**RSCH to PRH Medical Transfer Protocol**

This process must be completed no earlier than 24 hrs prior to expected transfer. PRH should be considered for transfer of patients not requiring a tertiary service, regardless of postcode and social needs – *these should not be barriers to transfer*. This will ensure patients are admitted to the right bed to meet their needs and help support Trust wide flow. This process is a clinical decision.

**If for any reason the referred patient has been accepted and not transferred within 24 hours, this process should be restarted.**

Referral and Acceptance Process

1. Confirm patient has been informed of transfer - this must be the initial step before the process is continued
2. *A) If Patient is under Acute Medicine or Frailty*

Senior Clinican on AAU decides patient suitable for transfer to PRH

Clinician to contact PRH Reg on 6044 to confirm / accept transfer

B) If *Patient under Speciality Medicine or Tertiary Service*

Senior clinician responsible to contact Acute Medical Consultant at PRH on 3232 to confirm / accept transfer

1. Medical staff to complete transfer form (see Appendix 1) and return to [bsuh.repatriations@nhs.net](mailto:bsuh.repatriations@nhs.net) and inform site team of transfer by phone
2. Medic to inform AAU coordinator of transfer agreement and that form has been completed
3. AAU coordinator to update narrative and transfer column in Medway if Patient on AAU (Local process if not on AAU)

Allocation and transfer Process

1. Clinical Site Manager to allocate which ward the patient is being transferred to and

confirm expected date and time of arrival with transferring and accepting wards

1. Nurse led SBAR/handover from RSCH ward to PRH allocated ward

Arrival Process

1. When patient arrives on PRH site - Ward staff should contact the medical registrar on bleep 6044
2. Medical registrar to update the whiteboard to the patient status as arrived and arrange review of the patient
3. The patient will be reviewed as part of the post take consultant ward round.

Appendix 1 – RSCH to PRH transfer form – *already in use*

