



Subject <b>PATIENT SAFETY DURING PATIENT TRANSPORTATION/TRANSFER</b>		No. <b>OR-1004</b>	Page <b>1</b>
Content Expert / Coordinating Department(s) <b>Surgical Services- O.R.</b>		Prior Issue Date <b>06/2011</b>	Issue Date <b>04/2014</b>

**POLICY STATEMENT:** Patients will be transported within the department of Surgical Services in a safe efficient manner.

**OBJECTIVE:** To help provide an efficient, effective means of transporting patients to, from and within the department of Surgical Services.

**RESPONSIBLE PERSON(S):** All Surgical Services Employees and Certified Registered Nurse Anesthetists (CRNA)

**PROCEDURE:**

**A. Identify Patient:**

1. Identify the patient using two identifiers.
  - a. Asking the patient his/her name and birth date.
2. Check the patient's ID band against the patient's chart and surgical consent.
3. If any discrepancy exists, the transport process is halted until further verification/clarification is complete and a corrected ID band in place.

**B. Patients are either transported by Operating Room (OR) personnel to and from the pre-operative holding, post anesthesia care unit (PACU) and to the Intensive Care unit.**

**C. General Safety Guidelines:**

1. Patients will be transported on a stretcher with the side-rails up.
  - a. Side rails will be raised on stretchers at all times during the entire intra-operative phases.
2. Patients hands need to remain inside the rails at all times.
3. Stretcher height is raised to allow usage of proper body mechanics.
4. Pediatric patients may be accompanied by their parent or guardian if deemed necessary by the anesthesiologist.
5. Side rails will be lowered only if a nurse is directly attending the patient.
6. The patient, whose condition warrants, will be transported in a hospital bed with side-rails up.
7. Bed should be locked when not being moved.
8. Patients should be transported feet first. Provide maximum safety/protection and decreased disorientation for the patient.

**D. Transferring a patient from OR table to stretcher:**

1. When transferring a patient to the operating room table, the stretcher will be locked. A minimum of two personnel will be available to assist the patient in transferring at all times (one on each side of OR table and stretcher).
2. The CRNA will advise operating room personnel when the patient is ready for transfer off the operating room table.
3. An adequate number of people will assist in transferring the patient post-op from OR bed to stretcher; e.g. an adult patient under general anesthesia will require a minimum of four people to assist in transferring. A small child under general anesthesia will require a

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minimum of three people to assist in transferring.

4. All surgical staff and equipment should remain in the room until the patient has been deemed safe for transfer by anesthesia and actively being transferred out of the operating room. This assures proper counts, adequate assistance for a safe extubation and sufficient personnel for a safe transfer.
  5. IV's must be placed on an IV pole; other tubes (i.e. foley catheter) are always secured to stretcher frame and never draped over/on the patient.
- E.** Patients must always be adequately covered with a blanket/sheet during transporting.
- F.** The complete patient record is given to the PACU staff to be transported with the patient.
- G.** Patients are transported from the OR suite to the PACU or Intensive Care Unit (ICU) by a CRNA and one other appropriate person.

References:

- Policy 407 Transport of Surgical Services Patient Periop GP
- Policy 122 Transport of Mechanically Ventilated GP
- Policy 121 Transport of the Patient Requiring Oxygen Inside the Facility GP

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