

**HACKETTSTOWN REGIONAL MEDICAL CENTER
NURSING POLICIES
IN-HOSPITAL TRANSPORTATION OF PATIENTS**

Effective Date: 3/90

Policy No: 8620.InHospitalTransport

Cross Referenced: Nursing Department
Structure Manual

Origin: Nursing

Reviewed Date: 3/05

Authority: Chief Nursing Officer

Revised Date: May 6, 2015

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SCOPE

All Departments involved in the process for in hospital transportation of patients.

PURPOSE

To outline the process for in hospital transportation of patients.

POLICY

Safety of the patient will be emphasized during patient transportation within the facility.

PROCEDURE

- I. Admission
 - A. Direct Admission – All direct admissions will be escorted from registration to the assigned unit by an RN from the assigned unit. The patient will be transported via wheelchair.
 - B. Ambulatory Same Day Surgery and Minor Procedure patients and OB outpatients may go to the respective units without assistance.
 - C. Nursing home SDS patients are transported to the unit by stretcher or wheelchair.
 - D. Admissions from Emergency Department are admitted to their room by hospital transporters or nursing personnel from the Emergency Department or the Administrative Supervisor. Patients admitted from the ED to the ICU/PCU and all telemetry patients or patients who have an unstable condition require an RN in attendance.

- II. Prior to all in-hospital transports performed by hospital transporters, hospital transporters will perform the following:
 - A. Utilize appropriate patient identifiers to confirm correct patient
 - B. Follow hospital guidelines for fall risk precautions
 - C. Notify the primary RN that they are taking the patient

- III. Peri-Operative Transports
 - A. In-house patients are generally transported to the perioperative area by the OR Transporter/OR Equipment Tech.
 - B. Any unstable patient requires an RN in attendance for transportation to/from the peri-operative area. This will be at the discretion of the primary RN.
 - C. If OR Transport is unavailable, patients are transported to the peri-operative area by unit staff or Administrative Supervisor. Any patients held in PACU prior to going to the OR must not be left unattended.

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IV. Ancillary Department Transports (i.e. EEG)

- A. An RN will complete the Ticket to Ride if patient is going to an ancillary department.
- B. Transporter or Nursing personnel will provide transportation of patient's to/from ancillary departments.
- C. The nurse will need to assist with transportation to ancillary departments if:
 - 1. A transporter or qualified/BLS trained unit staff is not available.
 - 2. The patient's physical condition is unstable.
 - 3. The patient is an ICU patient
- D. The patient's ticket to ride must always accompany him/her when going to another unit for testing or a procedure.
- E. All patients who have titratable drips or blood products infusing will be transported with an RN in attendance.
- F. Patients with ventilators must be accompanied by a respiratory therapist.