



Nurse Escort – Patient Transfer Procedure

Effective: 19 May 2016

1. Guiding Principles

Along with patient interactions and care measures, patient safety 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

Decision to transfer the patient is made by the responsible attending Duty Medical Officer (DMO). The DMO initiates the transfer process by informing the Nursing Shift Coordinator at both the referral and retrieval site, and who in turn informs relevant staff to complete the transfer process, and required clinical handover procedures as per WACHS [Inter-hospital Clinical Handover Form Procedure](#).

On transferring the patient from one area to another, the registered / clinical nurse utilises the following instructions to determine need for a nurse escort in addition to ambulance staff.

Nurse Escort required but not limited to the following clinical considerations:

- Altered conscious state (GCS 14 or less) – confusion, restlessness, wandering
- Potential or actual compromised airway (e.g. post ictal patients)
- Require cardiac or continual observations to be monitored
- Have an Intravenous infusion with **any** medication additive
- Have had an Intravenous or Intramuscular narcotic or sedative within 30 minutes prior to transfer
- Oxygen saturations <92%
- All maternity patients in active labour
- Any patient at the request of a medical officer.

All Intubated patients require a medical escort.

Any situation where escort requirement is unclear, it is to be escalated to appropriate line manager.

3. Definitions

ALS	Advanced Life Support
DMO	Duty Medical Officer
ED	Emergency Department

GCS	Glasgow Coma Scale
OSH	Occupational Safety and Health
WACHS	WA Country Health Service

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 **DMO** 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
 - ensuring the patient's personal belongings accompany the patient
 - ensuring all admission paperwork is complete and handover is given as per Clinical Handover guidelines
 - 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
 - obtaining medical orders as per WACHS Medication Administration Policy as required.
- The **Nursing Shift Coordinator at Roebourne Hospital** is responsible for ensuring adequate nursing staff levels to enable transfer, utilising casual or on call staff as required.
- **Clinical staff** are responsible for maintaining OSH and manual handling principles whilst escorting a patient.
- The **Escort Nurse** must collect mobile phone for communication during transfer.

The Medications box is to remain with the escort nurse / medical officer at all times.

If at any time post commencement of patient transfer the ambulance is redirected for a higher priority call out, the escort transfer nurse must immediately contact the Roebourne Hospital Clinical Nurse Manager to inform of the situation and obtain further instructions / management plan.

5. Evaluation

Monitoring of compliance with this procedure will occur via monitoring of clinical incidents or complaints relating to clinical handover and transfer of patient for the identified retrieval and transfer site.

6. Standards

[National Safety and Quality Health Care Standards](#) - Standard 6 Clinical Handover

7. References

Broome Hospital Nurse Escort Transfer Procedure.

8. Related Forms

[MR184 WACHS Inter-hospital Clinical Handover Form](#)

[Datix Clinical Incident Management System \(Datix CIMS\) form](#)

9. Related Policy Documents

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

WACHS [Inter-hospital Clinical Handover Form Procedure](#)

WACHS [Medication Administration Policy](#) and related documents

10. Related Policies

Department of Health [Operational Directive OD 0484/14 Clinical Handover Policy](#)

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Contact:	Clinical Practice Improvement Coordinator (J.Morton)		
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