

GUIDELINE FOR THE EMERGENCY TRANSFER OF PATIENTS FROM THE ENDOSCOPY UNIT AT KIDDERMINSTER TREATMENT CENTRE/EVESHAM COMMUNITY HOSPITAL TO THE WORCESTERSHIRE ROYAL HOSPITAL

This guidance does not override the individual responsibility of health professionals to make appropriate decision according to the circumstances of the individual patient in consultation with the patient and /or carer. Health care professionals must be prepared to justify any deviation from this guidance.

THIS GUIDELINE IS FOR USE BY THE FOLLOWING STAFF GROUPS:

All clinical staff involved in transfer of patients from the Endoscopy Unit at Kidderminster Hospital. And Evesham Community Hospital

Lead Clinician(s)

Mr Richard Lovegrove Clinical Director Endoscopy

Approved by Directorate Team Meeting on: 1st September 2021

Review Date: 1st September 2024

This is the most current document and should be used until a revised version is in place

Key amendments to this guideline

Date	Amendment	By:
September 2021	New document approved	Trust Directorate Meeting/ Endoscopy Governance

GUIDELINE FOR THE TRANSFER OF PATIENTS FROM THE ENDOSCOPY UNIT AT KIDDERMINSTER TREATMENT CENTRE TO THE WORCESTERSHIRE ROYAL HOSPITAL

Introduction

There will be times when patients undergoing an endoscopic procedure may need to be transferred from the Endoscopy Unit at Kidderminster Hospital and Evesham Community Hospital to the Worcester Royal Hospital.

Reasons for transfer will fall into 3 categories:-

- Cardiac / Respiratory Arrest
- Deterioration in condition requiring urgent medical opinion or intervention
- Post procedure complication which cannot be managed within the Unit

The **following** guideline describes the process which should be followed and the staff skills required for a safe patient transfer in each of the above eventualities.

This guideline will be reviewed as necessary when there are any changes in the activity at Kidderminster Treatment Centre (KTC) Hospital & Evesham Community Hospital.

DETAILS OF GUIDELINE

Competencies required for assessment and recognition of need to transfer

All registered nursing staff will be trained and competent to recognise symptoms requiring transfer of a patient. Skills will be gained through training.

Skills required;

- Management of the deteriorating patient
- Mandatory ILS training (Senior nursing staff)
- Principles and Management of Haemostasis
- Specialty / procedure specific care
- NEWS 2 (National Early Warning Score)
- Management of a perforation.

Competency will be described and assessed via a competency framework and workbooks which will form part of the individual nurse's evidence of Continuing Professional Development and Competency.

Patients requiring transfer will be identified as follows:-

<ul style="list-style-type: none"> • Cardiac / Respiratory Arrest
<ul style="list-style-type: none"> • Deteriorating Symptoms, e.g. <ul style="list-style-type: none"> Unstable Angina Arrhythmias / Tachycardia Chest Pain Reduced Consciousness Excessive Bleeding Patient presenting on the day very unwell

Patients covered

Any adult patient having an endoscopic procedure in the Endoscopy Units at KTC Hospital & Evesham Community Hospital.

Transfer Process

The Endoscopist under taking the procedure will recognise and document the need to transfer a patient and determine the urgency of transport.

In the case of an emergency a member of staff will dial 999 requesting an Emergency Ambulance, giving location/department and stating "Kidderminster Treatment Centre Hospital/Evesham Community Hospital" The ambulance service will request patient's name, age and condition and will confirm location. The member of staff should also dial 2222, advise switchboard of the emergency and request assistance from the onsite team until the ambulance crew arrives. The ambulance will be requested to take the patient to the Worcestershire Royal hospital.

The registered member of staff will monitor the condition of the patient or continue resuscitation with the resuscitation team until the paramedic crew arrive. On arrival of the crew a handover will be given to the crew along with the patient notes containing up to date documentation. A transfer form will be completed by the nurse and should accompany the patient. No nurse escort will be required.

Relatives / Carers should be informed of the reason for transfer, location and contact number as soon as possible once the decision to transfer the patient has been made.

The nurse in charge must ring the receiving ward / unit when the ambulance leaves the Endoscopy Unit. The Emergency Duty Team at the Worcestershire Royal Hospital will be informed of the patients transfer.

Emergency equipment trolley is stocked and maintained by the Endoscopy Unit.

MONITORING AND EVALUATION OF PROCESS

All emergency transfers will be recorded onto the Trust's Risks Management System, Datix. Learning from incidents will be discussed and disseminated at the Divisional Quality Governance Committee.

