

PeriOp staff interacts with Capacity Management when patients enter and leave the department and to provide better visualization of which bays are in use, as well as alert custodians where their services are needed.

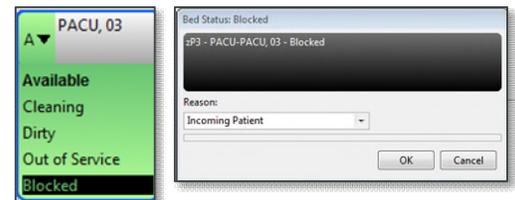
Incoming Patients

When a patient arrives into a bay, staff will manually block the location in Capacity Management.

STEP 1: Locate the bay on Capacity Management Bed Board.

STEP 2: Click the dropdown and select **Blocked**.

STEP 3: Enter **Incoming Patient** as the reason and click **OK**.



Outgoing Patients

When the patient leaves the department, staff will manually update the bed status to **Dirty**. The action alerts Environmental Services (EVS) with a new task.

STEP 1: Locate the bay on Capacity Management Bed Board.

STEP 2: Click the dropdown and select **Dirty**.

- The action populates a task to the staff member assigned to the zone. If the custodian is not available, the task will automatically route to the next closest custodian.
- Custodial Services use a mobile device to complete the task.



Location	Statu...	Priority	Type	Status	Comment	Custodian	Request T...	Scheduled...	Start Time
zP3 - PACU-PACU, 03	Dirty	Routi...	Disch...	Requ...	Standard Discharge Clean		12/28/18 ...	12/28/18 ...	
zP3 - PACU-PACU, 02	Dirty	Routi...	Disch...	Requ...	Standard Discharge Clean		12/13/18 ...	12/13/18 ...	

NOTE: If the custodian is manually assigned by PeriOp staff, the metrics for the EVS manager will be skewed.

Canceling a Clean Request

In the event department staff cleans the bay, the clean job request will need to be canceled and the room flipped back to **Available**.

STEP 1: Locate the clean request on the **Custodial Services List**.

STEP 2: Click in the far left column to activate a dropdown.

STEP 3: Select **Clean** → **Cancel Clean**.

STEP 4: Enter **Room has Already Been Cleaned** as the reason.

- This removes the job from the custodial list. The bed will no longer show a broom icon on the Bed Board.

STEP 5: Staff change the bed status back to **Available**.

