

Pre-Transfer Checks

*Transfer Nurse and Doctor to verbally check through prior to transfer
And on handover in new bed space*

Transfer Trolley	Ventilator	Mounted Safely Charged and plugged in with charging light lit
	Monitor	Charged and plugged in Use the leads and small monitor already on the trolley
	Oxygen	2 ZD 605I cylinders Ensure you have enough to meet requirements Ensure cylinders are secured safely
	Pumps	All charged and plugged in
	Suction	Checked, plugged in and working Bring whole unit with patient
Establish Patient	A	Ensure airway secure and established , ETT or otherwise Use End Tidal CO2 monitoring
	B	Pre-transfer ABG within 90 mins. SpO2 monitoring required
	C	Temperature control considered Check IV Access functioning ECG monitoring and arrhythmias controlled CVS Maintenance – consider inotropic requirements Arterial line secured and transducer taped in place NIBP cuff attached in case of invasive pressure failure Assess adequate filling, Hb and metabolic state
	D	GCS and pupil assessment Blood sugar Sedation +/- paralysis
	E	Catheter NGT/OGT aspirated
Control Measures	Patient specific drugs Transfer bag and transfer drugs (store in trolley drawer in suitable container)	
Communication	Call to receiving hospital, record direct dial number for use if required	
Final Steps	Transfer communication summary complete Patient drugs/property to come with Notes/photocopies Advise family to follow after transfer complete – 30 mins	