

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>PATIENT TRANSFER PROTOCOL</p>	<p>PATIENT TRANSFER – HELIPADS MANAGEMENT STANDARDS – TAURANGA HOSPITAL</p>	<p>Policy 6.4.1 Protocol 12</p>
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STANDARD

To ensure the safe operation of the helipad at Bay of Plenty District Health Board (BOPDHB), Tauranga Hospital site, by BOPDHB staff. The hangar at the helipad is owned by the Philips Search and Rescue Trust and they are responsible for the hangar and the fuel installation.

PROCEDURE

1. Helipad access

1.1 Landing approach:

- a) An approach or departure will be selected that minimises the risk to third parties and the people on board the aircraft.
- b) The current weather conditions and aircraft performance will determine the most suitable approach / departure methods and path on the day.

1.2 Patient egress:

- a) Ramp / lift access will always be provided by BOPDHB.
- b) Ambulance access will always be available as a backup in times of power failure / lift unavailability.

2. Lighting

2.1 The helipad has flood and perimeter lights (single-intensity unidirectional helipad edge lighting system). This is normally activated by pilot signal, but manual operation is possible.

2.2 Pilot Activated Lighting (PAL) system:

- Range: 10 to 20 nautical miles (local operation)
- Signal: 124.0 MHz, 5 pulses in 3 seconds
- Lighting duration: 20 minutes. No warning before lights turn off.
- Reset: any signal transmission resets lights for 20 minutes.

3. Staff Training

Important: Only those BOPDHB staff who have undergone helicopter safety training are to go on the helipad when aircraft are operating.

- 3.1 Primary response crew are employed by St Johns and have undergone PSRT safety training.
- 3.2 Clinical staff working on the helicopter must have had standard helicopter safety training so they can be deemed crew members.
- 3.3 Clinical staff must be trained in procedures for loading and unloading of the aircraft and the use of the helicopter equipment. The Clinical Nurse Co-ordinator of Patient Transport is responsible for ensuring that staff are properly trained.
- 3.4 Other clinical staff may go on the helicopter only if a 'crew member' is present. All untrained staff or family are to have the emergency procedures card explained to them prior to departure.

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<p>Protocol Steward: Clinical Nurse Co-ordinator, Patient Transport</p>	<p>Authorised by: Medical Leader, Anaesthesia & Surgical Services</p>	

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4. Extra Assistants

4.1 If Security are required on the helipad, or for patient transport to the ICU or ED, then they are under the direct supervision of the pilot.

5. Pilot warning call

5.1 When 10 minutes from landing, the pilot will call Tauranga ED and request an Orderly and the trolley.

5.2 The incoming pilot triggers the PAL system at 10 nautical miles - if the lights are already on they will be reset

5.3 Manual operation: If manual operation is required, the Tauranga Hospital Orderlies use the switch which is located in lift tower storage room.

6. Safety

6.1 Nobody is to approach the aircraft unless indicated to approach by the pilot, especially while the turbines are closing down or starting up.

6.2 The orderly is to wait behind the gate at the edge of the helipad, where the pilot or crew can see them.

6.3 Prior to any aircraft landing or taking off, ensure the area is clear of any linen, plastic bags or any other foreign objects.

7. Landing procedure

7.1 When the helicopter settles, the aircraft is shut down and rotors have stopped, the pilot will give a clear acknowledged 'thumbs up' signal to the Orderly to approach.

8. Missions

8.1 The Trustpower TECT helicopter operates as an air ambulance in two (2) roles

a) Primary response - crewed by St Johns staff. They will accompany the patient until formal handover to the Tauranga ED.

b) Inter-hospital transfers

9. Firefighting equipment

9.1 For immediate use by BOPDHB staff and helicopter crew, 3 x 10 kg dry powder extinguishers are stored on the fuel installation and in the hangar.

9.2 1 x 2 kg extinguisher is in the aircraft and 1 in the hangar kitchen.

10. Cleaning:

10.1 Particular groups have their own responsibilities:

a) Hospital Cleaners - cleaning of the access area and the lifts.

b) Orderlies - putting the stretcher away in the lift tower storage room in a clean condition.

c) Flight Team - cleaning and restocking their own equipment

d) Helicopter Crew - cleans up minor oil spills etc.

11. Helipad

11.1 The helipad does not need routine cleaning.

11.2 Cleaning the helipad of blood spills, vomit etc is to be completed by the crew caring for the patient.

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ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board 6.4.1 Patient Transfers
- Bay of Plenty District Health Board policy 5.1.16 Helipads Management
- Bay of Plenty District Health Board policy 6.4.1 P1 Patient Transfer - Internal Hospital (Inter Departmental)
- Bay of Plenty District Health Board policy 6.4.1 P2 Patient Transfer - Inter Hospital
- Bay of Plenty District Health Board policy 6.4.1 P3 Patient Transfer - Road Ambulance TO Another Hospital
- Bay of Plenty District Health Board policy 6.4.1 P4 Patient Transfer - Road Ambulance FROM Another Hospital
- Bay of Plenty District Health Board policy 6.4.1 P5 Patient Transfer - Air Ambulance Transfer of the Critically Ill Patient (ICU Level Acuity)
- Bay of Plenty District Health Board policy 6.4.1 P6 Patient Transfer - Air Ambulance Transfer of the Critically Ill Patient (HDU Level Acuity)
- Bay of Plenty District Health Board policy 6.4.1 P7 Patient Transfer - Type of Air Ambulance Service & Contact Process
- Bay of Plenty District Health Board policy 6.4.1 P8 Patient Transfer - Referral Work to the Tauranga Flight Team by a Tertiary Flight Team
- Bay of Plenty District Health Board policy 6.4.1 P9 Patient Transfer - National Elective Transfer / Repatriation
- Bay of Plenty District Health Board policy 6.4.1 P10 Patient Transfer - International Repatriating / Transfer
- Bay of Plenty District Health Board policy 6.4.1 P11 Patient Transfer - To Waikato Cardiac Care

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