

Clinical Standard Operating Procedure (SOP)

TRANSFER AND REPATRIATION ARRANGEMENTS FOR ADULTS WITH SUSPECTED OR CONFIRMED CONGENITAL HEART ABNORMALITY

SETTING	Bristol Heart Institute
FOR STAFF	All staff looking after adults patients with congenital heart disease (ACHD)
FOR PATIENTS	Adult patients with congenital heart disease

STANDARD OPERATING PROCEDURE

For patients with known or suspected congenital heart disease requiring transfer to The Bristol Heart Institute for medical management, cardiac intervention or cardiac surgery.

RECEIVING REFERRAL AND ARRANGING TRANSFER

- Contact the on call cardiology registrar via UH Bristol switchboard 0117 923 000. Some referrals will be made directly to the ACHD Cardiologists by colleagues in the SWSWCHD network hospitals.
- The cardiology registrar will contact a member of the ACHD team (ACHD cardiologist of the week, on call ACHD cardiologist, ACHD fellow or ACHD clinical nurse specialist team on 0117 342 6599.
- A detailed verbal handover will be given followed by a written handover, copies of relevant documentation including medication, test results and all imaging.
- On accepting the patient, the ACHD team member will contact the Bed Manager in the Bristol Heart Institute bleep 2432.
- The transfer will be prioritised on clinical urgency and the type of bed required will be identified.
- Critical patients or patients likely to require early surgical intervention must be discussed with the cardiac intensive care or general intensive care before the patient is accepted for transfer.
- If urgent surgical treatment is required the ACHD surgeon (on-call, or available at the BHI) should be contacted and informed as soon as possible after the referral is received.
- Other relevant specialists will be contacted if advice is required.

REPATRIATION:

On Repatriation to the referring centre

- A detailed handover will be given to the appropriate clinician at the receiving hospital.
- A detailed discharge summary will be sent with the patient and a copy will be sent to the

GP.

- Clear plans for outpatient follow-up will be communicated to the clinical team, the GP and the family.
- The UHB policy Transfer of Patients will be adhered to for the transfer, details below.

RELATED DOCUMENTS

Policy for Transfer of Patients

<http://www.avon.nhs.uk/dms/download.aspx?did=8707>

Standard Operating Procedures Recording Patient Transfers between wards theatres and hospital sites

<http://www.avon.nhs.uk/dms/download.aspx?did=12630>

AUTHORISING BODY

Cardiac Executive Group

SAFETY

- The transfer policy sets the standards, expectations and process to be followed for the safe transfer of patients. Patient safety incident data indicates that patient transfer is a potential hazard if not planned and managed well.
- It is essential to identify where patients are located within the Trust in real time so they can receive the correct/appropriate treatment.

QUERIES

Contact any of the following via UH Bristol switchboard – 0117 923 0000

Dr R Bedair, Consultant Cardiologist

Dr S Curtis, Consultant Cardiologist

Dr M Turner, Consultant Cardiologist