

Transfer Checklist

At Receiving Hospital: Transfer of Care/ Handover for patient coming from another hospital

Before moving patient and introductions:

All staff to introduce themselves (accepting and transfer teams, Name and role)

Introductions complete?	
Who will control airway and supervise transfer?	
Any immediate concerns? What infusions are running? What are ventilator settings?	
Will Ventilator tubing and lines reach?	

Move the patient under direction of the airway supervisor. Then:

2. Procedures

Handover procedures

Patient established on ventilator with capnography in place?	
Infusions transferred to receiving unit's pumps?	
Monitoring transferred?	

3. Handovers (All staff to listen to both handovers)

Medical handover

History current problem and mechanism of injury	
Airway or ventilation problems	
Interventions during resuscitation and transfer and any problems	
Current medications	
Tubes and lines	
Wounds and drains	
Past medical history as known	
Allergies and previous medications as known	
Other problems/ issues for handover	

Nursing handover

Pressure areas/ tissue viability	
Property	
Religious/ spiritual needs	
Relative information handed over	
Documentation & case notes handed over	

Check After Handover Procedures Complete

Patient belongings off-loaded	
Transfer equipment re-loaded	
Is bed head airway sign completed and allergies recorded?	

Information about transfer: Transferring and receiving doctors:

Has an Email been is sent to: CCN.transfer@cmft.nhs.uk to inform of date, transferring unit and receiving unit BEFORE transfer team leave unit.

Both check the transfer form for completeness- dates and times and other boxes before signing- send middle copy to network if text not copied to bottom form

Comments to lcoleman@doctors.org.uk . June 2016 version 3.1 TT