

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>PATIENT TRANSFER PROTOCOL</p>	<p>PATIENT TRANSFER – ROAD TRANSFER STANDARDS (TO / FROM ANOTHER HOSPITAL)</p>	<p>Policy 6.4.1 Protocol 3</p>
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STANDARDS TO BE MET

Category 1: TO another Hospital

Category 2: FROM another Hospital

PROCESS / TASK	RESPONSIBILITY		
<p>1. Receiving Hospital Identified</p>			
<p>Medical Officer responsible for the patient's care obtains acceptance by the Medical Officer at the receiving hospital.</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="105 589 671 958"> <p><u>Category 1:</u> Information to be obtained from receiving hospital:</p> <ol style="list-style-type: none"> 1. Service receiving the patient 2. Name of Consultant or Medical Officer accepting the patient for treatment. 3. Identify mode of transport. 4. Inform ward Registered Nurse (RN) or Shift Leader of the transfer and all relevant details. </td> <td data-bbox="671 589 1193 958"> <p><u>Category 2:</u> Information to be obtained from referring medical staff:</p> <ol style="list-style-type: none"> 1. Name of referring Medical Officer and service 2. Patient's first name and surname, age and NHI 3. Exact location of patient 4. Diagnosis and reason for transfer </td> </tr> </table>	<p><u>Category 1:</u> Information to be obtained from receiving hospital:</p> <ol style="list-style-type: none"> 1. Service receiving the patient 2. Name of Consultant or Medical Officer accepting the patient for treatment. 3. Identify mode of transport. 4. Inform ward Registered Nurse (RN) or Shift Leader of the transfer and all relevant details. 	<p><u>Category 2:</u> Information to be obtained from referring medical staff:</p> <ol style="list-style-type: none"> 1. Name of referring Medical Officer and service 2. Patient's first name and surname, age and NHI 3. Exact location of patient 4. Diagnosis and reason for transfer 	<p>Medical Officer</p>
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<p>2. Duty Manager Notification</p>			
<p><u>Category 1 Transfers:</u></p> <ul style="list-style-type: none"> • Will notify Duty Manager of transfer so they can establish bed confirmation and accepting specialist • Tauranga: 0800 – 1800 hours Monday to Friday. Contact the Ambulance Co-ordinator on ext 9057; OR email; <i>Ambulance Co-ordinator</i> to book the mode of transport (ambulance / hospital car), with all patient details • Tauranga after hours: contact Duty Manager to confirm bed and arrange transfer <p>Whakatane: 24/7 Duty Manager will arrange transfer When the patient has an appointment only:</p> <ol style="list-style-type: none"> 1. give appointment time and duration of appointment. 2. Provide medication / materials for duration of transfer. 	<p>Ward R/N or Shift Leader</p>		
<p>3. Bed Confirmation</p>			
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<p>Whakatane: 24/7 Duty manager will arrange transfer</p>			

<p>Issue Date: Aug 2016 Review Date: Aug 2019</p>	<p>Page 1 of 2 Version No: 4</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Clinical Nurse Co-ordinator, Patient Transfers</p>	<p>Authorised by: Medical Leader, Anaesthesia & Surgical Services</p>	

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PROCESS / TASK	RESPONSIBILITY	
<p>4. Booking Ambulance or Hospital Car</p>		
<ul style="list-style-type: none"> • Book a St John ambulance send a AMBUFAX to NorthComm.(EACC) • To book hospital car: <ol style="list-style-type: none"> 1. Monday to Friday contact Corporate Services Transport: Tga ext.8403; Whk ext 4886 2. After hours / weekend use the after-hours car (keys kept at Telephony) - arrange an authorised driver / RN 	<p>Ambulance Co-ordinator or Duty Manager</p>	
<p>5. The Transfer</p>		
<p><u>Category 1:</u></p> <ul style="list-style-type: none"> • Receive handover for patient from Ward RN. • Assess and prepare patient for transfer; <ol style="list-style-type: none"> 1. check all documentation is complete 2. check any medication required for duration of transfer 3. arrange specialist equipment required for transfer. • Contact receiving ward / department with an ETA. • Give handover of patient to receiving ward / department staff. 	<p><u>Category 2:</u></p> <p>Duty Manager will provide patient details.</p> <ul style="list-style-type: none"> • Take appropriate equipment • Receive Ambufax / Transport Activity Record with patient details and location if not available there are blank forms in the Transport Bag. • Receive handover from referring ward RN. • On departure with patient, notify the receiving ward of an ETA. • On return to receiving ward give verbal and document handover. 	<p>Transfer Personnel</p>
<p>Return ALL equipment /documentation to the appropriate location</p>		

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.2.5 Media
- Bay of Plenty District Health Board policy 6.4.1 Patient Transfers
- Bay of Plenty District Health Board policy 6.4.1 protocol 1 Patient Transfer – Internal Hospital (Interdepartmental) Transfer Standards
- Bay of Plenty District Health Board policy 6.4.1 Protocol 2 Patient Transfer - Inter Hospital Transfer Standards
- Bay of Plenty District Health Board policy 2.5.2 protocol 4 Health Records - Transportation by BOPDHB Staff Members
- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Vehicle Fleet

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