

**PORTSMOUTH HOSPITALS and PORTSMOUTH HEALTHCARE NHS TRUSTS
JOINT GENERIC TRANSFER DOCUMENT.**

Protocol for the Transfer of Patients from an Acute Ward to GP Step-down Beds .

PURPOSE OF THE SCHEME

G.P. Step-down beds are designed to facilitate the transition from hospital to home, and from medical dependence to functional independence, where the objectives of care are not primarily medical, the patients discharge destination is anticipated, and a clinical outcome of recovery (or restoration of health) is desired.

The scheme aims to

- Provide post acute care as near to the patients home as possible in an appropriate setting
- Reduce the length of stay on acute wards to create acute capacity
- Facilitate the transfer from dependence to independence and from hospital to home.
- Support the delivery of waiting list targets
- Allows the development of new models of care.

LOCATIONS

Intermediate care beds are being developed across the District by each PCG and further developments are planned. Check the patients home address and then turn to the relevant PCG section of the appendix for detailed arrangements and locality specific protocols. Medical cover is provided by the patients own GP, or by a GP practise on behalf of the GP. Each facility provides nursing care and rehabilitation, which can be continued in the patients home if appropriate. 24 hour medical cover is not available on site.

CRITERIA FOR ADMISSION TO GP STEP-DOWN BEDS

For a patient to transfer to a GP Step-down bed the following generic criteria must be met:

- Medically stable for at least 24 hours but not fit for discharge.
- Expected length of inpatient stay > 4 < 14 days
- Have no outstanding inpatient investigations that could change pathway of recovery and care
- The patient must not be confused (unless mild and previously diagnosed) – guide MTS greater than or equal to 7
- The target discharge date and destination is known
- Patient and carers consent to the transfer
- The referring consultant is willing to take the patient back where complications arise.

.If the patient's home address is outside the Portsmouth City Boundary, referral must be made to the appropriate area office if social work input is likely to be required on discharge

PATIENTS UNSUITABLE FOR TRANSFER

Patients unsuitable for transfer to GP Step-down beds are those:

- Awaiting diagnostic tests or results that could change pathway to recovery or care
- Requiring acute medical or surgical intervention
- With drains and or IVs and or blood transfusion still in situ.
- With complex multiple pathology and problems requiring organised rehabilitation under the care of a geriatrician
- Awaiting a continuing care bed (NHS or nursing home)
- With an unknown discharge destination.
- Has severe dementia or other severe mental health problems, or who are waiting for the opinion of a Consultant in Old Age Psychiatry
- Has recovered sufficiently to be discharged home to the Primary Care Team and Community Rehabilitation Service.

GUIDELINES FOR TRANSFER

Assessing the Patient for referral to GP Step-down Beds

The initial decision to transfer the patient should be taken by the Consultant together with a multi disciplinary assessment by the team caring for the patient. The patient and their relatives should be involved in the decision and the transfer should be arranged with their informed consent.

Details of each facility are available in the relevant appendix to assist this process.

Booking the Bed

A member of the referring team e.g. named nurse contacts the appropriate step down facility and verifies that there is a bed available. If so, a provisional booking is made. If there is no bed the referring ward can request that the patients name is put on the waiting list held in the step down facility. The step down facility will contact the referring ward when a bed becomes available to discuss whether transfer is still appropriate.

It is important that discharge planning and therapy input are ongoing whilst the patient remains on the waiting list and there are regular reviews to confirm that transfer to a step down facility is still appropriate.

Referral Information

Detailed referral information is provided to enable a decision to be made on whether the patient can be managed in the facility.. Refer to local protocols for information required.

Depending on local protocols, the person in charge of the step down beds will either accept the patient and confirm the booking or pass the details on to the GP responsible who will contact the referring doctor to discuss the patient and if appropriate accept the transfer. If the GP accepts the patient he will inform the senior nurse on the step down facility who will confirm the booking and liaise with the referring ward

If there is any delay between referral and transfer, a doctor must confirm the patient is still fit for transfer, by seeing the patient on the acute ward within the previous 24 hrs. The doctor

must record that the patient is fit for transfer in the medical record. If a transfer is arranged over the weekend, the doctor must see the patient on the day of transfer.

The patient, their carers and or relatives will be involved and kept fully informed of transfer plans and progress by the referring ward.

The referring ward is responsible for the booking of transport for the patient transfer.

The Transfer Process

Transfers will take place between the hours of 09.00 hrs and 16.00 hrs, Monday to Friday and exceptionally 09.00 hrs – 13.00 hrs on a Saturday if transport can be arranged. Ideally patients should be transferred by midday. Patients transferred after midday on Fridays will not be seen routinely by a GP until the following Monday.

Transfers will not routinely take place at the weekends or bank holidays.

On transfer the following must accompany the patient:

- A complete set of notes with details of the medical management plan
- Care pathway/copy of the care pathway, nursing and therapy notes
- X-rays/Path results
- Handling profile, Barthel, Mental Test Score and and Waterlow
- Transfer of care information
- Drug chart and non stock medication and/or dressings for 7 days (check with the step down facility)
- Essential equipment and appliances
- Patients property and Valuables.
- Follow up appointment if relevant.

Transfer Protocol for GP Step-down Beds

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