**Transfer of Accountability Form**

* **Faxed Sending Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Phoned Receiving Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Person to Person Transport Mode Level:\_\_\_\_\_\_\_\_\_\_\_\_\_ (see appendix B)**

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_** | |
| **S**  **Situation** | Primary Diagnosis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Isolation Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  IV Therapy: Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solution & Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Equipment:  Cardiac Monitor Rhythm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Oxygen: \_\_\_\_\_\_\_\_   Foley  NG Tube  Chest Tube  Mental Health Status:  Voluntary  Involuntary  Form 1  Family Situation/Language Barrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Admitted from:  Home  LTC  CCAC  Retirement Home  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B**  **Background** | Co-Morbidities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Medications:  BPMH Complete  MAR attached  Meds Sent with pt  Meds sent home  Mobility:  Independent  Walker  1 person assist  2 person assist  Mechanical Lift  Falls Risk: Y or N  ADL’s:  independent  dependent  Diet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Texture:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A**  **Assessment** | Time of last vitals: \_\_\_\_\_\_\_\_T: \_\_\_\_\_ P: \_\_\_\_ R: \_\_\_\_\_ BP: \_\_\_\_ O2 sat: \_\_\_\_ BG: \_\_\_\_\_\_\_  Head to Toe Assessment – See Secondary Assessment   |  | | --- | | Changes during Stay: | |
| **R**  **Recommendations** | Diagnostics Pending:  DI  Lab  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Physician Orders Reviewed:  Yes  No   |  |  | | --- | --- | | **Next 60 Minutes Priorities** | **Other Concerns:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **D**  **Document** | Belongings sent:  Dentures  Glasses  Hearing aid  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Patient Transport Level (see back of page):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HCP sending Patient (Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HCP receiving Patient (Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Patient Transport Mode Guideline**

\*\*\* The acuity of the patient must dictate who transfers patients from the Emergency Department (ED) to the Inpatient unit (IPU)

\*\*\* The person accompanying the patient from the ED to the IPU must ensure they have the knowledge, skill, judgment and scope to care for the patient being transferred

\*\*\* Collaboration between the ED and the Inpatient unit must occur to determine if the inpatient unit nurse is required to pick up patient, receive report and transfer to the IPU

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| **Patient Acuity Level** | **Description** | **General Patient Characteristics** | **Transfer** |
| **Level 1** | Stable with no to low risk of deterioration | Routine vital signs, intermittent IV infusion, no continuous monitoring | Porter or Delegate  (written) |
| **Level 2** | Stable with moderate risk of decline | Level 1 and continuous IV medications, pulse oximetry monitoring, personalized care with advanced assessment skills, EKG/telemetry in patients who are otherwise stable | Non-MRN but must be a health care provider with appropriate scope  (written) |
| **Level 3** | Unstable, rapid or ongoing decline | Level 2 and patient with increased acuity (ie 1:1 nursing, admitted to SCU etc). | MRN- Face to face & Written  (written & verbal) |