

Staff Circular: COVID patient intra-hospital transfer

11 February 2022

Background

This guidance is to enable a safe transfer of COVID positive or SCOVID patients within University Hospital Geelong (UHG).

Prior to commencing transfer

If the patient requires transferring to another level/floor, the Baxter Wing lifts are to be utilised. If lifts are required, prior to transferring the patient, contact:

- On-call Nursing Attendant via Switchboard to activate the Baxter Wing lifts 'Exclusive Service' mode

The Baxter Wing lifts 23 and 24 are to be used for transfer only; lift 25 is not to be used. Baxter Wing lift to be placed into 'Exclusive Service' mode prior to patient transfer. A step-by-step checklist and lift instructions are contained in Appendix 1 & 2.

Only staff (in PPE) escorting the patient should be in the lift at the same time.

Transferring COVID positive or high-risk SCOVID patients within UHG

Non-intubated patients requiring oxygen therapy must be transferred wearing a surgical mask over their oxygen delivery device.

Intubated patients must be transferred using a closed circuit fitted with a HME filter. Where possible, clear the corridor, and only essential staff and equipment must accompany the patient.

Staff transferring the patient should be kept to a minimum and wear the following PPE as a minimum:

- P2/N95 respirator mask
- Eye protection (face shield where practical)
- Long-sleeved gown
- Disposable non-sterile gloves

If the patient transfer requires the use of the lift, then no other patient or non-transferring staff should occupy the lift.

Patient notes must be placed in a clean clear plastic bag for transport and not placed on the patient bed. Clean and disinfect any surfaces touched during transfer with a V-wipe.

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Upon completion of transfer

Upon completion of transfer, all staff involved in the transfer to doff all PPE at clinical destination within the 'Red Zone'. New PPE to be donned, as appropriate, for all staff involved in the transfer.

Baxter Wing lift touch points must be cleaned with a V wipe on the way out of the lift by Nursing Attendant or PSA attending to transfer.

Direct community admission

If a known community COVID positive patient has received Infectious Diseases approval for direct admission by Ambulance, consideration should be given to using the Supply Loading Dock to access UHG. The Baxter Wing lifts should be utilised from level 2, next to the loading dock, as per the step-by-step checklist and lift instructions contained in Appendix 1 & 2. Patients should be given face mask/shield depending on their ability to tolerate the device - N95, surgical mask, or face shield at the very least.

Appendix 1: SCOVID patient intra-hospital transfer

No.	Action	Achieved √
Prior to transfer		
1.	COVID Marshall or Registered Nurse/Nursing Attendant to retrieve the Baxter Wing lift access key from the level 9 key cupboard	
2.	COVID Marshall or Registered Nurse/Nursing Attendant to arrange Baxter Wing lift 23 or 24 to be placed into 'Exclusive Service' mode (see appendix 2 - lift instructions)	
3.	COVID Marshall or Registered Nurse/Nursing Attendant to transfer the lift to the required level/floor to commence patient transfer. Lift doors will remain open on required level/floor. When they return they use V wipe to clean touch points	
During transfer		
4.	Ensure all transporting staff wear appropriate PPE (P2/N95 Mask, Eye protection, Gown, Gloves)	
5.	Ensure non-intubated patient is transferred wearing a surgical mask over their oxygen delivery device or an N95 if tolerated	
6.	Clean and disinfect any touchpoints during transfer with a V-wipe	

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Appendix 2 – Baxter Wing lift 'Exclusive Service' mode instructions

Instructions	
<p>The Baxter Wing lift 'Exclusive Service' mode isolates use of the lift and the lift cannot be used by individuals on other levels.</p> <p>Baxter Wing lift control key is located on Level 9 helicopter deck room. The key is stored in a key cupboard that requires a PIN to access. The on-call Nursing Attendant has the PIN to access to this key cupboard.</p>	
<p>To activate the 'Exclusive Service' the key is required to be inserted to the 'exclusive' key lock and turned to 'on'.</p> <p>The screen above the control panel will indicate 'This Lift is on Exclusive Service'.</p> <p>Once the lift is in 'Exclusive Service' mode the lift should be navigated to other levels using the other control panel of the opposite lift doors. This will ensure access to and from the lift on the ward/patient access side of the lift.</p>	
<p>When the lift arrives at the selected level the lift doors will remain open.</p>	