

Transfer of Patients from ED to other NHS Lothian Sites

It is recognised that the best possible care for patients is for transfer into the specialty ward area for care by the specialty team, however in the setting where this is not possible, it is preferred to have the patient transferred onto the correct site, where the appropriate specialty is located, rather than have the patient wait in a front door area in a hospital without that specialty cover.

Once transferred, the patient will benefit from care from the specialist medical team.

If a patient in the front door area on one site is accepted by a specialty on another site, we wish to reduce the delay in transfer and so improve patient safety. The patient will now be transferred to the front door area of the hospital where the specialty is located and will wait in that area until the specialty bed is available.



(eg. A patient accepted by Colorectal/Urology will be transferred from RIE ED to WGH SAU if no bed is available on a surgical ward.)

Once transfer has occurred, the responsibility for the care of a patient while in the front door area will be with the accepting specialty and not, for example, the Emergency Department Medical Staff.

Patients must not be transferred between sites without acceptance by the relevant specialty team on the receiving site. Telephone handover to nursing team should also occur.

Process for Transfer to a Specialty on another NHS Lothian Site

- **Patient is accepted by Specialty.** (Record accepting Doctor/Consultant on TRAK)
- **Book Transport** - (Some patients may be suitable for Taxi or Own Transport)
- **Inform RIE Site & Capacity of Transfer**
- **No Bed Available** – Transfer from ED to Front Door area on other site.
Bed Allocated – Transfer from ED to Ward on other site.
- **Handover to receiving Nursing Team** (Telephone or TRAK)

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