REFERENCES

Resuscitation Policy WAHT-TP-108

CONTRIBUTION LIST**Key individuals involved in developing the document**

Name	Designation
Mr Richard Lovegrove	Clinical Director Endoscopy
Lynne Mazzocchi	Directorate Manager

Circulated to the following individuals for comments

Name	Designation
Karen Macpherson	JAG/Governance Sister
Debbie Hathaway	Sister Endoscopy

Circulated to the following CD's/Heads of dept. for comments from their directorates / departments

Name	Directorate / Department
Lydia Watkins	Endoscopy Matron

Circulated to the chair of the following committee's / Groups for comments

Name	Committee / group

Supporting Document 1 - Equality Impact Assessment Tool

To be completed by the key document author and included as an appendix to key document when submitted to the appropriate committee for consideration and approval.

Please complete assessment form on next page;



**Worcestershire
Acute Hospitals**
NHS Trust



Herefordshire & Worcestershire STP - Equality Impact Assessment (EIA) Form
Please read EIA guidelines when completing this form

Section 1 - Name of Organisation (please tick)

Herefordshire & Worcestershire STP	<input type="checkbox"/>	Herefordshire Council	<input type="checkbox"/>	Herefordshire CCG	<input type="checkbox"/>
Worcestershire Acute Hospitals NHS Trust	<input checked="" type="checkbox"/>	Worcestershire County Council	<input type="checkbox"/>	Worcestershire CCGs	<input type="checkbox"/>
Worcestershire Health and Care NHS Trust	<input type="checkbox"/>	Wye Valley NHS Trust	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

Name of Lead for Activity	
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Details of individuals completing this assessment	Name	Job title	e-mail contact
	Lynne Mazzocchi	D/Manager	lynnemazzocchi@nhs.net
Date assessment completed	9/9/21		

Section 2

Activity being assessed (e.g. policy/procedure, document, service redesign, policy, strategy etc.)	Title: Policy for the emergency transfer of patients from the Endoscopy Units at Evesham Community /Kidderminster Treatment Centre to Worcestershire Royal Hospital		
What is the aim, purpose and/or intended outcomes of this Activity?	To ensure all staff are aware of the process for the emergency transfer of patients from the endoscopy units at both Evesham Community Hospital and Kidderminster Treatment Centre		
Who will be affected by the development & implementation of this activity?	<input checked="" type="checkbox"/> Service User <input checked="" type="checkbox"/> Patient <input type="checkbox"/> Carers <input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Communities <input type="checkbox"/> Other _____	

Is this:	<input checked="" type="checkbox"/> Review of an existing activity <input type="checkbox"/> New activity <input type="checkbox"/> Planning to withdraw or reduce a service, activity or presence?
What information and evidence have you reviewed to help inform this assessment? (Please name sources, eg demographic information for patients / services / staff groups affected, complaints etc.	
Summary of engagement or consultation undertaken (e.g. who and how have you engaged with, or why do you believe this is not required)	Not required
Summary of relevant findings	

Section 3

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age	√			This policy will ensure all staff are aware of the correct process for the emergency transfer of patients from the Endoscopy units at Evesham Community Hospital & Kidderminster Treatment Centre to Worcestershire Royal Hospital
Disability	√			
Gender Reassignment	√			
Marriage & Civil Partnerships	√			
Pregnancy & Maternity	√			
Race including Traveling Communities	√			
Religion & Belief	√			
Sex	√			

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Sexual Orientation	√			
Other Vulnerable and Disadvantaged Groups (e.g. carers; care leavers; homeless; Social/Economic deprivation, travelling communities etc.)	√			
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)	√			

Section 4

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce / eliminate negative impact	Who will lead on the action?	Timeframe
	N/A			
How will you monitor these actions?	N/A			
When will you review this EIA? (e.g in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	In a service redesign			

Section 5 - Please read and agree to the following Equality Statement

1. Equality Statement

1.1. All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation



1.2. Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse

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It is the responsibility of every individual to check that this is the latest version/copy of this document.

needs of our service, and population, ensuring that none are placed at a disadvantage over others.

1.3. All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	Lynne Mazzocchi 
Date signed	9/9/21
Comments:	
Signature of person the Leader Person for this activity	 Karen Macpherson
Date signed	09/09/21
Comments:	



Supporting Document 2 – Financial Impact Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document:	Yes/No
1.	Does the implementation of this document require any additional Capital resources	NO
2.	Does the implementation of this document require additional revenue	NO
3.	Does the implementation of this document require additional manpower	NO
4.	Does the implementation of this document release any manpower costs through a change in practice	NO
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	NO
	Other comments:	

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval