

## COVID-19 Ward 20 Intra-hospital CT Transfer Action Card

### Pre departure:

1. The transfer will be discussed and arranged between Ward 20 medical staff and CT medical and nursing staff as per standard practice.
2. If clinically appropriate the CT scan will be done at the end of the list. If clinically indicated the scan can be done earlier after discussion and agreement with CT department.
3. The transfer will be undertaken using the appropriate PPE as per HPS guidance.
4. Ensure a CT radiographer has been trained and has access to enhanced PPE.
5. Tube clamps will be used to prepare the patient for transfer – put ventilator on standby immediately prior to disconnecting.
6. Only one HME filter is required on the Oxylog transport circuit.
7. The transfer will be done by a **minimum** of 3 ICU team members (one will be a senior trainee or consultant). The ICU nurse and one member of the medical team wearing enhanced PPE – this does not need to be newly donned. The 3<sup>rd</sup> member of the team is to stay 'clean' and walk ahead of patient – this individual should not need to wear enhanced PPE.
8. Portering staff will only be required to open doors and clear corridors ahead of the patient and transfer team.
9. Transfer drug bag and equipment will be taken on patient bed. The emergency transfer bag, stored outside of COVID ICU, should be carried by 3<sup>rd</sup> team member and kept 'clean' – unless used.
10. Ensure trolley or bed is wiped down with ChlorClean prior to leaving the patient bedspace. This does not need repeated in the doffing area.
11. Transfer patient via 'doffing' cubicle. Ensure area has the minimum amount of equipment inside to avoid contamination. **Transfer team do not need to doff or change PPE clothing.**

### Arrival at CT:

12. The ICU transfer team wearing PPE will undertake patient transfer on to the CT table with the assistance of a CT staff member also in PPE.
13. The 'clean' ICU team member will go in to CT control room and observe monitors during scan. The remaining transfer team, and CT radiographer, will wait outside and remain in PPE for emergency entry to room if required.

### Following Scan completion:

**Critical Care Guidelines  
FOR CRITICAL CARE USE ONLY**

14. The ICU transfer team will undertake patient transfer off the CT table with assistance from CT staff if necessary.
15. Then transfer back to ward 20, entering via the 'doffing' area.
16. On arrival back to Ward 20 the patient will be reconnected to the ICU ventilator using tube clamps. Stop Oxylog ventilator prior to disconnection.

<b>Title: COVID-19 WGH Level 3 Intra-hospital CT Transfer Action Card</b>	
	<b>Authors:</b> R Baruah C Ferguson G McNeill, M Dunn
<b>Status Draft/Final: Final</b>	<b>Approved by:</b>
	<b>Written:</b> 5 <sup>th</sup> May 2020
<b>Reviewed on:</b>	<b>Next review : July 2020</b>