



POLICY: Transfer of Residents Requiring Trained Escorts
Program Area: Personal Care Home
Section: General
Reference Number: CLI.6410.PL.013
Approved by: Regional Lead - Community & Continuing Care
Date: November 14, 2024

PURPOSE:

To provide direction regarding residents requiring a trained escort while receiving diagnostics, therapeutic procedures, consults, appointments and/or transfer to another site outside of the personal care home / transitional care site.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

POLICY:

This policy outlines the process for the transfer of resident(s) requiring a trained escort(s). Trained escort(s) is/are to provide care with activities of daily living and perform duties within their scope of practice.

Trained escort(s) is/are not to provide technical assistance with unfamiliar procedures/practices. Transportation costs for residents in a personal care home or awaiting placement at a transitional care unit are to be charged in accordance with the Personal Care Home Resident Transportation Costs policy (CLI.6410.PL.029) and/or Manitoba Ambulance Services Program: Funding for Inter-Facility Transportation Policy.

Information is to be documented in accordance with the regional policy Information Transfer at Care Transition- Interfacility Transfer (CLI.4110.PL.007) when a resident is transferred from a personal care home to another facility.

DEFINITIONS:

Resident: a person who resides in a personal care home in the region or is awaiting placement for a personal care home in a transitional care unit.

Trained escort: any staff person who accompanies a resident on a transfer to another facility.

PROCEDURE:

1. Nurse, in consultation with the receiving site, is required to:
 - Ensure that any equipment required by the resident (e.g. oxygen, suction, IV poles, etc.) is arranged within the receiving site prior to the transport or to provide equipment when needed.
 - Arrange for appropriate cleaning and disinfection upon return of any equipment used during the transfer.
 - Provide a suitable escort with the appropriate scope of practice to care for the resident that ensures that the resident'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 resident's current health record as required by the receiving site. For inter-facility transfers, complete documentation in accordance with the regional policy Information Transfer at Care Transition- Interfacility Transfer (CLI.4110.PL.007).
 - Provide a copy of the resident's Health Care Directive or Advanced Care Planning – Goals of Care Form (CLI.5910.PL.008.Form.01) to the trained escort(s).
 - Complete Resident Escort Information Sheet (CLI.6410.PL.013.FORM.01).
2. Nurse is to review with the trained escort(s) the Resident Escort Information Sheet and provide the original to the escort(s) and put a copy in the resident's health record and document on the Integrated Progress Notes (IPN) that the Resident Escort Information Sheet was provided to the trained escort(s) accompanying the resident on the transfer.
3. Trained escort(s) is/are to stay with the resident for the entire duration of the appointment/procedure and provide pre and post procedure care in the receiving site within their scope of practice, as required. For inter-facility transfers, a trained escort(s) who is a nurse is to document on the Nurse Escort Interfacility Transfer Record (CLI.4110.PL.007.Form.02). If the resident is not being returned to the site, the trained escort(s) is/are to return to the originating site.
4. Trained escort(s) is/are to ask the responsible clinician at the receiving facility who they are to call if a priority matter/emergency is to take place. Medical emergencies requiring an immediate response are to be handled in accordance with the receiving site's policy (e.g. Code Blue Response, call 911).
5. Escort(s) is/are to return any equipment or supplies to the personal care home/transitional site immediately upon the conclusion of the transfer.

SUPPORTING DOCUMENTS:

[CLI.6410.PL.013.FORM.01](#) Resident Escort Information Sheet

REFERENCES:

CLI 5910.PL.008.FORM.01 Advanced Care Planning – Goals of Care Form

CLI.4110.PL.007 Information Transfer at Care Transition - Interfacility Transfer

CLI.4110.PL.007.FORM.02 Nurse Escort Interfacility Transfer Record

Winnipeg Regional Health Authority (2016). *Transfer of Referred-in Patients Requiring Trained Escorts*. Cited on May 28, 2024 from: [Transfer of Referred-In Patients Requiring Trained Escorts \(wrha.mb.ca\)](#)