



Nurses • Midwives • Mental Health Nurses

Respect our work.

How to close beds

1. **ORGANISE A MEETING** on your ward/unit and agree on the number of beds to be **CLOSED** and/or **RESERVED** in accordance with the industrial action.
2. **REFUSE** non-emergency admissions to the ward/unit until the number of beds agreed upon to be closed is met. As a patient is discharged, that bed is closed.
3. **CLOSE** each bed by placing a 'Bed is Closed' sign on it and if necessary remove the linen and/or mattress.
4. It is also good to provide patients in adjacent beds with the letter of explanation as supplied by the ANF (Vic Branch). If you require copies of this letter you can download it via the ANF website or obtain a copy from your organiser or photocopy page 5 of this kit. Foreign translations will also be available through the ANF website.
5. **RESERVE** beds by placing a *Reserved for Emergency Admissions Only* sign on them. Patients can only be admitted if they meet the associated criteria.

NB: If you experience any problems, please contact the ANF immediately on 9275 9333 or contact your unit/ward key member – previously known as a Job Rep.