



QUICK USER GUIDE BADGERNET COT BUREAU

The cot bureau should be completed **three times a day**:

Morning **05:30 - 11:30**
Afternoon **11:30 - 17:30**
Evening **17:30 - 05:30**

It should be completed within the relevant time period, or within 30 minutes after, at which point the form is locked and no further data can be entered, and a warning message will appear on the top of the form if you try to input (see [Figure 1](#) below):

Figure 1.

The screenshot shows a web browser window titled 'Cot bureau update'. The main heading is 'Cot Numbers 02 Apr 20.'. Below this, there is a section for 'Care location cot capacity'. A prominent message in a light grey box reads: 'THIS FORM HAS BEEN MADE READ ONLY - YOU CAN ONLY ENTER DATA FOR THE CURRENT TIME PERIOD'. The rest of the form is partially visible but appears to be disabled.

Fields that are grey are automatically populated. Fields that are pink are the ones you are required to complete (see [Figure 2](#) below):

Figure 2.

The screenshot shows the 'Cot bureau update' form with the following sections and fields:

- Care location cot capacity**: Includes a date dropdown set to '02 Apr 20' at '12:23'. Below are two rows of checkboxes for 'Commissioned/Funded cots' and 'Maximum capacity', each with columns for IC, HD, SC, and TC.
- Currently occupied cots**: A text input field for 'Occupied cots' with the value '1'.
- Available cots**: A section with several input fields: 'Unoccupied cots' (value 0), 'Open IC/HD Cots', 'Open SC Cots', 'Open TC Cots', and 'Closed Cots'. Below these are a dropdown for 'Reason for Cot Closures', 'Impending Admissions', 'Planned Discharges', and 'Available Maternity Beds'. A green button labeled 'Bring the previous shifts figures forward' is at the bottom of this section.
- Comments**: A large text area for entering notes.
- Footer**: Contains an 'Audit trail...' link, a 'Save & Close' button, and a 'Cancel' button.

Field Descriptions:

Commissioned/Funded cots	These should be automatically populated. If they are not, please contact the unit super-user, who should enter the cot numbers in the unit preferences screen (as per Figure 3 below)
Maximum Capacity	These should be automatically populated. If they are not, please contact the unit super-user, who should enter the cot numbers in the unit preferences screen (as per Figure 3 below)
Occupied cots	This is calculated by Badger – please ensure that admissions and discharges are promptly recorded to be sure that this is correct
Unoccupied cots	This is calculated by the form by adding together the Commissioned/Funded cots, and subtracting the Occupied cots
Open cots (IC/HD/SC/TC)	You should input the number of open cots for each care level
Closed cots	This is calculated by the form by subtracting the total Open cots from the Unoccupied cots
Reason for Cot Closures	If there are Closed Cots, you should input the reason
Impending Admissions	You should input the number of expected admissions
Planned Discharges	You should input the number of planned discharges
Available Maternity Beds	You should input the number of Maternity beds available
Comments	You may input any comments you think relevant

Figure 3

The screenshot shows the 'Local Unit Preferences' window for the 'Queens Burton-on-Trent Code: RJF02 Neonatal Unit'. The interface includes a left-hand navigation menu with sections like 'Patient Selection', 'User Details', 'Unit Alert', and 'Student Reviews'. The main content area is titled 'General Options' and contains a table for cot numbers:

Commissioned/Funded Cots	IC	HD	SC	TC
Maximum Capacity	1			