



Transfer Of Patients Within The Hospital Procedure

Procedure Number
WCDHB-PN-0107

Version Nos:
5

1. Purpose

This Procedure is performed as a means of transporting a patient within a West Coast DHB (WCDHB) hospital (from one ward to another) efficiently and effectively with the minimum amount of disruption to the patient

2. Application

This Procedure is to be followed by all nursing staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- i) Registered nurse (RN); or
- ii) Enrolled nurse under RN supervision; or
- iii) Student nurse under RN supervision.

5. Resources Required

This Procedure requires:

- i. Wheelchair/hospital bed;
- ii. Patient's medical record (including x-rays and lab reports);
- iii. Patient's belongings;
- iv. Patient's medication.

6. Process

- 1.00 The decision to transfer a patient is made and authorised by the patient's doctor.
- 1.01 Staff are to explain to patient that they are to be moved, explaining the reason(s) for the move, and if necessary inform family/whanau/caregiver.
- 1.02 Staff are to enter into the patient's medical record that the patient is to be transferred, including time and reasons.
- 1.03 Staff are to ensure all belongings of the patient (including medications and medical record) have been accounted for prior to transferring the patient.
- 1.04 Always ensure that there are adequate staff available to assist with the transfer. If necessary assistance is to be obtained from the orderlies, but a nursing staff member must always accompany the patient.



Transfer Of Patients Within The Hospital Procedure

Procedure Number
WCDHB-PN-0107

Version Nos:
5

- 1.05 Prior to transferring the patient, staff are to telephone the destination ward and inform them that the patient is about to be transferred.
- 1.06 On arrival in the destination ward, the nursing staff who accompanied the patient are to formally hand over care for the patient to the nursing staff receiving the patient in the destination ward. This is to include a comprehensive verbal handover.
- 1.07 Together, the receiving nursing staff and the nursing staff who accompanied the patient are to inspect the patient's wounds, drain tubes, I.V., and medication chart, and discuss any outstanding laboratory results.
- 1.08 The receiving nursing staff will complete a set of baseline observations, and record the findings.
- 1.09 All patients whom have been administered a pre-medication prior to a surgical procedure (which is to occur in the Grey Base Hospital Theatre suite) must be transferred on a bed, with bed rails insitu, to the Theatre complex, and be accompanied by a Registered Nursing Staff member.

7. Precautions And Considerations

- ➔ The decision to transfer a patient is to be made and authorised by the patient's doctor
- ➔ Ensure all belongings of the patient (including medications and medical record) have been accounted for prior to transferring the patient.
- ➔ On arrival in the destination ward, the nursing staff who accompanied the patient are to provide a comprehensive verbal handover to the nursing staff receiving the patient

8. References

Gauntlett, P., Myers, J (eds) Adult Health Nursing, 3rd edition (1988), Mosby St Louis

Mosby's Medical Nursing and Allied Health Dictionary 5th edition (1998), Mosby St Louis

Health South Canterbury Professional Nursing and Midwifery Manual

9. Related Documents

There are no related documents for this Procedure

Revision History	Version:	5
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Director of Nursing
	Date Authorised:	January 1996
	Date Last Reviewed:	August 2009
	Date Of Next Review:	August 2011