

# LAC+USC MEDICAL CENTER

## DEPARTMENT OF NURSING SERVICES POLICY

Page 1	Of 3
Original Issue Date: 08/91	Policy # <b>705</b>
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Subject: <b>TRANSFER – INTERNAL</b>	
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee
Approved by: (signature on file) Isabel Milan Chief Nursing Officer	

### PURPOSE

To describe the process, utilized by nursing, for transferring patients within the LAC+USC Medical Center (LAC+USC)

### POLICY

Nursing staff must ensure there is a physician’s order for patient transfer and a current transfer reconciliation history. The patient who is being transferred is the responsibility of the transferring area until that patient is received at the new designated area and care is formally transferred to the receiving caregivers. Nursing staff will notify medical staff of the patient’s arrival in the receiving area. If nursing staff is unable to obtain physician orders for a transfer within one hour, the staff needs to notify the nurse manager / supervisor. The nurse manager / supervisor will within one hour notify the Chief Medical Officer / Medical Officer of the Day

### PROCEDURE

#### **Guidelines**

The transferring nurse will initiate the transfer only when the following criteria have been met:

- The patient’s physician determines that the patient is medically stable for transfer
  - If patient is unstable, a decision to transfer may be made based on the most appropriate place for the patient to receive medical care.
- Orders in effect at the time of patient transfer remain in effect until reconciled the by receiving service (Exception: If a treatment and/or medication order from a higher level of care unit is not allowed under the level of care for the receiving unit, the order will be held until receiving physician discontinues it.)
- A physician at the receiving service must agree to accept the patient
- The receiving area must have adequate space and personnel to care for the patient

Subject:  
**TRANSFER – INTERNAL / EXTERNAL**

Effective Date:  
10/15

Policy #  
**705**

Initials:  
(signature on file)

The following shall accompany the patient to the new area:

- Nursing personnel and/or medical staff and/or County Transportation
- Patient Transfer Record
- Bedside patient property

The Registered Nurse who is transferring the patient shall give report to the receiving area RN-- prior to the transfer. An opportunity to ask and respond to questions will be provided. (Exception: The Emergency Department (ED) will call the receiving unit to give report. If it takes longer than 30 minutes to give report the ED will send the patient to the receiving unit

See Nursing Policy, *“Hand Off Communication – Patient Care Report”* for specific communication requirements.

### **Special Circumstances**

#### *Jail/Custody Cases*

- Patients released from custody must be transferred/moved/released immediately from the Jail Service
- For transfer of patients remaining in custody, See Nursing Policy, *“Patients in Custody”*

#### *Antepartum/Postpartum Patients*

- Patients will be transferred based on physician’s orders; however, the nursing staff may transfer a patient without a physician’s order when:
  - Transfers are within like units
  - A baby dies and patient wishes to transfer to Gynecology
  - The transfer is in the best interest of the overall welfare of the mother/child
- Every effort shall be made to contact the physician before the transfer is completed
- If the physician cannot be contacted, the nursing staff will advise the physician of the transfer as soon as possible

#### *Newborn*

- Infants requiring isolation shall be placed in isolation
- Infants requiring emergency or immediate life support measure shall be transferred to the Neonatal Intensive Care Unit (NICU)
- Infants requiring care for conditions beyond the capability of the Perinatal Unit shall be transferred to the NICU

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### **REFERENCE**

DHS Policy 373, Transfer of Patients  
 Emergency Medical Treatment and Active Labor Act  
 Joint Commission National Patient Safety Goals, 2005-2006  
 Joint Commission Standards, Continuum of Care  
 LAC+USC Medical Center Infection Control Plan  
 LAC+USC Medical Center Policy #705: Transfer of Patients to LAC+USC Healthcare Network  
 LAC+USC Healthcare Medical Center #705.1: Transfer of Patients from the Network to Another Facility  
 LAC+USC Healthcare Medical Center #706: EMTALA Compliance  
 LAC+USC Healthcare Nursing Policy, “*Patients in Custody*”  
 LAC+USC Healthcare Nursing Policy, “*Hand Off Communication – Patient Care Report*”

### **REVISION DATES**

92, 93, 95, 96, 97, 05/98, 04/00, 12/01, 07/03, 04/05, 01/06, 06/06, 02/08, 09/08, 10/15