**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 TubeMental Health Status:  Voluntary  Involuntary  Form 1Family 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 homeMobility:  Independent  Walker  1 person assist  2 person assist  Mechanical Lift Falls Risk: Y or NADL’s:  independent  dependentDiet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Texture:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A****Assessment** | Time of last vitals: \_\_\_\_\_\_\_\_T: \_\_\_\_\_ P: \_\_\_\_ R: \_\_\_\_\_ BP: \_\_\_\_ O2 sat: \_\_\_\_ BG: \_\_\_\_\_\_\_Head to Toe Assessment – See Secondary Assessment

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| Changes during Stay: |

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| **R****Recommendations** | Diagnostics Pending:  DI  Lab  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Physician Orders Reviewed:  Yes  No

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| **Next 60 Minutes Priorities** | **Other Concerns:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **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) |