

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 11340

VERSION: 1

SUBJECT/TITLE: CCT: ACLS INTRAFACILITY TRANSPORT POLICY

POLICY: Olive View-UCLA Medical Center (OVMC) may consider placing its own personnel and/or equipment on board a BLS vehicle for ground transport for immediate transport to an accepting facility capable of providing the medical services needed by a critically ill or injured patient.

PURPOSE: To provide a mechanism to expeditiously transfer patients from Olive View-UCLA Medical Center to another facility for patients in need of a higher level of care.

DEPARTMENTS: **ALL, Emergency Medicine, Internal Medicine, Medical Administration, Nursing, Pharmacy, and Respiratory Therapy**

DEFINITIONS: Critical Care Transport (CCT)
Respiratory Care Practitioner (RCP)
Basic Life Support (BLS)
Olive View-UCLA Medical Center (OVMC)
Administrative Nursing Officer (ANO)
Medical Alert Center (MAX)

PROCEDURE:

I. Principles

1. This hospital wide policy applies only when the transferring hospital (OVMC) has decided to send its own personnel and/or equipment for immediate transport.
2. An interdisciplinary team of physicians, registered nurses, respiratory therapist, medical administration, and the Medical Alert Center (MAC) will plan and coordinate the process. Members of the transport team may opt out from accompanying the patient if he/she is not comfortable being placed in the back of an ambulance.
3. Patient condition should be stabilized to the extent possible prior to transport.
4. The Critical Care Transport (CCT) team will consist of a Registered Nurse, and/or RCP, and/or MD if needed in addition to the BLS transportation personnel.

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5. The appropriate level of transportation shall be determined by the on-site transferring facilities physician with the guidance of the MAC transfer coordinator, in consultation with the receiving facility physician.
6. A private ambulance company must be licensed by the County of Los Angeles as a basic life support (BLS) provider, in order to be eligible for approval as a critical care transport provider of a critically ill patient, given that all critical care supplies and equipment are provided by the CCT team.
7. A Registered Nurse from the Department of Emergency Medicine (DEM) with 3 years of Emergency Room experience and completion of the Los Angeles County Emergency Room Training or hold a Certified Emergency Room Nurse (CEN) certification. Registered Nurse from the Intensive Care Unit (ICU) who has worked a minimum of 2 years in critical care.
8. Registered Nurse needs to attend the Olive View-UCLA Medical Center Critical Care Transport Training Program.
9. RCP may be utilized to perform duties corresponding with their scope of practice; however, additional transport personnel (EMT, RN, Physicians, or paramedics) must accompany the RCP based on the level of acuity and anticipated patient's care requirements.
10. The transferring physician, in consultation with the receiving physician, assumes responsibility for determining the appropriateness of the transfer. It is not the responsibility of the transporting hospital nor the transport personnel to determine whether the transfer is appropriate.
11. The transporting hospital shall provide the transport personnel with appropriate transfer documents in compliance with Title 22 and EMTALA transfer requirements. Transporting Registered Nurse will provide a copy of documentation completed during transport for record purposes and update the patient medical record upon return to base hospital.

II. Medication

- Transport medications (CCT Transport Medication box) will be stored in the Pharmacy.
 - Staff will implement routine expiration check and provide proper storage of the CCT Medication box during transport.
1. The CCT Registered Nurse who will go with the patient during transport, will arrange for someone to be responsible for retrieving the medication from the

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Pharmacy and double check that the medications are within appropriate expiration dates.

2. If the CCT Medication box is used during transport, RN will return the used box to the Pharmacy and reconcile the meds used or wasted with the pharmacist.
3. Registered nurse will obtain a Physician order form with the MD signature prior to transport and document all medication given during transport.

III. Documentation

1. Registered Nurse will utilize Critical Care Transport Physician Orders with MD signature during transportation.
2. During transport, the RN will document the Transport Medication Usage sheet, each medication dose administered, date/time and initial.
3. For Narcotic administration; document the does, date/time administration, and initial with independent double check (co-sign).
4. The transport team shall ensure that a patient care record is completed for each patient.
 - a. The patient care records shall include documentation regarding patient monitoring and care during transport, from the time of the patient contact at the sending facility until transfer of care at the receiving health facility.
 - b. Documentation will be given to the receiving hospital during handoff, and a copy will be made to bring back to Olive View-UCLA and scanned into the medical record.

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References:	
Ref. No. 414	Critical Care Transport (CCT) Provider
Ref. No. 451.1 1a	Private Ambulance Vehicle Essential Medical and Personal Protective Equipment
Ref. No. 517,	Provider Agency Transport/Response Guidelines
Ref. No. 620.1,	EMS Quality Improvement Program Guidelines
Ref. No. 702	Control Drugs Carried on ALS Units
Ref. No. 712,	Nurse Staffed Critical Care Unit Inventory
Ref. No. 713,	Respiratory Care Practitioner (RCP) Critical Care Unit Inventory
Ref. No. 802,	Los Angeles County Emergency Medical Technician (EMT) Scope of Practice
Ref. No. 803,	Los Angeles County Paramedics Scope of Practice
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Rima Matevosian (Chief Medical Officer)	Date: 02/22/2019
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