

Interfacility Acute Transfer Checklist

*For use by transport team**

Patient Name:		Date of Transfer:			
Modality of transfer:	Ground (ambulance) Air Sea	Time of departure:		Time of arrival:	
Sending facility:		Sending provider:	Name Signature		
Receiving facility:		Receiving provider:	Name Signature		
Reason for transfer:		Primary diagnosis/syndrome:			

1. Information gathering - Review <ul style="list-style-type: none"> <input type="checkbox"/> Patient identification and receiving facility/unit contact. <input type="checkbox"/> Current or recent diagnostic & imaging results. <input type="checkbox"/> Recent clinical course & note changes in physiological status that may need to be addressed prior to departure or during transfer. <input type="checkbox"/> Current vital signs, medications, & clinical condition. 	Ensure <ul style="list-style-type: none"> <input type="checkbox"/> Urgent clinical interventions are delivered before transfer. <input type="checkbox"/> Handover from treating clinician has occurred. <input type="checkbox"/> Current treatment plan and prescription chart are reviewed. <input type="checkbox"/> Family/caretaker is informed of transfer & destination. <input type="checkbox"/> There is a plan to manage possible complications.
2. Transfer preparation - Determine <ul style="list-style-type: none"> <input type="checkbox"/> Equipment requirements & pack appropriately including delivery and newborn packs, if required. <input type="checkbox"/> Oxygen requirements for duration of transfer, including preparation for delays. <input type="checkbox"/> Optimal care provider/team for patient needs (e.g. neonates). <input type="checkbox"/> Safety or security concerns and review with medical control. <input type="checkbox"/> Contact modality during transport (phone, radio etc.). <input type="checkbox"/> Considerations for heat or cold stress and plan for care. 	Ensure <ul style="list-style-type: none"> <input type="checkbox"/> Equipment is charged & spare batteries available. <input type="checkbox"/> Special circumstances are considered (e.g., infectious diseases or non-standard equipment requirements such as neonatal warmer). <input type="checkbox"/> Vehicle has been checked & refuelled. <input type="checkbox"/> Required medications are available and have not expired. <input type="checkbox"/> The receiving facility has agreed to receive the patient. <input type="checkbox"/> Equipment & medication can withstand temperature fluctuations.
3. Patient preparation~ - Check <ul style="list-style-type: none"> <input type="checkbox"/> Airway is unobstructed or secured with device if necessary. <input type="checkbox"/> Breathing is adequate or ventilation is optimised. <input type="checkbox"/> If intubated, endotracheal tube position is confirmed, documented, and secured. <input type="checkbox"/> If ventilated, patient is trialled on transport ventilator & settings optimized for patient condition. <input type="checkbox"/> Circulatory status (blood pressure, heart rate, perfusion) is adequate or is being actively managed. <input type="checkbox"/> All bleeding has been controlled, and wounds covered. If post-partum bleeding, ensure TXA and uterotonics given. <input type="checkbox"/> Ensure antibiotics are given for all patients with sepsis or who meet clinical criteria. 	<ul style="list-style-type: none"> <input type="checkbox"/> Any fractures, including spinal restriction, are stabilised. <input type="checkbox"/> Pain and sedation are adequately addressed. <input type="checkbox"/> Neurologic status is assessed and blood glucose > 4 mmol/l (70mg/dL). <input type="checkbox"/> All required indwelling attachments (IV access, catheters, drains) have adequate capacity and are correctly placed, & secured. <input type="checkbox"/> Patient is attached to transport monitoring equipment. <input type="checkbox"/> All needed interventions that cannot be done safely during transport have been performed at the sending facility. <input type="checkbox"/> Patient is packaged to ensure access to critical assessment locations during transport and minimise pressure area injury. <input type="checkbox"/> Patient is clinically stable enough to withstand transport stress. If not, make alternative plan with care team.

PAUSE: Before proceeding with transfer, double check all conditions are met for safe patient transport!

4. Before departure - Check <ul style="list-style-type: none"> <input type="checkbox"/> Patient is secured to the stretcher and stretcher is secured. <input type="checkbox"/> Patient is covered to maintain normal body temperature. If newborn patient, maintain ongoing kangaroo care. <input type="checkbox"/> All referral notes & relevant clinical documentation for handover are present. <input type="checkbox"/> All transport equipment is functioning properly. <input type="checkbox"/> All equipment is secured or stowed. 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate amount of oxygen is present for the duration of the transfer, including preparation for delays. <input type="checkbox"/> All infusions have been drawn for the entire journey, as well as spare supplies. <input type="checkbox"/> Adequate amounts of medication are in stock and present for the duration of transfer, including preparation for delays. <input type="checkbox"/> Personal items and medications issued to patient are present.
5. During transport – Ensure <ul style="list-style-type: none"> <input type="checkbox"/> Patient monitoring is continuous. <input type="checkbox"/> Any changes in airway, breathing, circulation, disability or exposure (ABCDE) status are recognised and interventions immediately begun. <input type="checkbox"/> Oxygen is transferred to mobile source/transport vehicle main supply. 	<ul style="list-style-type: none"> <input type="checkbox"/> Electronic equipment is plugged into ambulance power supply. <input type="checkbox"/> All emergency equipment is in reach. <input type="checkbox"/> Receiving facility is updated on estimated time of arrival. <input type="checkbox"/> Providers and equipment are secured in event of crash. <input type="checkbox"/> Documentation is completed. <input type="checkbox"/> Family members accompany the patient if safe and appropriate.
6. On arrival - Ensure <ul style="list-style-type: none"> <input type="checkbox"/> Report provided to the receiving team using Situation-Background-Assessment-Recommendation (SBAR[^]) structure. <input type="checkbox"/> Referral documentation is provided to the receiving team. <input type="checkbox"/> Patient is transitioned onto facility equipment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Transport vehicle is cleaned and restocked. <input type="checkbox"/> Sending facility & dispatch is informed on completion of transfer. <input type="checkbox"/> Transfer team has received any significant feedback from the receiving facility.

* Interfacility transfer requires a driver AND a provider. If a provider is not available, seriously consider the risk/benefit of transport to the patient.

~ As per WHO-ICRC Basic Emergency Care: <https://www.who.int/publications/i/item/9789241513081>

[^]Situation, Background, Assessment, Recommendation. Job aid: <https://www.who.int/publications/i/item/9789241513081>