



Air Transfer Of Patients Procedure

Procedure Number

CHC-PC-0003

Version Nos:

4

1. Purpose

This Procedure outlines the process for the transfer of patients by air ambulance.

2. Application

This Procedure is to be followed by all clinical staff throughout the West Coast DHB (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

Medical and nursing staff are required to:

- assess patients medical/mental health status relating to transport requirements;
- decide to and authorise transfer of patients;
- determine escort requirements.

Unit/Ward Manager is required to:

- consult and notify patient and their family/whanau regarding transfer arrangements;
- organise appropriate transportation mode for patient;
- organise escort requirements.

Escorts are required to ensure the safe and efficient conveyance of the patient from the transferring Facility to the receiving Facility

5. Resources Required

This Procedure requires:

- i) Air Ambulance;
- ii) Patient's Medical Record;
- iii) WCDHB Request For Patient Transfer Form;
- iv) WCDHB Patient Referral Form

6. Process

- 1.00 Air transfer of patients is normally undertaken as a result of a medical/surgical specialist's recommendation, taking into account:
- i) degree of illness/injury of the patient;
 - ii) time required for intensive intervention such that a transfer by road would adversely affect the patient's recovery;
 - iii) road conditions are such that patient and ambulance crew's safety would be compromised.



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- 1.01 The Ward/Unit Manager of the relevant ward/unit is responsible for ensuring that the WCDHB Request For Patient Transfer Form is completed and sent to the admissions clerk who will fax it to ambulance control.
- 1.02 Ambulance control is to contact the admissions clerk by telephone and confirm time for transfer.
- 1.03 The Clinical Nurse Leader/Unit Manager of the relevant ward/unit to be informed of the time of departure by the admissions clerk so they can make the necessary arrangements for the transfer and inform the patient's family/whanau/care giver/next of kin, and make an appropriate entry in the patient's medical record.
- 1.04 An entry in the patient's medical record is to be made by Ward/Unit/ nursing staff relating to the rationale for transfer, communication and processes that have been undertaken, and condition of patient prior to transfer.
- 1.05 Consideration is given to the need for an escort, based on the following criteria:
 - clinical condition of the patient;
 - risk assessment of the patient (if required);
 - transferring doctor's recommendation;
 - gender;
 - safety of staff;and if it is determined that an escort is required the Ward/Unit Manager is to make the necessary arrangements for escorts to accompany the patient during transportation.
- 1.06 The patient's belongings, including medications, valuables and personal effects are packed and accompany the patient. A clothes/valuables sheet is to be completed by Ward/Unit staff.
- 1.07 The transfer of patient's records must be arranged via the Medical Records Department during work hours. During weekends, holidays and after-hours, the medical record may accompany the patient and a written notification is sent to the transferring Medical Records Department identifying the record sent, date sent, receiving location and includes the signature and designation of the Ward/Unit Manager responsible for the organisation of the transfer.
- 1.08 After the air ambulance has departed, the admissions clerk is to advise the receiving hospital that the air ambulance has departed, and it's expected time of arrival. Where the departure of the air ambulance is delayed, or cancelled, the receiving hospital is to be duly notified.
- 1.09 In Buller and Reefton Hospitals, the activities completed by the Admissions Clerk are attended to by a Registered Nurse.



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7. Precautions And Considerations

- ➔ The decision to transfer a patient is the responsibility of the patient's doctor
- ➔ Patient's family/whanau/care giver are to be notified of the decision to transfer the patient
- ➔ Transfer of the patient is to be documented in the patient's medical record.

8. References

Health South Canterbury General Nursing Policy Manual

9. Related Documents

WCDHB Inter Facilities Transfer of Patients Procedure

WCDHB Staff Escort Duties Procedure

WCDHB Transfer Of Patient Within Hospital Procedure

WCDHB MHS Transporting At Risk Mental Health Patients

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