

## Appendix 2 – Checklist: preparing for a Retrieve transfer

Consider printing this to aid preparation

		Tick
<b>Airway &amp; Breathing</b>	Endotracheal tube or tracheostomy adequately secured for transfer (do not cut tube)?	
	Lung protective ventilation?	
	CXR required?	
	Tracheostomy spares: inner cannula, cleaning brushes, humidification device, speaking valve, spare tracheostomy tube	
<b>Circulation</b>	IV access x 2	
	Arterial line (intubated patients, vasopressor requirement) and <u>if time allows</u>	
<b>Neuro &amp; Sedation</b>	Regular pupil assessment	
	Sedation and analgesia adequate?	
<b>GI</b>	Is NG required?	
	Administer prophylactic antiemetic in awake patients: ondansetron 4mg IV	
<b>Renal</b>	Urinary catheter (all intubated patients)	
<b>Micro</b>	Infection control issues?	
	Undertake rapid COVID test if result not already known	
	Antibiotics administered?	
<b>Blood</b>	Blood products requested in transport box 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 medications that need transferring with them?	
	Prepare adequate infusions for journey and any additionally requested by Retrieve. At a minimum for a ventilated patient, please prepare: <ul style="list-style-type: none"> <li>• 2 x 50ml propofol (1% or 2%)</li> <li>• 1 x 20ml fentanyl (1000mcg in 20ml)</li> <li>• 1 x 10ml rocuronium (100mg) [or 1 x atracurium (100mg)]</li> <li>• 1 x 40ml metaraminol 20mg in 40ml 0.9% NaCl (0.5mg/ml)</li> </ul> [or if CVC available 1 x 50ml noradrenaline 8mg in 50ml 5% Dextrose]	
<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 and microbiology results	
	Imaging electronically transferred to receiving hospital? If uncertain, speak to your local PACS team	
<b>Next of kin</b>	Aware of transfer and destination? Signpost <a href="http://www.retrieve.nhs.uk/patients">www.retrieve.nhs.uk/patients</a> or give printed Information Leaflet	