

Student's Name
Professor's Name
Course
Date

Promotion Announcement of Diren from the Previous to Current Post

Current Employer

I-Health Medical Center, a healthcare institution that provides inpatient, outpatient, and home-based care services to individuals, families, organizations, and groups.

Current Job

Psychiatric Technician. The roles and duties that Diren took in the previous post included observing patients' behavior, registering their concerns, and recording their conditions. I also aided inpatient admission and discharge and monitored vital patient information such as blood pressure. Other roles included leading the sick during recreational and therapeutic care, prescribing medication based on physician instructions, helping patients during their daily activities, such as bathing and eating, and restraining violent patients (Glick 499). Typically, a psychiatric technician operates as a member of the medical team directed by physicians and other health professionals such as psychiatrists, nurses, psychologists, and therapists.

New Job Post

Bed Control Coordinator. The office holder is responsible for coordinating, tracking, directing on discharge, and organizing bed transfers. Some specific duties of the staff include following up on admitted patients and patient discharge cases by physicians. Other particular roles involve executing floor changes and maximizing bed allocation based on institutional demands and the directions of nurses, emergency room staffs, and case management experts.

Promotion Announcement

To: The staffs and managers of I-Health Medical Center

Subject: Promotion Announcement for J.A Diren

Ladies and gentlemen, it is a pleasure to announce to our workforce and managers the promotion of Diren, who worked as a psychiatric technician for over ten years, to the new role of bed board control coordinator.

Diren has served the hospital for over ten years. While executing his responsibilities, he painstakingly hit performance targets, and it helped him to rise the ranks and earn a higher income. The distinguishing skills and abilities that have made him successful include high commitment and dedication to work and an unquenched willingness to learn (Pantry and Griffiths 72). Mainly, during the last three years of working with the institution, he proved an exemplary model employee as shown by data and analytics on staff performance.

Diren has consistently demonstrated the ability to take the initiative in executing the duties in the medical center including some that are not the direct responsibility of a psychiatric technician's office. One instance when he went above and beyond the expectations of the hospital includes working 20 hours a day for three days in a row to ensure that the institution responded adequately to a medical crisis in the area. Through his efforts, Diren pushed hospital staffs from across the different departments to fast-track the admission of the high numbers of patients by caring for them, facilitating bed change after receiving care, and recommending medication changes. The institution expects the same levels of commitment and dedication in the new work post as the incoming bed board control coordinator in charge of managing the hospital's bed capacity (Beeson 21). Thus, the hospital requires his input in the promoted

position to be higher, considering that he has demonstrated the talents of motivating other staffs and leading teams.

As the bed board control coordinator for the hospital, Diren will get engaged in every stage of care delivery including admission, bed allocation, floor changes, and checking adherence to hospital procedures during hospitalization. Other specific roles of the post include facilitating transfers, briefing house administrators, and discharging patients. Apart from the functions particular to the office, the bed board control coordinator will play a crucial role in record keeping, participating in performance management, aiding other experts in the execution of duties, and ensuring the flow of communication.

At this point, let us join hands in congratulating Diren on his promotion and wish him an exciting career journey in his new work post.

Regards,
HR Manager,
I-Health Medical Center,
Signature.....
30 May 2017

Works Cited

- Beeson, John. *The Unwritten Rules: The Six Skills You Need to Get Promoted to the Executive Level*. San Francisco: Jossey-Bass, 2010.
- Glick, Rachel L. *Emergency Psychiatry: Principles and Practice*. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2008.
- Pantry, Sheila, and Peter Griffiths. *Your Essential Guide to Career Success*. London: Facet, 2003.