



Nurse Escort – Patient Transfer Procedure

Effective: 16 September 2015

1. GUIDING PRINCIPLES

Along with patient interactions and care measures, patient safety and satisfaction is to be the foremost priority when transferring patients to other units / areas.

This document is designed to guide staff in the decision making process of utilising a nurse escort when transferring patients between units / areas.

2. PROCEDURE

Admission: The decision to admit the patient is made by the Admitting Medical Officer (AMO). The AMO initiates the admission process by informing the Nursing Shift Coordinator who in turn informs relevant staff to complete the admission process, and books an appropriate bed.

On transferring the patient from one area to another, the registered / clinical nurse utilises the following instructions to determine need for a nurse / orderly escort:

2.1 Nurse Escort – for patients requiring a nurse escort:

- Altered conscious state (GCS 14 or less) – confusion, restlessness, wandering
- Aggressive tendencies
- Potential for compromised airway (e.g. post ictal patients)
- Require monitored / HDU bed
- All mental health patients
- All neonatal / paediatric patients
- Have an Intravenous infusion with active medication additive (including Insulin, IVABs).
- Have had an IV or IM narcotic or sedative within 30 minutes of transfer
- Require frequent suctioning
- Oxygen saturations < 92%
- Require oxygen therapy
- Being transferred directly to operating theatre
- X ray – if requested by the radiographer
- All maternity patients in active labour
- Any patient at the request of the AMO.

NB: Any situation where escort requirement is unclear, escalate to the appropriate line manager.

NB: All Intubated patients require a medical escort.

NB: Once a patient has been documented for IV Antibiotic treatment, this must commence in the Emergency Department as soon as is possible. The completion of IVABs may be continued at the patient's destination (e.g. General Ward). The IVAB must be infused via Plum-Set and the patient escorted as above if the patient is transferred with infusion.

2.2 RFDS Transfer

- During business hours, the clinical nurse managers of the relevant department must be notified of all patients requiring RFDS transfer. (ED 9194 2602 / 630, GW 9194 2366 OT 9194 2313).
- After hours, the After Hours Nurse Manager (9194 2630) must be notified of all RFDS transfers.
- A nurse / medical escort may be required to accompany the patient to the airport if the RFDS team are not attending the hospital. Decision for a nurse / medical escort is to be made by the medical officer on duty, nurse manager and shift coordinator utilising the nurse escort criteria.
- Police and nurse / paramedic escort required for patients on forms 1 and 3.

2.3 Half-way Ambulance Meets

- Requested by AMO at either Broome or Derby Hospital.
- Organised between nurse managers from Broome and Derby Hospitals (ensure time of meet confirmed, consider diet / fluids for patient when necessary).
- Nurse Manager from Broome Hospital is to liaise with St John Ambulance (SJA) regarding the 'half-way' meet.
- Nurse escort as per procedure.
- Meeting point for 'half-way' meets is "Colour stone" approximately 110 km from Broome and Derby – Sealed road turnoff with area to safely park and exchange patients.
- If necessary, the registered nurse / medical officer may take one of the Broome Hospital satellite telephones / utilise SJA communications system if required.

3. DEFINITIONS

ALS	Advanced Life Support
AMO	Admitting Medical Officer
BBA	Born before arrival
ED	Emergency Department
GW	General Ward
IM	Intramuscular

IV	Intravenous
IVAB	Intravenous Antibiotics
OT	Operating Theatre
RFDS	Royal Flying Doctor Service
SJA	St Johns Ambulance

4. ROLES AND RESPONSIBILITIES

- The Shift Coordinator of the relevant department is responsible for electing an appropriate nurse to escort the patient within the hospital (consider ALS requirements).
- The Shift Coordinator and After Hours Manager are responsible for electing an appropriate nurse escort for RFDS patients when required (consider ALS requirements).
- The AMO is responsible for notifying RFDS of required transfer of patient.
- The AMO is responsible for notifying the Shift Coordinator as soon as possible of pending transfer.
- The registered nurse is responsible for ensuring the correct paperwork is completed / photocopied and in the medical records.
- The registered nurse is responsible for ensuring the patient's personal belongings accompany the patient.
- The registered nurse is responsible for ensuring all admission paperwork is complete and handover is given as per Clinical Handover guidelines.
- Clinical staff are responsible for maintaining OSH and manual handling principles whilst escorting a patient.
- The registered nurse is responsible for obtaining the 'Parry Pack' – emergency medications pack from the top shelf in ED pharmacy and adding Morphine, Ketamine, Oxytocin and Suxamethonium as required for escort.
- The registered midwife is responsible for obtaining midwifery emergency pack from maternity treatment room and BBA drugs from maternity fridge as required.
- Medications box to remain with the escort nurse / medical officer at all times.
- The registered nurse is responsible for obtaining standing orders when necessary (PRN).

5. COMPLIANCE

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

6. EVALUATION

Monitoring of compliance with this document is to be carried out by the Clinical Nurse Manager of the Medical / Surgical Unit, every two years.

7. REFERENCES / SOURCE DOCUMENTS

HealthPoint Policies.

The source documents for this policy included:

- Armadale Health Service Emergency Department Manual Procedure
- Fremantle Hospital and Health Service – Nursing Practice: Admission, transfer, discharge, patients requiring nurse escort guidelines.
- Royal Perth Hospital Nursing Practice Standard: Nurse Escort.

8. RELATED DOCUMENTS

WACHS [Interhospital Transfer Policy](#) and related documents.

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	A/Coordinator of Nursing (D.Nicholson)		
Directorate:	Nursing and Midwifery Services	TRIM Record #	ED-CO-13-22746
Version:	2.00	Date Published:	17/09/2015