

## Checklist: preparing for a *Retrieve* transfer

<b>Airway &amp; Breathing</b>	Endotracheal tube adequately secured for transfer (do not cut tube)? Lung protective ventilation? CXR required?
<b>Circulation</b>	IV access x2 Arterial line if indicated (intubated patients, vasopressor requirement) and only if time allows
<b>Neuro &amp; Sedation</b>	Regular pupil assessment Sedation and analgesia adequate?
<b>GI</b>	Is NG required?
<b>Renal</b>	Urinary catheter (all intubated patients)
<b>Micro</b>	Infection control issues? If so, inform Retrieve Antibiotics administered?
<b>Blood</b>	Blood products ordered if required for transfer? If uncertain, discuss with Retrieve
<b>Drugs</b>	Patient allergy status confirmed? Administer medication that is due Does the patient have any issued medications that need to be transferred with them? Prepare adequate infusions for journey and any additionally requested by Retrieve At a minimum for a ventilated patient, please prepare: <div> 2 x 50ml propofol (1% or 2%)  1 x 20ml fentanyl (1000mcg in 20ml)  1 x 10ml rocuronium (100mg) [or 1 x atracurium (100mg)]  1 x 50ml metaraminol 50mg in 50ml 0.9% NaCl (1mg/ml)  [or 1 x 50ml noradrenaline 8mg in 50ml 0.9% NaCl if central access available] </div> If uncertain, discuss with Retrieve
<b>Temperature</b>	Keep patient warm
<b>Identification</b>	2 patient identification bands
<b>Documentation</b>	Discharge summary (or transfer letter) Copy of relevant patient notes Copy of drug chart Copy of blood results Copy of relevant microbiology reports Imaging electronically transferred to receiving hospital? If uncertain, speak to PACS team
<b>Next of Kin</b>	Aware of transfer and destination?

## Document governance

<b>REFERENCES</b>	N/A
<b>RELATED DOCUMENTS AND PAGES</b>	<i>Retrieve</i> Call Handling and Triage SOP
<b>AUTHORISING BODY</b>	
<b>SAFETY</b>	Adequate patient information is required Ongoing resuscitation and stabilisation of the patient must continue whilst awaiting transfer
<b>QUERIES AND CONTACT</b>	<i>Retrieve</i> Leadership Team via <a href="http://www.retrieve.nhs.uk">www.retrieve.nhs.uk</a>