Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: **Resident Care**	**SUBJECT:** **Transfer of Resident – to Hospital**	**SECTION:** **T** **POLICY:** **5**
DATE: **September 2004** **REVISION DATE:** **June 2015**	**Administrator:** _____ **Director of Care:** _____	

TRANSFER OF RESIDENT – TO HOSPITAL

POLICY:

To ensure that the resident is transferred to hospital with all pertinent information necessary to adequately communicate the resident's health status and needs.

PROCEDURE:

- In the event of a non-emergency transfer to hospital, the Registered Staff will contact the Physician for the transfer order. The orders are to be written on the Doctor's Order sheet "Transfer to ER" and the Physician will sign the order on the next visit in. Transportation will be arranged, as necessary. For a non-emergency transfer by ambulance the Ward Clerk or Registered Staff member will complete the form and obtain the MT number. The ambulance dispatch must have the MT number on file prior to the transfer.

- The resident will be prepared for transfer to hospital making sure that proper grooming has occurred. Dentures and eyeglasses should be in place.

- The Registered Staff will attempt to notify the family of the transfer prior to it taking place.

- If an emergency transfer to hospital is required, the Registered Staff will call 911, then proceed with notifying the Physician and the family. An MT number is not required for an emergency transfer. PSW's will remain with the resident to provide comfort and reassurance while the Registered Staff is preparing the necessary paperwork.

- For both emergency and non-emergency transfers the following paperwork is required:
    - Resident Transfer Sheet
    - Copy of the Admission Physical
    - Copy of the Personal Care Decision Form
    - Health Card
    - DNR Validity Form if applicable
    - Any recent lab work, x-rays, or consultation reports (if requested)

- The Registered Staff will document all pertinent information in the multidisciplinary notes.