

## TRANSPORTATION CHECKLIST for HOSPITALIZED SARS PATIENTS

**Applies to all department/unit transfers of all SARS patients**

SENDING UNIT MUST:	COMPLETED
	YES
1. Following MD/ID approval, sending unit notifies Infection Control and either the receiving department for need of test and scheduling or the receiving unit of transfer. <b>(ONLY ESSENTIAL DIAGNOSTIC TESTS/PROCEDURES SHOULD BE ORDERED)</b>	
2. Inform receiving department of status of patient.	
3. Prior to transport, Environmental Services is notified regarding: <ul style="list-style-type: none"> <li>• Unit/room of origin</li> <li>• Planned transfer route, including elevators</li> <li>• Destination (unit/room/department)</li> <li>• Planned transfer route for return to unit (if applicable)</li> <li>• Expected time of transport</li> </ul>	
4. Charge Nurse has reviewed transport route with porter.	
5. Patient's chart is placed in a clean plastic bag for transport.	
6. Porters have to put on appropriate PPE and wait outside room for patient to be brought out. <ul style="list-style-type: none"> <li>• Re-garb if entered patient's room.</li> </ul>	
7. Nursing staff has prepared patient for move and places surgical mask on patient to contain droplets/secretions during transport. Turns patient over to porter waiting outside room for transport.	
8. Porter wipes bed/stretchers rails with disinfectant wipe prior to transport.	
9. Receiving department/unit is notified when transporting begun, before patient leaves unit.	
<b>Instructions:</b> <ol style="list-style-type: none"> <li>1. Notify Security to secure elevator. Security documents: date/time/patient name/location of originating unit/department and receiving unit/department, and names of healthcare workers involved in transport and signs.</li> <li>2. Elevator must be cleaned before it can be put back into general use. Cleaning as per SARS Cleaning Procedure. Environmental Services documents date/time cleaning completed and signs.</li> <li>3. Transport patient directly to final destination via pre-arranged transport route as reviewed with Infection Control.</li> <li>4. Hand patient over to receiving department/unit. Patient must not wait in the corridor.</li> <li>5. Transporter removes dirty PPE and puts on clean PPE as per protocol while waiting for patient to complete test.</li> <li>6. Porter waits for test to be completed and then returns with patient along same route back to home unit.</li> <li>7. Elevator secured for return to unit/department and elevator cleaned as in #2.</li> <li>8. Porter turns patient over to nursing staff waiting in patient's room.</li> <li>9. Porter removes dirty PPE as per instructions upon exiting patient's room.</li> <li>10. Patient chart is removed from dirty plastic bag and bag is discarded.</li> <li>11. If a stretcher was used for transport, it must be cleaned with the hospital disinfectant (being careful to include all surfaces including the mattress) before being used for another patient.</li> </ol>	

Signature: \_\_\_\_\_