## **GOOD PRACTICE**



## TRANSFERRING A PATIENT

Patient going to an iBed ward in Leasowes or Rowley Regis?

#### Ward-to-ward transfer

Discharge X

Transfer



- Once a bed has been agreed on the transferring ward, select your patient on the Patient List
- 2. Select **Transfer** Transfer Patient. Arrange your patient transfer.
- 3. Select the ward that your patient needs to be moved to.
- 4. Click on the Available bed filter on the Bed Board toolbar and reserve the bed for your patient.
- 5. Drag and drop your patient, from the Transfer List, to the available bed. The receiving ward will complete the transfer when the patient arrives on their ward.

**Clinical Team** 

THE KEY DISCHARGE DETAILS AND THE DISCHARGE CHECKLIST SHOULD BE LEFT FOR THE RECEIVING WARD TO COMPLETE.

**DO NOT** FINALISE THE DISCHARGE SUMMARY FOR A PATIENT TRANSFER

The Discharge Summary should ONLY BE FINALISED BY A

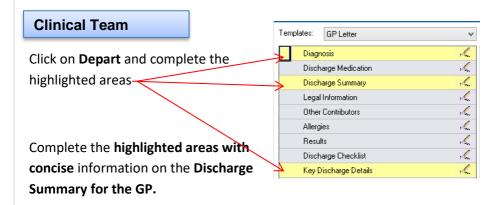
NURSE/CLINICIAN who is discharging the patient to their final

destination from the Trust, i.e. Usual Place of Residence/ Care Home

# **GOOD PRACTICE**



### **COMPLETING A DISCHARGE SUMMARY**



Clinical Summary	Hospital Plan and actions e.g follow up appointment	GP Plan and Requested Actions
Social Context e.g patient lives alone	Information Given e.g patient given advice	Special Requirements (if applicable)

THE KEY DISCHARGE DETAILS AND THE DISCHARGE CHECKLIST SHOULD BE LEFT FOR THE RECEIVING WARD TO COMPLETE.

**DO NOT** FINALISE THE DISCHARGE SUMMARY FOR A
PATIENT TRANSFER

The Discharge Summary should **ONLY BE FINALISED BY A NURSE/CLINICIAN** who is discharging the patient to their final destination from the Trust, i.e. Usual Place of Residence/ Care Home