

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>REGIONAL</p> <p>Applicable to all WRHA governed sites and facilities (including hospitals and personal care homes), and all funded hospitals and personal care homes. All other funded entities are excluded unless set out within a particular Service Purchase Agreement.</p>		<p>Level:</p> <p style="text-align: center;">1</p>
	<p>Policy Name:</p> <p style="text-align: center;">Transfer of Referred-In Patients Requiring Trained Escorts</p>	<p>Policy Number:</p> <p style="text-align: center;">80.20.050</p>	<p>Page</p> <p style="text-align: center;">1 of 2</p>
	<p>Approval Signature:</p> <p style="text-align: center;"><i>Original signed by M. Sussman</i></p>	<p>Section:</p> <p style="text-align: center;">Patient / Client / Resident Services</p>	
	<p>Date:</p> <p style="text-align: center;">October 2016</p>	<p>Supercedes:</p> <p style="text-align: center;">February 19, 2003 (Reviewed January 2006)</p>	

1.0 **PURPOSE:**

To provide guidelines for staff and facilities regarding those patients requiring a trained escort while receiving diagnostic and/or therapeutic procedures or attending other appointments at facilities within the Winnipeg Regional Health Authority (WRHA).

2.0 **DEFINITIONS:**

Referred-in Patients: patients admitted to a healthcare facility or under the active care of an Emergency Department who are referred to an alternate facility for diagnostic and/or therapeutic procedures or other appointments.

3.1 **POLICY:**

3.1.1 A referring facility, in consultation with the receiving facility, is required to:

- Ensure that any equipment required by the patient (e.g. oxygen, suction, IV poles, etc.) is arranged within the receiving facility prior to the transport.
- Provide any equipment required by the patient if it is not available within the receiving facility.
- Arrange for appropriate cleaning and disinfection upon return of any equipment used during the transfer.
- Provide a suitable escort with the appropriate education and experience to care for the patient (this need not be a health professional), provided the patient's care needs, including activities of daily living, can be met. The Referring Physician is responsible to ensure that the escort is of the appropriate level to meet the patients care needs.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair's office.

- Provide copies of relevant sections of the patient's current medical record, relevant x-ray films and other documentation as required by the receiving facility.
- Provide a copy of the patient's Health Care Directive or facility-based level of care document, if one exists, ensuring the escort(s) and receiving facility are aware of same.
- Arrange for return transportation to the referring facility.

3.1.2 The escort(s) will not be required to provide technical assistance with unfamiliar procedures. However, they may be asked by the receiving facility to perform routine duties such as positioning a patient, monitoring vital signs, etc., according to the patient's care needs. The escort(s) shall be able to:

- Provide necessary care, including change of clothing, assistance with meals, toileting and transfers.
- Provide patient care, appropriate to their scope of practice and level of experience, including care of indwelling catheters, drainage tubes, intravenous solution regulation, airway clearance, vital signs, etc.
- The escort will need to stay with the patient until after discussion between the receiving and referring facility. Following the discussion, the escort may be released or may be transferring the patient back to the referring facility.
- If the escort is not needed to stay with the patient (i.e. patient is to be admitted), it is the responsibility of the referring facility to arrange/pay for transportation of the escort.
- Provide pre and post-procedure care in the Receiving Facility, as required.

3.2 The receiving facility must ensure that all staff accompanying the patient are advised of the appropriate procedure and/or person to call if an emergency occurs while the referred-in patient is at the receiving facility.

3.3 Any compensation for missed breaks/meals and/or overtime accrued is the responsibility of the referring facility.

3.4 If a medical emergency occurs while the referred-in patient is at the WRHA facility, the patient will be triaged through the Emergency Department. Medical emergencies requiring an immediate response or cardio-respiratory arrests will be handled as per receiving facility policy, e.g. Code Blue response.

4.0 **PROCEDURE:** N/A

5.0 **REFERENCES:**

Policy Contact: Milton Good WRHA Regional Director of Patient Transport