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

<table>
<thead>
<tr>
<th>Family</th>
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<tbody>
<tr>
<td>☐ Family / care giver and patient are informed and know where the patient is going, why, how</td>
</tr>
<tr>
<td>☐ Transport for one family member arranged with transport team</td>
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<tr>
<td>☐ Additional family members to arrange their own suitable transport.</td>
</tr>
<tr>
<td>☐ The Home DHB may help to arrange transport for other family members.</td>
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<tr>
<td>☐ Social worker assistance may be appropriate to assist this process</td>
</tr>
<tr>
<td>☐ 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</td>
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