

Request title: Ward Transfer Documentation

Date of Response: 26th April 2016

Further to your Freedom of Information request, the Trust has answered your questions in the order they appear in your request.

Request and reply

1. Does your hospital internally use 'ward-to-ward' and/or 'emergency / critical departments-to-ward' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.
No.
2. Does your hospital externally use 'ward/emergency / critical departments-to-other Trusts/nursing home/residential home' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.
Yes, a 'nursing transfer form for discharge of patients to other care providers' is completed when transferring patients to other care providers. A copy is attached above.
3. Please tell me who completes, authorises and signs the empty fields on the ready-made forms in questions 1. and 2. above?
The form in question 2 is completed and signed by a Registered Nurse.
4. If hospital consultant authorises but does not have to sign the ready-made forms in questions 1. and 2. above, where is their authorisation record kept?
Consultants do not sign the form described in question 2.
5. What happens if there is no hospital consultant there in ward/departments to sign the ready-made forms in questions 1. and 2. above?
Not applicable.
6. What about 'ward/department-to-isolated room' in the ward/department transfers - is there a ready-made form form? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms. Please tell me who completes, authorises and signs the empty fields on this ready-made form? If hospital consultant authorises but does not have to sign the ready-made form, where is their authorisation record kept? What happens if there is no hospital consultant there to sign the ready-made form?
The Trust does not use a 'ward/department-to-isolated room' transfer form.