

Saint James Hospital Group	Transfer of Critically Ill Emergency Patient from ICU to Mater Dei ICU	Reference ICU /DT 005 pol v 0.2 (this policy supersedes ICU/ DT 004 v 0.1)
Department	Intensive Care Unit	Pages 2
Author	Mary Andrew	Effective November 2014
Date approved 18/11/14	Approved by	Review due November 2016

### Purpose

To assure that transfer of a critically ill, unstable and or emergency patient between Saint James (Capua) Hospital Intensive Care Unit (ICU) and Mater Dei Hospital Intensive Therapy Unit (ITU) is efficient and arranged in a manner that maximises patient safety.

### Scope

This policy applies to all clinical staff.

### Procedure

- 2.7.1. All guidelines regarding transfer of an unstable patient must be followed to ensure a safe and appropriate patient transfer by ambulance. All policy guidelines regarding patient transfers are to be considered.
- 2.7.2 The transfer decision should always be made by the Consultant in charge of the patient in cooperation with the RMO, following a full assessment of the patient and discussions between the appropriate medical personnel in transferring and receiving hospitals.
  - 2.7.2.1 In the event that a critically ill patient receiving intensive support at the ICU (Capua) requires transfer to the ITU (Mater Dei) the need for transfer must be discussed between the patient's Consultant, the ITU Consultant (Capua) and the admitting Consultant of the ITU (Mater Dei).
  - 2.7.2.2 The Consultant of the ITU (Mater Dei) must be notified in advanced about a potential admission to Mater Dei to ensure that adequate time is allowed to organise the transfer in safe manner and to maximise patient safety at all times.
  - 2.7.2.3 The patient cannot be transferred until the Consultant of ITU Mater Dei has expressly accepted the patient.
  - 2.7.2.4 This agreement must be documented clearly in the patient's medical notes together with the date and time by the ICU consultant making the request.
- 2.7.3 Saint James (Capua) Hospital and the referring Consultant are responsible for the preparing for the safe transfer of the patient up to the point of acceptance and handover by the receiving transport team from Mater Dei Hospital.
  - 2.7.3.1 The Lead consultant (ICU Capua), or his Deputy, shall be responsible for preparing and overseeing that all due preparations are made for the safe

Saint James Hospital Group	Transfer of Critically Ill Emergency Patient from ICU to Mater Dei ICU	Reference ICU /DT 005 pol v 0.2 (this policy supersedes ICU/ DT 004 v 0.1)
Department	Intensive Care Unit	Pages 2
Author	Mary Andrew	Effective November 2014
Date approved 18/11/14	Approved by	Review due November 2016

transfer of critically ill the patients from ICU (Capua) to Mater Dei Hospital ITU.

- 2.7.3.2 The Lead Consultant (Capua) or his Deputy, shall assure that all medical documentation, investigations and handover report are written, contiguous and up to date.
- 2.7.4 The Consultant of the ICU (Capua), or Deputy, must request an ambulance from the Mater Dei Hospital Accident and Emergency (A&E) Department
- 2.7.4.1 The request must be made through the person of the Lead Consultant or senior doctor on duty at the A&E Mater Dei Hospital.
- 2.7.4.2 The time the request was made must be logged in the patient's notes
- 2.7.4.3 The request must specify the equipment and personnel necessary to care for the patient during transfer.
- 2.7.4.4 Any medical personnel (anaesthetist or nurse) required for the safe transfer of the patient will be supplied from Mater Dei Hospital. The type of personnel required will be agreed upon by the Mater Dei Hospital Consultant accepting the patient when in discussion with the Lead or Deputy at Saint James (Capua) Hospital ICU.
- 2.7.4.5 Any additional medical equipment, including resuscitation equipment, required for the safe transfer of the patient will be supplied from Mater Dei Hospital. The type of equipment required will be agreed upon by the Mater Dei Hospital Consultant accepting the patient when in discussion with the Lead or Deputy at Saint James (Capua) Hospital ICU.
- 2.7.4.6 Transfer and handover of the patient will occur in the ICU (Capua).
- 2.7.5 The Immediate Medical Care Unit (IMCU) at Capua must be informed by the staff if the ICU (Capua) that an ambulance is expected from Mater Dei Hospital.
- 2.7.6 All the necessary medical notes and lab investigation results are to be photocopied prior to transfer and all required X-Rays prepared for transport.
- 2.7.8 All nursing reports and other documentation in the patient's medical record are to be completed prior transferring the patient. A written handover form must be completed and all handover will be conducted verbally as well as in writing. During the verbal handover the SBAR system will be used to ensure clarity and completeness (refer to MEWS policy)
- 2.7.9 Relatives and patient's family members are to be informed and reassured that all the necessary arrangements have been done for an appropriate transfer to Mater Dei Hospital and that all the necessary support and care is being given.

Saint James Hospital Group	Transfer of Critically Ill Emergency Patient from ICU to Mater Dei ICU	Reference ICU /DT 005 pol v 0.2 (this policy supersedes ICU/ DT 004 v 0.1)
Department	Intensive Care Unit	Pages 2
Author	Mary Andrew	Effective November 2014
Date approved 18/11/14	Approved by	Review due November 2016

- 2.7.10 Last religious assistance (A.O.S.) should be provided according to the patient's or his/her family wishes and if not given this should be communicated with the receiving hospital.