

SORT Handover to PICU Checklist

Information Handover:

- Retrieval doctor and nurse and receiving PICU doctor and nurse all present?
- Is the transfer trolley plugged into mains supply and wall oxygen?
- Is child safe and stable for a hands off handover prior to transfer?

Verbal handover should include:

- Name, age, weight
- Reason for admission and background, management to date
- Relevant past medical history, birth history
- Regular medication
- Allergies
- Social History, safeguarding, parent information

Examination to include:

- Airway – Grade of intubation, ETT size and length
- Breathing – Ventilator settings, compliance/secretions, CXR findings, blood gas results
- Circulation – Inotropes required/running, blood loss/Hb, amount/type of fluid given and response
- Neuro – Sedation, GCS prior to intubation, CT results, seizure management, blood glucose
- Results and investigations – blood results, bedside test results, radiology
- Drugs and fluids – timing of antibiotics, analgesics, muscle relaxants, maintenance fluid, infusions
- Indwelling lines and tubes – lines, catheter, NGT, drains
- Drugs – including timings of antibiotics, analgesics, muscle relaxants

Patient and Equipment Transfer:

- Any infection control concerns or isolation requirements?
- Safe transfer to appropriate sized bed?
- Ventilator settings adjusted and patient attached?
- Monitoring transferred, zeroed and accurate?
- Infusions transferred and plugged in?
- Chest drains positioned and on suction if applicable

Safety Check:

- Airway still in position?
- Ventilation adequate?
- Monitoring adequate?
- Infusions running appropriately and lines patent?

Handover of responsibility to receiving team:

- Are the receiving team happy to take over responsibility for the child?
- Have expected physiological targets and management plans been agreed?
- Do they have all the information and documentation they need?
- Is the PICU Consultant aware of the child's arrival?

Post-transfer Duties:

- SORT Form completed and photocopied (copy put in patient notes)
- Critical Incidents documented (if applicable)
- SORT Database completed
- Equipment cleaned, checked and plugged into mains
- Ultrasound charging and restocked
- Bags restocked and sealed
- Fridge and CD drugs accounted for and checked back in/disposed of
- Team debrief: any learning points to reflect on?