

Ref no: 225300316
From: Public
Date: 30/03/16
Subject: Transfer forms

REQUEST & RESPONSE

1. Do your hospital internally use 'ward-to-ward' and/or 'emergency / critical departments-to-ward' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.

Yes, please find the attached ready-made forms used by the hospital (internally).

2. Does your hospital externally use 'ward/emergency / critical departments-to-other Trusts/nursing home/residential home' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.

Yes, please find the attached ready-made forms used by the hospital (externally).

3. Please tell me who completes, authorises and signs the empty fields on the ready-made forms in questions 1. and 2. above?

The nurse who is caring for the patient completes the empty fields on the ready-made form.

4. If hospital consultant authorises but does not have to sign the ready-made forms in questions 1. and 2. above, where is their authorisation record kept?

Consultant to consultant conversations are held to arrange patient transfer to other speciality wards or other hospitals. This information is recorded by the consultant in the patient records.

5. What happens if there is no hospital consultant there in ward/departments to sign the ready-made forms in questions 1. and 2. above?

The nurse who is caring for the patient is authorised to complete the ready-made forms also senior doctors work on shift 24 hours per day.

6. What about 'ward/department-to-isolated room' in the ward/department transfers - is there a ready-made form form? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms. Please tell me who completes, authorises and signs the empty fields on this ready-made form? If hospital consultant authorises but does not have to sign the ready-made form, where is their authorisation record kept? What happens if there is no hospital consultant there to sign the ready-made form?

No ready-made forms are used for 'ward/department-to-isolated room'
in the ward/department transfers.