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| **SSMED-1605** | **Emergency Medical Evacuation of Guests and Crew** |
| **Version No.** | 1 |
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|  | **Emergency Medical Evacuation of Guests and Crew**   * 1. The Captain must be notified immediately upon determination of a possible need for a medical evacuation * The Captain will decide on the time and place of evacuation. * In the event of a medical evacuation, adequate administrative support should be arranged by the Staff Captain to assist the Medical Department. * The Doctor and Nurse are required to prepare all pertinent and required documentation necessary to process the evacuation and to prepare the receiving facility. * An updated Patient summary should be generated in the EMR (if available) and should include:   + Patient’s name, age, gender, nationality and weight   + Most recent vital signs (Temp, pulse, respiration and blood pressure)   + Nature of illness or injury including apparent cause and history if any   + Type and amounts of medication given with details including time last administered and efficacy   + All equipment being sent with the patient for use during evacuation   + Patient’s ability to communicate, walk, drink, move, follow commands etc.   1. In the evacuation of a Guest, it should be determined if the patient has travel/medical insurance; copies of same should be maintained for the ship’s records * The travel/medical insurance provider, and VIKAND Medical Manager are informed of the evacuation. * If no travel/medical insurance is available, a credit card number must be noted and maintained within the evacuation/medical center documents   1. The Chief Purser should ensure that all outstanding items and accounts for the Guest should be settled prior to evacuation.   2. The Chief Purser and Guest Services Manager are to be notified so they can complete customs and immigration formalities, as well as all required patient documentation.   3. The Guest Services Manager and / or Staff Captain are to assist the Medical team and contact the applicable shore agent so they can assist in streamlining the efforts ashore.   4. The patient should be prepared for transfer, including a description of the process documented in the EMR (if available).   5. All accompanying medication must be clearly marked with the patient’s name, age, history and dosage.   6. If the Doctor feels the patient should be escorted and supported ashore, he / she is to arrange for the Guest Services to be disembarked   7. If the Doctor feels the medical facility ashore should be checked by a medical team member, consideration should be given to sending the Nurse or Doctor to accompany the patient to assess the standard of medical facilities.   8. If the Doctor or Nurse act as an escort for the emergency evacuation of a Guest or a crew: * A copy of the Doctor or Nurse’s passport will be provided by the Crew Purser to facilitate immigration clearance through the Port agent * Additional onboard personnel should be available to assist with the emergency disembarkation of the Nurse, i.e. the Guest Services Manager, Hotel Manager, etc.   1. Prior to disembarkation, the patient escort should have the following: * His/her passport * Additional medications needed for the continued treatment of the Guest or crew * Contact information for the ship, company, port agent, receiving Doctor or facility * A cellphone with functionality in the port of disembarkation. * Any personal items needed   1. If possible, a request should be made with the transferring service and/or receiving facility to return any medical equipment sent with the patient during transfer/evacuation.   2. If the Nurse or Physician accompanies the patient on the transfer / evacuation, he / she can ensure all ship’s equipment is returned   3. Silversea via Purser can arrange shipment and collection of the items to the next port |