



DEDER GENERAL HOSPITAL

PATIENT TRANSFER AND TRANSPORTATION POLICY AND PROCEDURES PROTOCOL



PATIENT TRANSPORT SERVICES
CARE DEEPLY RESPECT ALWAYS

PREPARED BY: HSQU

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DEDER, EASTERN ETHIOPIA



PROTOCOL APPROVAL SHEET

NAME OF PROTOCOL: PATIENT TRANSFER AND TRANSPORTATION PROTOCOL

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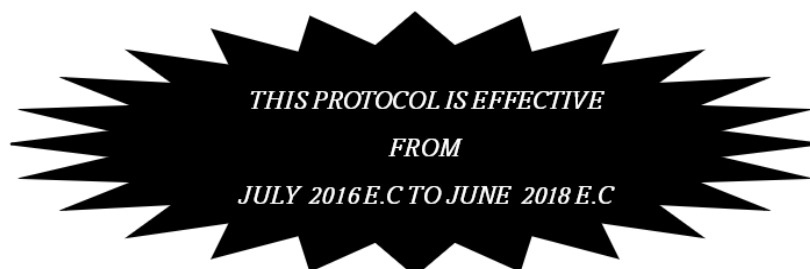


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Introduction

Deder General Hospital aims to facilitate equitable patient access to appropriate health care through effective resource management. Safe and efficient transport and transfer of patients is a priority. Patients requiring care should be transferred and transported in a manner sensitive to both the patients and families wellbeing, with patient safety being the utmost priority. This procedural guideline aims to facilitate consistency in implementations of patient.

This document provides information for all members of staff: information needed to provide a quality, punctual and professional Patient Transport Service that will support and complement the provision of health care at Deder General Hospital.

Non-Emergency Patient Transport will only be approved and arranged where it has been identified by the patients GP (for a first referral visit) or Consultant that the patient's health would suffer through the use of public or private transport and there is a clear medical need as per the national policy for eligibility for non-emergency patient transport.

Each patient should be able to get to, from the hospital and within the hospital in a reasonable time and in reasonable comfort without detriment to their medical condition.

Non-emergency patient transport should be the exception not the rule and therefore there must be strict adherence to the procedure.

This service is only provided to patients receiving treatment from the Deder General Hospital and its satellite clinics / locations.t transport system.

Definitions

- ❖ **Transferring** is defined as the process of moving a patient from one location to another. For example, from one ward to another, one department to another, from Deder General Hospital to another health care facility etc.
- ❖ **Transporting** is defined as the mode by which the patient is transferred. For example, ambulance, car, trolley, wheelchair, etc.

Policies and Procedures

- All patients requiring transfer to other departments must be assessed prior to transfer to ensure they are clinically stable and not at risk of experiencing an adverse event either during transport or whilst in another department.
- Patients that are to be transported are to be assessed to the level of escort that is required.
- Parents/caregivers/guardians are to be informed where possible, prior to the transfer and transport of a patient to another ward or department.
- Patients are to be transported between areas in a safe and timely manner.
- Patients being transported in a bed or cot should be accompanied by a porter and Health Professional(Nurses);
- Patients who are being transported on a trolley, bed or cot, must have the cot sides up and the bed head and foot board in situation.

- Patients who are being transported in a wheelchair should be strapped in if required or may be held by their parent/career in the wheelchair.
- All equipment necessary for the patient during transport must be secured to the bed, cot or IV pole in order to prevent injury occurring to the patient or others accompanying them.
- The patient's clinical progress notes should accompany the patient when transferring to another ward or department.
- All patients who are infectious must be transported according to infection control principles and those escorting them attired in the applicable personal protective equipment (**PPE**).
- Communication regarding a patient's infectious status must occur prior to the transfer of the patient to another ward or department.
- All patients transferring to another ward or department must be accompanied by an appropriately accredited nurse escort.
- Patient at risk of clinical deterioration require transfer between ward areas then **the appropriate personnel and equipment should accompany the patient** during transport.
 - ✓ **Patients on CPR & transfer** is mandatory should the most senior provider.
 - ✓ **OR table to PACU anesthesia, PACU to Surgical ward** should be accompanied by OR nurse, surgical ward to OR should be accompanied by attending Nurse.
 - ✓ **EOPD to Laboratory** should not be transported rather the sample should be transported.
 - ✓ **EOPD to X-ray** if the on oxygen & ambulatory should be accompanied by **PORTER**, on oxygen & none ambulatory should be accompanied by **PORTER & Attending Nurse (applicable to all service areas other than OR & Neonates)**.

- labor ward to **NICU** all cases should be wrapped with plastic wrap & should be accompanied by midwives.
- If a patient is medically unstable but requires transfer to another department for diagnostic purposes, for example to medical imaging, the medical and nursing staff responsible for the patient's care must liaise to determine the method of transport that will maximize the safety of the patient and the timeliness of the transfer. Consideration should be given to the need for a medical, nurse practitioner or anesthetic escort.
- Other stable cases should be guided by Runners.