

# Sussex Trauma Network Repatriation Crib Sheet

*Networked care relies on timely movement across the network*

To clarify the new STN Repatriation Policy, this crib sheet is a simplification of and contains information already in the policy. If there is a conflict, then the latest version of the Policy, as on the STN website takes precedence.

All Trauma Units must ensure they have a Single Point of Contact (SPOC) for sending and receiving patient repatriation referrals. The SPOC should be contacted via single unique e-mail address and ideally also a single unique telephone number.

The SPOC e-mail address should be monitored by team of people, who should have direct access to all the relevant people involved in the escalation process should repatriation timelines breach 48 hours.

## Single Point of Contact emails:

MTC SPOC:	<a href="mailto:uhsussex.major.trauma@nhs.net">uhsussex.major.trauma@nhs.net</a>
St Richards SPOC:	<a href="mailto:uhsussex.srhsitemanagementteam@nhs.net">uhsussex.srhsitemanagementteam@nhs.net</a>
Worthing SPOC:	<a href="mailto:uhsussex.WorthingSiteMangementTeam@nhs.net">uhsussex.WorthingSiteMangementTeam@nhs.net</a>
Conquest & Eastbourne (ESHT) SPOC:	<a href="mailto:esht.majortraumarepatriation@nhs.net">esht.majortraumarepatriation@nhs.net</a>

## MTC SPOC Duties:

- Identify local hospital of patient after admission to MTC – within 48 hours
- Inform SPOC of local hospital (if it is not the MTC) of the admission and potential later repatriation – **First notification** - within 48 hours
- Determine in collaboration with consultant and MDT whether and when the patient is suitable for repatriation
- Complete Repatriation Form and e-mail it and the Rehabilitation Prescription to SPOC of local hospital – **Formal referral**
- Escalate if repatriation information is not received from local hospital within the required timeframes – on a daily basis until conclusion
- Inform MTC clinical staff of who at local hospital to do handover with

## TU SPOC (St Richards, Worthing, Conquest, Eastbourne)

- Receive and read e-mails from MTC - **First notification** and **Formal referral**
- After **First notification** start to identify appropriate specialty and receiving consultant
- Ensure bed management team are informed and/or are the SPOC
- After **Formal referral** is received, finalise identification of appropriate specialty and receiving consultant
- Inform MTC SPOC of speciality and receiving consultant with contact details within 24 hours of receipt of **Formal referral**
- Inform MTC SPOC of receiving ward within 24 hours of receipt of **Formal referral**
- Escalate if repatriation decisions are not made within the required timeframes – on a daily basis until conclusion

If patient passes the 48 hour deadline for repatriation, the SPOC escalates to:

- MTC Head of Site Operations
- Trauma Network Manager – Erin Burns [erin.burns@nhs.net](mailto:erin.burns@nhs.net) / 07708 269561

## Hospital SPOC and Contact details

Organisation	Single point of contact (SPOC) and other contacts email addresses	Contact names
UHSussex - RSCH MTC	<a href="mailto:uhsussex.major.trauma@nhs.net">uhsussex.major.trauma@nhs.net</a> <a href="mailto:stephanie.tilston@nhs.net">stephanie.tilston@nhs.net</a> <a href="mailto:peter.lane5@nhs.net">peter.lane5@nhs.net</a> <a href="mailto:terece.walters@nhs.net">terece.walters@nhs.net</a>	<b>SPOC</b> Stephanie Tilston – MTC Clinical Lead Peter Lane – Managing Director – RSCH and the Alex Terece Walters – Managing Director of Nursing – RSCH & The Alex
UHSussex - Worthing	<a href="mailto:uhsussex.WorthingSiteMangementTeam@nhs.net">uhsussex.WorthingSiteMangementTeam@nhs.net</a> <a href="mailto:katherine.coates@nhs.net">katherine.coates@nhs.net</a> <a href="mailto:uhsussex.WorthingCSMs@nhs.net">uhsussex.WorthingCSMs@nhs.net</a> <a href="mailto:s.mardlin@nhs.net">s.mardlin@nhs.net</a> <a href="mailto:victoria.cooper7@nhs.net">victoria.cooper7@nhs.net</a>	<b>SPOC</b> Kate Coates – TU Clinical Lead <b>Clinical Site Managers:</b> – Vivienne Jarrett, Kamila Naick, Ashley Young, David Fitzpatrick Stephen Mardlin – Managing Director – Worthing and Southlands Victoria (Tori) Cooper – Managing Director of Nursing – Worthing & Southlands
UHSussex - St Richards, Chichester	<a href="mailto:uhsussex.srhsitemanagementteam@nhs.net">uhsussex.srhsitemanagementteam@nhs.net</a> <a href="mailto:vibhor.tiwari@nhs.net">vibhor.tiwari@nhs.net</a> <a href="mailto:alison.ayhan@nhs.net">alison.ayhan@nhs.net</a> <a href="mailto:p.miller@nhs.net">p.miller@nhs.net</a> <a href="mailto:glen.spruce@nhs.net">glen.spruce@nhs.net</a> <a href="mailto:hetti.parkes@nhs.net">hetti.parkes@nhs.net</a> <a href="mailto:charlotte.freeman@nhs.net">charlotte.freeman@nhs.net</a> <a href="mailto:pamhidzai.stephens1@nhs.net">pamhidzai.stephens1@nhs.net</a>	<b>SPOC</b> Vibhor Tiwari – TU Clinical Lead Alison Ayhan Paula Miller Glen Spruce Hetti Parkes – Trauma Co-ordinator Charlotte Freeman – Managing Director – St Richards Pam Stephens – Managing Director of Nursing – St Richards
UHSussex - Trust wide	<a href="mailto:siobhan.murray5@nhs.net">siobhan.murray5@nhs.net</a>	Siobhan Murray, MD – Unscheduled Care
ESHT - Conquest & Eastbourne	<a href="mailto:esht.majortraumarepatriation@nhs.net">esht.majortraumarepatriation@nhs.net</a> <a href="mailto:p.cornelius@nhs.net">p.cornelius@nhs.net</a> <a href="mailto:james.flaherty@nhs.net">james.flaherty@nhs.net</a> <a href="mailto:charlotte.obrien14@nhs.net">charlotte.obrien14@nhs.net</a>	<b>SPOC</b> Paul Cornelius – TU Clinical Lead James Flaherty Charlotte O'Brien – COO
Sussex Trauma Network	<a href="mailto:uhsussex.sussextrauma@nhs.net">uhsussex.sussextrauma@nhs.net</a> <a href="mailto:peter.westhead@nhs.net">peter.westhead@nhs.net</a> <a href="mailto:Erin.burns@nhs.net">Erin.burns@nhs.net</a> <a href="mailto:benjamin.hull@nhs.net">benjamin.hull@nhs.net</a>	<b>Network E-mail</b> Peter Westhead – STN Clinical Director Erin Burns – STN Manager Ben Hull – STN Admin Support

## Repatriation Algorithm

