

Section: Division of Nursing

PROCEDURE

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HACKETTSTOWN REGIONAL MEDICAL CENTER

ICCU/PCU
(Scope)

TITLE: TRANSFER OF PATIENT FROM CRITICAL CARE to another INPATIENT UNIT

PURPOSE: To facilitate efficient and safe transfer of a patient out of the critical care area to another inpatient unit and to minimize the stressors related to that transfer.

EQUIPMENT LIST: None needed.

CONTENT: PROCEDURE STEPS

KEY POINTS

1. Obtain transfer orders from physician.
2. Obtain room assignment from the Administrative Supervisor or Charge Nurse of receiving unit.
3. Maintain or apply telemetry if ordered.
4. Notify patient of transfer procedure.
5. Total I&O; take vital signs; saline lock IVs ordered and dc lines, i.e., foley, NG as ordered by physician prior to transferring the patient off the unit.
6. Give report to receiving unit nurse.
7. Document patient's condition upon transfer using the Transfer Summary Form.
8. Document mode of transfer in final nurses' note and the name of the nurse that received report.
9. Gather belongings, patient records, and medications and take to new room/unit, including telemetry reports.
10. Transfer patient to new room via wheelchair or stretcher depending on activity status.
11. Introduce patient to new unit staff and roommate and ensure patient call bell is within reach and all safety measures are in place.
12. The physical transfer of the patient may be delegated to unlicensed personnel provided the primary nurse has already endorsed report to the receiving RN.

NOTE: Per HRMC provider orders must be rewritten upon transfer/ change in level of care.

Reassure patient to allay any anxiety.

If bed is not available to transfer the patient, all transfer orders need to be implemented as they are now the current therapies for the patient.

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6070.004a
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