



Checklist: Inter Hospital Transfer of a patient with CoVid-19

Referral	
<ul style="list-style-type: none">• Confirm receiving bed and consultant	
<ul style="list-style-type: none">• Referral to MICAS via NEOC (1800 222 378)	
<ul style="list-style-type: none">• Referring consultant must talk to the MICAS consultant (if busy with patient, communications may be commenced by other senior staff member)	
<ul style="list-style-type: none">• Confirm details of clinical condition and requirements	
Before arrival of MICAS team	
<ul style="list-style-type: none">• Ensure all notes and clinical information available	
<ul style="list-style-type: none">• Ensure three sets of PPE are available for MICAS team	
<ul style="list-style-type: none">• Continue to provide optimal care until the retrieval team arrives	
<ul style="list-style-type: none">• MICAS coordinator will contact referring hospital to discuss arrival and appropriate route of entry	
On arrival of MICAS team	
<ul style="list-style-type: none">• Clinical handover should take place outside patient room	
<ul style="list-style-type: none">• Necessary medication / infusions for journey prepared	
<ul style="list-style-type: none">• Critical Care trolley brought to patient room.	
<ul style="list-style-type: none">• The MICAS teams will bring their critical care trolley and equipment	
Transfer of ventilator	
<ul style="list-style-type: none">• Ensure in-line suction catheter, viral HME and ETCO2 filter are in place at the ETT	
<ul style="list-style-type: none">• Ensure additional viral / bacterial filters are added to the distal end of ventilator tubing	
<ul style="list-style-type: none">• Pre-oxygenate on hospital ventilator	
<ul style="list-style-type: none">• Set transport ventilator setting as appropriate	
<ul style="list-style-type: none">• Pause/standby patient ventilator	
<ul style="list-style-type: none">• Clamp ETT (with protection)	
<ul style="list-style-type: none">• Connect to transport ventilator	
<ul style="list-style-type: none">• Secure and seal/cover end of used ventilator tubing.	
<ul style="list-style-type: none">• Try to avoid bagging; if patient requires bagging, ensure the viral HME filter is on the ETT	
<ul style="list-style-type: none">• If possible do not exit room until 20 minutes post disconnection of ventilator	
Leaving the patient room	
<ul style="list-style-type: none">• Doff PPE, decontaminate, attend to personal hygiene and hydration.	
<ul style="list-style-type: none">• Don PPE	
<ul style="list-style-type: none">• Clear pathway to the ambulance identified	
<ul style="list-style-type: none">• Security to assist leaving / arriving at hospitals. Use these (non-contaminated) staff to open doors/ push buttons and expedite journey through the hospital	
In ambulance	
<ul style="list-style-type: none">• Door of ambulance should be opened/closed from outside if possible	
<ul style="list-style-type: none">• Staff should keep PPE intact during the journey, excluding driver who will doff and don exiting and entering the ambulance	
<ul style="list-style-type: none">• Ensure window between patient compartment and driver compartment is closed	
<ul style="list-style-type: none">• Do not use air conditioning / high flow heat. Keep windows closed when moving	
On arrival	
<ul style="list-style-type: none">• MICAS coordinator will contact receiving hospital to discuss arrival and appropriate route of entry	
<ul style="list-style-type: none">• Security in receiving hospital should be alerted prior to arrival to ensure clear pathway and assist with doors/lifts as above	
<ul style="list-style-type: none">• Leave ambulance open for at least 20 minutes (longer if possible) after patient has left vehicle	
<ul style="list-style-type: none">• Transfer of patient onto bed, same procedures as above for transfer of ventilator	
<ul style="list-style-type: none">• Doff PPE	
<ul style="list-style-type: none">• Ideally trolley should stay in patient room for 20 mins post disconnection of the ventilator	
<ul style="list-style-type: none">• Clean trolley in ante room if available. If no ante room, clean in patient room and again in ambulance	
<ul style="list-style-type: none">• Clean ambulance compartment according to NAS guidelines	

