



POLICY: Transfer of Patients Requiring Trained Escorts -
Acute Care

Program Area: Across Hospital Units

Section: General

Reference Number: CLI.4510.PL.013

Approved by: Regional Lead - Acute Care & Chief Nursing Officer

Date: Issued 2024/Dec/17
Revised

PURPOSE:

To provide guidelines regarding patients requiring a trained escort while receiving diagnostics, therapeutic procedures, consults, and/or appointments outside the sending facility.

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients
Executive Limitation (EL-03) Treatment of Staff
Executive Limitation (EL-07) Corporate Risk

POLICY:

Southern Health-Santé Sud has a process for the Transfer of Patients Requiring Trained Escorts.

PROCEDURE:

The sending facility, in consultation with the receiving facility, is required to:

- Ensure that any equipment required by the patient (i.e. oxygen, suction, IV poles, etc.) is arranged within the receiving facility prior to the transport. Ensure and provide equipment when needed.
- Arrange for appropriate cleaning and disinfection upon return of any equipment used during the transfer.
- Arrange return transportation to the sending facility. Any compensation for missed breaks/meals and/or overtime accrued as per collective agreement, is the responsibility of the sending facility.
- Provide a suitable escort with the appropriate scope of practice to care for the patient, that ensures that the patient's care needs are met including activities of daily living.
- When medically necessary consult primary health care provider and clinical team.
- Provide copies of relevant sections of the patient's current health record as required by the receiving facility.
- Provide a copy of the patient's CLI.5910.PL.008.FORM.01 Advance Care Planning Goals of Care Form.
- Complete CLI.4510.PL.013.FORM.01 Patient Escort information Sheet.

1. Primary Nurse

- Review with escort CLI.4510.PL.013.FORM.01 Patient Escort information Sheet, original to go along with escort and copy in health record.
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2. The Escort(s) are
 - Not be required to provide technical assistance with unfamiliar procedures or provide any care during the recovery of conscious sedation. However, they may be asked by the receiving facility to perform duties within their scope of practice. Examples: Provide necessary care, including change of clothing, assistance with meals, toileting, transfers, and vital signs.
 - Needed to stay with the patient for the entire duration of the appointment/procedure. In the event the patient does not return to the sending facility, discussion occurs between the sending and the receiving facility. Arrangements are made by the sending facility to transport the escort back at the cost of the sending facility.
3. When a nurse from Southern Health-Santé Sud accompanies the patient on the inter-facility transfer, CLI.4110.PL.007.FORM.02 Nurse Escort Interfacility Transfer Record is used to document information received prior to transfer, for documentation of care during the transfer, and that transfer of care occurred at the receiving facility.
4. The receiving facility ensures the escort(s) are advised of the appropriate procedure and/or person to call if an emergency occurs. Medical emergencies requiring an immediate response are handled as per receiving facility policy, i.e. Code Blue response, call 911.

SUPPORTING DOCUMENTS:

CLI.4110.PL.007.FORM.02	Nurse Escort Interfacility Transfer Record
CLI.4510.PL.013.FORM.01	Patient Escort Information Sheet
CLI.4510.PL.013.SD.01	Patient Escort Information Sheet Sample
CLI.5910.PL.008.FORM.01	Advance Care Planning Goals

REFERENCES:

[CLI.4110.PL.007](#) Information Transfer at Care Transition - Interfacility Transfer

350.140.114-HSC-Transfer-of-Referred-in-Patients-Requiring-Trained-Escorts

Interlake Policy AC-1-P-31 Acute Care Transfer of Patients Requiring Trained Escorts