

## **Patient Transfers – Possible and Confirmed Patients**

Note at the Alex between 2130 & 0630 Security will act as the second Porter

- When the receiving ward/department has confirmed they are ready for the patient Clinical Team to request transfer through relevant service desk advising patient is a possible or confirmed case giving as much notice as possible
- Two Porters to attend ward/department and carry out hand hygiene
- If the transfer requires a wheelchair the Porters will bring a decontaminated wheelchair with them. If the patient is being transferred in on the trolley or bed they are already on this must be wiped with a green clinelle wipe prior to leaving the ward
- One Porter who will be pushing the bed/trolley/wheelchair will put on the appropriate PPE as per Trust Guidance prior to entering the patients room/bay The other porter must remain outside the room/bay
- Member of clinical team who is escorting the patient will also put on the appropriate PPE as per Trust Guidance, if this is the same member of staff already nursing the patient they should change their existing PPE
- Clinical Team to confirm the receiving department is ready to accept the patient directly into their new bed space or treatment room prior to leaving the ward (all non-essential equipment should have been removed from receiving area)
- The patient should wear a fluid resistant surgical mask if this can be tolerated.
- The porter not wearing PPE will go ahead by at least two meters and discreetly clear the corridor to allow the patient to travel through (a 2 meter radius around the patient is required)
- The patient must go directly to the receiving bed space or treatment room and under no circumstances should be left waiting in a communal area
- If the patient is going into a treatment room all non-essential equipment should be removed prior to arrival
- On completion of the move if the trolley/bed does not stay with the patient this must be wiped down with a green clinelle wipe.
- PPE to be disposed of in clinical waste and appropriate hand hygiene followed in line with Trust guidance

### **ICU Transfers**

- When ITU staff are ready to transfer ward staff to bleep porters on WRH 0199 and Alex on 0208
- The bleep will be answered immediately for instructions of which ward to attend
- Two Porters to attend
- No PPE is required as they will be clearing the approved route when required
- On instruction from the Clinicians, one porter to walk ahead and secure doors and lift access in advance, second porter to walk at least two meters in front to insure the pathway remains clear