capacity of your original ICU wards, please advise the PFP Support team (via email) explaining the scenario and we will work with you to ensure the changes are correctly implemented.

ICU Bed status (reporting)

Once your COVID ICU Surge wards are activated/accepting patients, the ICU ward staff must:

- report on the number of available beds in the EPJB separately to the original ICU ward
- Maintain the EPJB for this ward following the same procedure as the original (e.g. update the Respiratory Support column, add IHT/IWTs as required)

Please refer to the SIA COVID-19 intranet site for more information on requirements for setting up PAS wards:

<http://internal.health.nsw.gov.au/data/collections/covid19/>