PATIENT ADMINISTRATION

TRANSFER OF A CRITICALLY UNWELL PATIENT AND RECORDS TO AN ICU AT ANOTHER HOSPITAL

Keywords: Inter-hospital transfer, transfer to ICU, Transfer to another hospital, patient transfer

AIMS

- To define the processes required to transfer a critically unwell patient from KEMH to another hospital for ongoing clinical care.
- To ensure the safe and timely transfer of the patient.
- To maintain the confidentiality of patient records between hospitals.

KEY POINTS

- Inpatients at KEMH may require transfer to other hospitals for ongoing care. The date, time and reasons for transfer must be documented in the Patients medical record.
- The referring obstetric / gynaecology Medical Officer is responsible for contacting the appropriate hospital directly to discuss the case with accepting team (usually surgeon on call).
- The referring anaesthetist is responsible for contacting the anaesthetic team (ICU) at the receiving hospital and arranging the transfer. This ensures a bed is available for the patient in the appropriate ward i.e. ICU, CCU and the medical staff at the receiving hospital are aware of the patient’s medical condition prior to transfer.
- St Johns Ambulance shall be used for transfers between hospitals. This ensures the appropriate level of clinical care available during transfer.
- St Johns ambulance shall be contacted by either the Clinical Hospital Manager, the medical team or the coordinator of the clinical area.
- The most appropriate staff member should accompany the patient to the receiving hospital after consultation with medical staff and Clinical Hospital Manager.
- All ventilated patients must be accompanied by a member of the anaesthetic team and an anaesthetic Technician and a midwife/nurse.
- Whenever an anaesthetist accompanies a patient during transfer, an anaesthetic technician shall also be in attendance.
- In no circumstances shall the original patient medical record accompany the patient. Photocopies of the original documents shall be sent with the patient. These documents shall be placed in a sealed envelope and handled by the accompanying clinical staff.
- Every effort should be made to have all documents and correspondence for the patient available in the current admissions folder. Diagnostic reports should be signed off by medical staff and attached in the record prior to transfer.
- A transfer of patient form should be completed for the St John Ambulance staff.
- The following documents should accompany the woman to the receiving facility

Gynaecology patients

- Photocopies of all the current inpatient notes including any nursing charts, laboratory results, operation record and the medication chart.
- Patient Inter-hospital transfer form MR 252.
- Letter to the admitting team.

Obstetric patients

- Photocopies of all the current inpatient notes including any midwifery charts, laboratory results and the medication chart.
- A copy of STORK paperwork
- Letter to the admitting team.
REFERENCES / STANDARDS

| National Standards | Care provided by the clinical workforce is guided by current best practice |
| Related Policies | Nil |
| Other related documents | Nil |

RESPONSIBILITY

| Policy Sponsor | Director of Nursing and Midwifery |
| Initial Endorsement | May 2009 |
| Last Reviewed | September 2014 |
| Last Amended | |
| Review date | September 2017 |

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