



Nurse Escort Procedure – Onslow Hospital

Effective: 31 July 2017

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

The decision to transfer the patient is made by the responsible medical officer, either attending DMO or ETS Doctor. The medical officer 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 from one facility to another the senior nurse on duty utilises the following instructions to determine the need for a nurse escort in addition to the volunteer ambulance staff.

When the Community Paramedic is available for the transfer a Nurse Escort is not generally required unless the patient is in a critical condition or the Community Paramedic requests a nurse escort.

Any situation where the requirement of a nurse escort is unclear, it is to be escalated to the **Clinical Nurse Manager at Onslow Hospital**.

Nurse escort is required but not limited to the following clinical considerations:

- Altered conscious state (GCS is 14 or less) – Confusion, restlessness or wandering.
- Potential or actual airway compromise (eg: Post ictal patients)
- Trauma patients with spinal precautions.
- Non-voluntary mental health patients.
- Patients who have required intravenous or intramuscular sedation.
- Patients who have had intravenous or intramuscular narcotic analgesia within 30 minutes prior to transfer.
- Patients who require continuous cardiac monitoring.
- Patients with an intravenous infusion with **any** medication additive.
- Any patient at the request of the RFDS/ETS/DMO or discretion of the Senior Nurse on Duty at Onslow Hospital.

- **ALL intubated patients require a medical escort (RFDS Doctor is to transfer patient to the airport).**

3. Definitions

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| ALS | Advanced Life Support |
| DMO | District Medical Officer |
| RFDS | Royal Flying Doctor Service |
| ETS | Emergency Telehealth Service |
| ED | Emergency Department |
| GCS | Glasgow Coma Scale |
| OSH | Occupational Safety and Health |
| WACHS | WA Country Health Service |

4. Roles and Responsibilities

- The Senior Nurse on duty at Onslow Hospital is responsible for electing an appropriate skilled nurse escort for patient transfer.
- The allocated Registered Nurse is responsible for ensuring the correct paperwork is completed for transfer. Original copies of documents are to be kept in medical records and photocopied documents are to be sent with the patient.
- Ensuring handover is given as per Clinical Handover Procedure utilising form [MR 184 WACHS inter-hospital Clinical Handover Form](#).
- Obtaining medication orders as per WACHS [Medication Administration Policy](#) as required.
- The Senior Nurse on duty at Onslow Hospital is responsible for ensuring adequate nursing staff levels to enable the transfer. Senior Nurse on duty to utilise on-call staff as required or contact the Clinical Nurse Manager when there is no on-call nurse available.
- The Nurse escort is responsible for maintaining OSH and manual handling principals whilst escorting a patient.
- The Nurse escort must take the Onslow Hospital emergency mobile phone during each patient transfer.

5. Evaluation

Monitoring of compliance with this document is to be carried out by the Clinical Nurse Manager at Onslow Hospital through ongoing evaluation of the following:

- Clinical incidents.
- Consumer and staff feedback or complaints.
- Liaising with St John Ambulance Community Paramedic, RFDS and receiving hospital sites.

6. Standards

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

7. References

- [Nurse Escort Transfer Procedure Broome Hospital.](#)

8. Related Forms

- [MR 184 WACHS inter-hospital Clinical Handover Form.](#)
- [Datix Clinical Incident Management System \(Datix CIMS\).](#)

9. Related Policy Documents

- WACHS [Assessment and Management of Interhospital Transfer Policy](#)
- WACHS [Inter-Hospital Clinical Handover Form Procedure](#)
- WACHS [Medication Administration Policy](#)

10. Related WA Health Policies

- [Operational Directive OD 0484/14 Clinical Handover Policy](#)

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

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