

Thames Valley ACC ODN Transfer Form (v1.10 updated April 2022)

Important Telephone Numbers			
Dedicated Network Ambulance: 0300 303 4147 SCAS: 0300 123 9822/9826			
Oxford Critical Care, Level 2	01865 220539	MK ICU	01908 996381
Oxford Critical Care, Level 3	01865 220585	RBH ICU	01183 227257
OUH CTCCU	01865 572639	SMH ICU	01296 315620
OUH Churchill ICU	01865 235078	WGH ICU	01494 425558
OUH Neuro ICU	01865 234918	Wexham ICU	03006 153202

ATTACH ADDRESSOGRAPH LABEL

Checklist 1

Is the Patient stable for transfer?

Airway

- Airway safe or secured by intubation
- Tracheal tube position confirmed on CXR

Ventilation

- Paralysed, sedated and ventilated
- Established on transfer ventilator
- Adequate gas exchange confirmed on ABG

Circulation

- HR, BP stable
- Organ perfusion adequate
- Bleeding controlled
- Hb and blood volume adequate
- Arterial and venous access as appropriate

Neurology

- Seizures controlled
- ICP managed appropriately
- Pupillary reactions recorded

Trauma

- C-spine protected
- Pneumothoraces drained
- Bleeding controlled
- Long-bone/pelvic fractures stabilized

Metabolic

- Blood glucose >4mmol/L
- Potassium <6mmol/L
- Ionised Ca >1mmol/L
- Acid-base acceptable
- Temperature maintained

Monitoring

- ECG
- Blood pressure (IBP/NIBP)
- Oxygen saturation
- End-tidal CO2
- Temperature

Checklist 2

Are you ready for departure?

Patient

- Stable and secured on transport trolley
- Appropriately monitored
- Infusions + lines secured
- Insulin required? Yes / No
- Sedated and paralysed
- Wrapped to prevent heat loss

Staff

- Adequately trained/experienced
- Received handover
- Adequate clothing, money, credit card, phone

Equipment

- Appropriate equipment and drugs drawn up
 - Batteries checked + spares available
 - Sufficient O2 supply & BVM
- O2 required (L) = (FiO2 x minute volume + 1) x length of journey (mins) x2

Organisation

- Case notes/x-rays, results photocopied/sent
- Transfer documents prepared
- Location of bed and receiving doctor known
- Receiving unit advised of ETA
- Telephone numbers of referring and receiving unit available
- NoK informed and discussion documented
- Return journey planned

Checks on leaving the unit, in Ambulance and on arrival at receiving hospital

- Trolley secured
- Electrical equipment plugged into power supply
- Ventilator securely connected to portable/Ambulance oxygen supply and adequate ventilation confirmed
- Transfer bag & equipment safely stowed BUT immediately available

Form Instructions: On arrival x1 copy for the transferring hospital medical notes, x1 copy for the receiving hospital medical notes

Risk Assessment Completed: High Medium Low

