
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-TRANS 002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department TRANSPORTATION SECTION
Policy Title: POLICY ON AMBULANCE CONDUCTION AND PATIENT TRANSFER		Page No. 1 of 3
Prepared By: Melvin Secretario, RN HEMS Coordinator Marlorey D. Villamaria Head, Transportation Services	Reviewed By: Rizalina Lavarias, CPA Head – Accounting Meda M. Calderon, RN, MAN Chief Nurse	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Redentor P. Alquiros, MD Chief of Clinics
Approved by: Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator Jefferson R. Pagsisihan, MD, MHM Hospital Director		

OBJECTIVES:



This policy aims to systematize the use of ambulance in patient transfer/conduction purposes.

COVERAGE:



This policy shall cover all sections under each division and other such persons who shall seek the use ambulance for conduction of their patients.

RESPONSIBILITIES:

- I. It shall be the responsibility of the drivers to prepare an official trip ticket properly accomplished and signed by authorized personnel namely the senior resident on duty prior to any vehicle conduction. Ambulance conductions should be from Ospital ng Parañaque and transfers must be **within Metro Manila only**.
- II. It shall be the responsibility of the nursing staff to notify the driver on duty of any ambulance conduction and of such purpose prior to issuance of a trip ticket.
- III. It shall be the responsibility of the medical staff to accompany any patient for ambulance conduction to the patient's hospital of choice for further evaluation and/or management.
- IV. It shall be the responsibility of the nursing staff to secure a waiver for ambulance conduction (Annex A) in cases where no nurse or medical staff shall accompany the patient.
- V. This policy shall enforce that all patient transfers be immediately conducted even if this would entail the involved staff to go beyond the hours of their tour of duty.
- VI. This policy shall enforce that all emergency conductions be accompanied by a medical and nursing staff at all times; that if cases are non-emergent and only upon a GO signal from the senior resident on duty will a transfer be conducted with only a nursing staff with it.
- VII. This policy limits the use of the hospital ambulance for admitted patients of Ospital ng Parañaque only.

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-TRANS 002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX Policy Title: POLICY ON AMBULANCE CONDUCTION AND PATIENT TRANSFER		Section / Department TRANSPORTATION SECTION
		Page No. 2 of 3
Prepared By: Melvin Secretario, RN HEMS Coordinator Marlorey D. Villamaria Head, Transportation Services	Reviewed By: Rizalina Lavarias, CPA Head – Accounting Meda M. Calderon, RN, MAN Chief Nurse	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Redentor P. Alquiros, MD Chief of Clinics
Approved by: Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator		
Jefferson R. Pagsisihan, MD, MHM Hospital Director		

- VIII. It shall be the responsibility of the Officer of the Property Section to ensure that the form for this purpose is made always available for use. It shall also be its responsibility to file in a logbook all these transfers for documentation and to submit these forms to the cashier if accompanied by a gasoline receipt.
- IX. The driver on duty shall be responsible for all equipment inside the ambulance and therefore shall have proper recordings in a logbook of their status and availability at all times. In case of loss or breakage, reports have to be accomplished and submitted to the Property Section immediately or the following working day.
- X. It shall be the responsibility of the head of the transportation services to completely file the annual statistical report.
- XI. Ambulance Maintenance:
- The ambulance shall be properly ventilated, lighted, clean and disinfected.
 - Proper preventive maintenance should be given priority. A logbook of calibration, preventive maintenance, and repair of equipment, decontamination and disinfection must be updated regularly.
 - A contingency plan must be in place in case of mechanical breakdown and equipment malfunction especially during patient transport, the ambulance driver will call the Emergency Command (Genesis base) of city of Paranaque for backup ambulance from the city and pick up the patient and transfer to the hospital of choice.
- XII. Any official trip wherein the ambulance is used MUST be first authorized by the senior resident on duty.
- XIII. It shall be the responsibility of the Driver on duty to have the feedback sheet accomplished by the passenger/patient or relatives

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-TRANS 002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department TRANSPORTATION SECTION
		Page No. 3 of 3
Policy Title: POLICY ON AMBULANCE CONDUCTION AND PATIENT TRANSFER		
Prepared By: Melvin Secretario, RN HEMS Coordinator Marlorey D. Villamaria Head, Transportation Services	Reviewed By: Rizalina Lavarias, CPA Head – Accounting Meda M. Calderon, RN, MAN Chief Nurse	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Redentor P. Alquiros, MD Chief of Clinics
Approved by: Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator Jefferson R. Pagsisihan, MD, MHM Hospital Director 		

GENERAL PROCEDURE:

1. The Staff Nurse on duty with a patient to conduct shall inform the driver on duty (Stationed at the designated area) of such trip.
2. The staff nurse shall secure consent or waiver for transfer of patient.
3. The driver on duty shall accomplish the required Trip ticket (Annex B) and make sure that all details be filled up prior to the conduction. If the trip calls for a patient to be transferred from the hospital, the trip ticket must be signed by the senior resident on duty.
4. The **transport vehicle form** must be accomplished by the ambulance NOD and provide a copy to the ambulance driver and telephone operator.
5. The Driver must record the trip details on the ambulance conduction logbook indicating the following:
 - a. Name, Sex, Age of the patient
 - a. Name of attending physician
 - b. Origin and destination
 - c. Date and time of dispatch and return of the ambulance
 - d. Reason for transfer/ transport
 - e. Disposition of the patient
6. Inform the Emergency Command (Genesis base) of city of Parañaque every time there is a dispatched, and/or stop over (eg. gas filling to station, replacing flat tire, or an accident) and arrival on destination.
7. The Ambulance staff will use all the straps of the stretchers and side rails to secure patient safety from fall and injury. . Proper communication is a important during transfer of patient,
8. When lifting and transferring of patient, the patient will be lifted at the count of 3.