

# Wessex ACC ODN Transfer Form (v1.9 updated March 2022)

Important Telephone Numbers			
Dedicated Network Ambulance: 0300 303 4147 SCAS: 03001 239806			
Basingstoke ICU	01256 313560	Portsmouth ICU	02392 286035
Bournemouth ICU	0300 019 4054/5	Salisbury ICU	01722 413585
Chichester ICU	01243 831574	Southampton GICU	02380 777222 blp 1126
Dorchester ICU	01305 255596	Southampton NICU	02381 206401
Isle of Wight ICU	01983 534752	Southampton CICU	02381 206121
Poole ICU	0300 019 8590	Winchester ICU	01962 825037

**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

**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

### 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

