

Transfer of patients with cardiac monitors from ward 408 / CCU to other areas of the Trust.

Standard Operating Procedure

The operating procedure set out below must comply with the Data Quality Standards set out within Trust Data Quality Policy

1. Overview

This policy sets out for staff across the Trust what is required to ensure a safe and effective internal transfer for any adult patient who requires cardiac monitoring whilst attending investigations whilst at University Hospitals of Derby and Burton.

It includes an outline of the roles and responsibilities of trust staff, key principles fundamental to transfer and of factors that need to be considered with patients and the staff before and during transfer.

The standards in this policy should be adhered to by all trust staff regardless of the whereabouts of transfer or the time of day in which the transfer is taking place. A safe transfer of a patient between clinical areas will always be accompanied by the efficient transfer of timely, safely high-quality clinical practice when the responsibility for a patient is transferred from one area to another.

2. SOP Governance

Department: Ward 408

No of pages: 3

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Authorised by: SMBU2

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Frequency and Time frame: *Annually*

SOP-CLIN/4358/24

3. Key indicators, output or purpose from this procedure

The transfer of patients from the ward area to a department within the hospital and the patient has a cardiac monitor on is a core task for all members of the registered nurse team. This policy specifically applies to the transfer of patients from ward 408 whilst on cardiac monitoring to any area within the hospital.

4. Data Source

Incident happened whilst patient transferred off the ward without cardiac monitoring, when they were monitored on the ward, has led the team to complete a standard operating procedure to formalise the process of escorting patients of the ward whilst on cardiac monitors.

5. Process

1. All patients who are on a cardiac monitor must be nurse escorted when off the ward by a registered nurse.
2. All patients who are on a cardiac monitor must have cardiac monitoring equipment attached when going for any investigation or procedure off the ward.
3. Clear instructions to the area they are attending must be given regarding infection precautions, additional equipment (e.g. portable oxygen) and when porter has been booked. The following guidance should be used in conjunction with other patient-related information at the time.
4. All patients prior to transfer will need to be stable and appropriate medications given by the ward.
5. Any person involved in the transfer of a patient should have the necessary knowledge, skills and experience to be able to achieve a safe escort. (e.g. Health care assistants, student nurses and/or porters are not allowed to transfer patients independently to the area without the presence of registered members of staff).
6. An appropriate escort for the patient should be identified by the nurse in charge of the ward.
7. Before the transfer of patients within University Hospitals of Derby and Burton, an assessment of potential risk, using clinical judgement and this policy guide, must be undertaken to ensure the patient is escorted and transferred safely avoiding potential harm.

8. Medical case notes: Medical case notes must accompany patients on transfer.

6. Validation Checks

Failure to adhere to this Standard Operating Procedure could highly result in harm to the patient due to deterioration or cardiac arrest on route.

7. Sign off (separation, supervision, authorisation)

Stage/ purpose	Name and role	Date (how/ where evidenced)
Peer review:	XXX	XXX
Supervisor/ Lead review:	XXX	XXX
Information Asset Owner/ Trust Lead:	XXX	XXX

8. Information Governance

The transfer will follow the Information Governance guidelines around transfer of medical notes and patient's sensitive information.

9. Export/ use of data

Recipient(s)	When	How	responsibility
All Trust Staff	August 2023	Communications Team, NETI	Information Governance
All Senior Leaders	August 2023	Senior Sisters Meetings, Matrons	Matrons

9. Detailed Instructions

① 1 – How to xxx

Flowchart for transfer of patients to another department from 408

Patient identified as needing transfer to another department, if it's going to be the ward RN or RN from other cardiology department ie cath lab



Identify if the patient requires the portable cardiac monitor or the defib monitor, and transfer to device.



Ensure the patient is stable for transfer
Record observations on patient track
ensure not scoring higher than 3 in any domain.



RN to escort the patient to next department, taking the medical notes with them and staying with the patient till they are returned to the original ward and original cardiac monitoring commenced.