

GOOD PRACTICE



TRANSFERRING A PATIENT

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

Ward-to-ward transfer

Discharge X

Transfer ✓

1. 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

**IF YOUR PATIENT IS BEING TRANSFERRED
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 Team

Click on **Depart** and complete the highlighted areas

Complete the **highlighted areas with concise** information on the **Discharge Summary for the GP.**

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



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