

**PC.39 The hospital has a safe and efficient process for initiating transfer to other organizations.**

- PC.39.1 Policy and procedure guides the transfer of patients to other organizations.
- PC.39.2 Transfer is based on the patient's health needs for continuing care and the resources available for both referring and receiving organizations.
- PC.39.3 The most responsible physician determines the need for transfer, the most suitable time for transfer, resources required during transfer, and whether the receiving organization can meet the patient's health and supportive needs.
- PC.39.4 There are written transfer criteria for staff to follow.
- PC.39.5 There is a written acceptance for transfer of responsibility for the patient's care by the receiving provider/organization.
- PC.39.6 The hospital communicates with all potential receiving organizations and necessary arrangements are made whenever applicable.

**PC.40 The hospital ensures safe transportation of patients during transfer to other organizations.**

- PC.40.1 The most responsible physician assesses the transportation needs of the patient according to his condition.
- PC.40.2 Transportation needs of the patient are communicated to the relevant staff.
- PC.40.3 The transportation is provided promptly and safely in emergency cases (e.g. trauma, or cardiac emergency).
- PC.40.4 The most responsible physician ensures that all patient's health needs during transportation are met.
- PC.40.5 Adequate equipment and supplies are available during transportation.
- PC.40.6 A qualified staff member accompanies the patient during transportation.
- PC.40.7 The patient is monitored as appropriate during transfer.
- PC.40.8 Handover is completed to staff at the receiving organization.

**PC.41 The receiving organization of a transferred patient receives the necessary information for continuity of care.**

- PC.41.1 A summary of the patient's condition (e.g., a discharge summary) is sent with the patient to the receiving organization. The summary includes:
  - PC.41.1.1 Reason for the patient's admission.
  - PC.41.1.2 Patient diagnosis.
  - PC.41.1.3 Brief summary of hospitalization and services provided (therapies, consultations, procedures to date).
  - PC.41.1.4 Medication list and time of last dose(s) given.
  - PC.41.1.5 Patient condition and physical status at the time of transfer.
  - PC.41.1.6 Rationale for transfer.
  - PC.41.1.7 Results of the patient's diagnostic investigations (e.g., laboratory and radiology).