

べゃってもっこっている。
Department of Health
Munaqhiliqiyitkut
Ministère de la Santé

INTEROFFICE MEMORANDUM FROM THE CHIEF NURSING OFFICE

To: All Health Staff

From: Janet Busse, Chief Nursing Officer

Subject: Handover and Transfer of Care of Medivac Patients

Date: December 2024

CC: Directors of Health Programs

Handover and Transfer of Care of Medevac Patients

Patients awaiting transfer to tertiary care remain the health centre's responsibility until they depart the community. To maintain seamless and high-quality care, please adhere to the following:

1. Transfer of Care

The SBAR (Situation, Background, Assessment, Recommendation) technique must be used for all handovers. This ensures a structured, clear, and complete transfer of information about the client's condition, treatment, and care plan to the receiving team.

- All handovers must be documented in Meditech.
- o Refer to Policy 07-019-00, Transfer of Care between Colleagues, for detailed guidelines.

2. Ongoing Documentation

Even when medevac staff arrive at the health centre, healthcare providers (HCPs) must continue documenting client care until the client has physically left the community.

- o Per Policy 06-008-00, *Documentation Standard*, ongoing documentation includes updates on the client's status, interventions, and responses to care.
- Ocumentation responsibility does not transfer to medevac staff while they are on-site; it ends only when the patient leaves the Community Health Centre.

Please direct any questions or concerns to the Chief Nursing Office at **chiefnursingoffice@gov.nu.ca**.

Thank you for your diligence and commitment to patient care.

Janet Busse, Chief Nursing Officer

