



# Internal



# Transfer Checklist

## What?

- ◆ A new document to support the safe movement of patients within facilities.
- ◆ Includes a checklist of tasks that need to be completed prior to movement to diagnostics or transfer, such as identifying ACP status, equipment required during transport, CARE status, and PPE considerations
- ◆ **This document is intended to supplement existing safe patient transfer tools and is not to replace other processes**

## Why?

- ◆ To communicate essential patient information during intra-facility patient movement
- ◆ To protect staff and patients from exposure to communicable illness including but not limited to COVID-19

## How?

- 1) The sending health care provider will complete, sign, and date the document prior to the patient leaving the clinical area
- ◆ **Ensure additional precautions are clearly identified and write and highlight the appropriate COVID-19 zone in the *Other* section of task #5. I.e. COVID-19 Green/Orange/Red**

5. Requisition/hand-over documentation is completed with additional IP& C precautions clearly documented  
 Airborne  Contact  Droplet  Droplet/Contact  Enhanced Droplet/Contact  
 Other (specify): **COVID-19 Red**

- 2) If applicable, the health care provider will call the receiving location prior to the patient leaving the unit to notify that the incoming patient requires additional IP & C precautions
- 3) Prepare the patient for transport, do hand hygiene and apply appropriate PPE
- 4) Verify that all tasks on the checklist are completed and the document is signed
- 5) Arrange for physical movement of patient using site specific transport process
- 6) The transport staff will review the document and bring it with them to the patient destination. If the patient is returning to the sending area, the form is to accompany them back.

**Note: The documents may be used multiple times; The health care provider must review, confirm all items are unchanged, and identify this with date/time and their initials**

