

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>PATIENT TRANSFER PROTOCOL</b></p>	<p><b>PATIENT TRANSFER – INTERNATIONAL REPATRIATION / TRANSFER STANDARDS</b></p>	<p><b>Policy 6.4.1 Protocol 10</b></p>
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### STANDARDS TO BE MET

When duration of proposed transfer is 10 hours or more, two (2) transfer personnel will be required

A rest period of no less than 24 hours at the destination is required when international standard time difference is greater than four (4) hours.

Distance to be transported will dictate choice of dedicated air ambulance or commercial airline.

Dedicated air ambulance e.g. jet services the pacific rim countries e.g. Australia, Pacific Islands, South East Asia and Hawaii – refer to protocol 5.

STEP	PROCESS / TASK	RESPONSIBILITY
<b>1. Patient transfer process</b> (initiated by Medical Officer / Clinical Nurse Manager)		
	<ul style="list-style-type: none"> <li>• establishes patient fitness to fly</li> <li>• has gained acceptance of patient's treatment at a health facility in the patient's country of residence / destination</li> <li>• Contact Ambulance Co-ordinator to:               <ul style="list-style-type: none"> <li>a) document initial assessment and establish care plan for preparation and requirements for transfer</li> <li>b) establish appropriate method of transfer i.e. seated or stretcher</li> <li>c) establish passport or visa requirement for patient</li> </ul> </li> <li>• Establishes if:               <ul style="list-style-type: none"> <li>a) dedicated air ambulance or commercial airline to be used</li> <li>b) completes MEDA form for commercial airline</li> <li>c) Oxygen, special needs discussed with airline personnel</li> </ul> </li> </ul>	Referring Consultant
<b>2</b>	<ul style="list-style-type: none"> <li>• Establish financial responsibility</li> <li>• Contacts finance department and payment negotiated</li> <li>• Transfer confirmed</li> <li>• Insurance provided for:               <ul style="list-style-type: none"> <li>a) patient life cover,</li> <li>b) Staff life, disability and indemnity cover</li> </ul> </li> </ul>	Service Manager
<b>3</b>	<ul style="list-style-type: none"> <li>• Liaises with Duty Manager to establish composition of Transfer Personnel</li> <li>• Liaises with Flight Personnel to handover:               <ul style="list-style-type: none"> <li>a) initial care plan and requirements for transfer</li> <li>b) passport or visa requirements</li> </ul> </li> </ul>	Ambulance Co-ordinator
<b>4</b>	<ul style="list-style-type: none"> <li>• Arranges Flight Nurse(s) / Transfer Personnel</li> <li>• Nurses roster planned</li> </ul>	Duty Manager

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STEP	PROCESS / TASK	RESPONSIBILITY
5	<ul style="list-style-type: none"> <li>Establish a liaison person at the airline</li> </ul> <p><u>Flight Nurse 1</u>: - responsible for patient preparation</p> <ul style="list-style-type: none"> <li>Meet patient / next of kin,</li> <li>make regular assessments of patient progress and status,</li> <li>provide checklist to ward for patient preparation ie. bowel regime,</li> <li>Prepare medication prescription and letter, supplies and equipment,</li> <li>prepare letters, Nursing, Medical, Allied Health and xrays, lab/test results</li> </ul> <p><u>Flight Nurse 2 / Doctor</u>: - responsible for paperwork</p> <ul style="list-style-type: none"> <li>as per Flight Nurse 1 last bullet point</li> <li>check insurance is in place</li> <li>arrange petty cash for departure taxes and country of destination</li> <li>check passports and ticket for staff and patient ready</li> <li>customs clearance for medications</li> <li>reconfirm ambulance, hospital at destination and staff accommodation</li> </ul>	Transfer / Flight Personnel

#### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.2.5 Media
- Bay of Plenty District Health Board policy 6.4.1 Protocol 3 Patient Transfer – Road Transfer Standards (To / From Another Hospital)
- Bay of Plenty District Health Board policy 6.4.1 Protocol 5 Patient Transfer – Air Transfer Standards (To / From)
- Bay of Plenty District Health Board policy 2.5.2 protocol 4 Health Records - Transportation by BOPDHB Staff Members
- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Vehicle Fleet

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