

## Back Transport checklist

(Refer to Table 1: Patient Transport Recommendations)

### Consultant /Medical Staff / Nurse Practitioner - (Referrer)

- The referrer discusses with the receiving team consultant: the patient's condition and transport requirements are confirmed.
- The referrer informs the Starship Child Health ward charge nurse that the patient has been accepted by the receiving team and confirms transport requirements.

### Starship Child Health ward charge nurse consults with Receiving ward charge nurse to:

- confirm bed availability in receiving hospital
- discuss patient status, infectious status, transport requirements; any special needs, equipment required and ensure accompanying staff has the appropriate level of paediatric and transport knowledge, experience and skill
- confirm who will arrange the transport (usually, the receiving ward charge nurse arranges the transport but on occasion may ask the Starship Child Health charge nurse to arrange the transport).
- complete the "Starship Child Health Transport Form " and fax to the receiving ward charge nurse

### Where the Starship Child Health ward charge nurse has been asked to arrange the transport (options below):

- Complete the "Transport Form "
  - A. Designated air ambulance service
    - Starship Child Health charge nurse calls and makes request specifying what personnel (e.g. paediatric nurse) and equipment is required; air ambulance service organises plane and personnel.
  - B. PICU/NICU transport team - only on a case by case basis following Starship Child Health Consultant to PICU/NICU Consultant discussion.
    - Following confirmation of acceptance of transport the Starship Child Health charge nurse calls the PICU/NICU Charge Nurse to arrange.
  - C. Ambulance / transit vehicle or commercial flight service with appropriate healthcare personnel
    - Health care personnel are informed of age and size of patient and know to bring equipment appropriate for age and size transfer of the patient.
    - Health care personnel know what assistance is available during the transport/transfer process and how they can access it.
  - D. Ambulance / transit vehicle or commercial flight service unaccompanied by healthcare personnel
    - Family / care giver accompanying the patient know what assistance is available during the transport/transfer process and how they can access it and understand what to do in the event of an emergency.
    - Have age and size appropriate restraints
    - Has access to and can manage any patient specific specialised equipment to meet special needs of patient during transport.

### Starship Child Health ward charge nurse;

- Informs patients clinical team when, where and how the patient is to be transferred to receiving hospital
- Ensures that staff members at the patient's destination are informed when transport leaves and know approximate time of patient arrival

### Handover: the Starship Child Health ward charge nurse ensures that;

- The health care personal transporting the patient receive a handover that includes all relevant information about the patient's status, equipment needed, infectious status and any special needs, medications and feeds that may be required during transport.
- Staff in the receiving unit have had a full verbal handover of all relevant information about the patient status and any special requirements on arrival in destination unit
- Patient travels with all appropriate written documentation

- Copies of: Medical discharge letter, nursing transfer documentation, recent vitals/ PEWs chart, recent medication chart and weight chart

Family

- Family / care giver and patient are informed and know where the patient is going, why, how
- Transport for one family member arranged with transport team
- Additional family members to arrange their own suitable transport.
- The Home DHB may help to arrange transport for other family members.
- Social worker assistance may be appropriate to assist this process
- Any specific or special requests from family / caregivers or patients regarding their mode of transport that are outside usual practice must be agreed upon by senior medical and nursing staff and documented in the patient's clinical record