

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: March 27, 2018
Topic: 4. Operations Directives	Replaces: Sept. 14, 2011
Subject: 29. Long Distance Transfers	
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PURPOSE

Paramedics shall complete long distance transfers and/or a rendezvous as assigned by CACC, ensuring that all long distance inter-facility transfers are provided one escort for each patient transported in the ambulance. For purposes of this document “long distance transfer” shall mean a transfer that takes you a vehicle out of its normal response area, typically outside of the local municipality.

APPLICATION

Paramedics, Superintendent, Local Central Ambulance Communications Centres.

RISK STATEMENT

Adherence to this process will help to ensure the safety of patients, avoid unnecessary environmental exposure and avoid unnecessary delays.

PROCEDURE

- 1) Paramedics shall maintain radio contact with the appropriate CACC during patient transfers outside the local dispatch area.
- 2) As per the Manitoulin-Sudbury DSB Deployment plan all inter-facility transfers with the exception of transfers where patients are being admitted to another facility (a confirmed room number is required) will have a medical escort confirmed by the local CACC for each patient on board.
- 3) Upon arrival at the sending facility, paramedics will confirm the availability of a patient escort for each patient. The only exception to an escort for each patient will be when two patients are being transported to the same department at the receiving facility and the escort’s accepts responsibility for both patients.
- 4) Should a paramedic arrive at a sending facility and are informed by staff that no escort will be sent with the patient(s) the ambulance paramedic will attempt to determine the reason for no escort. Paramedics will inform the sending facility staff of Manitoulin-Sudbury DSB Paramedic Services policy on long distance transfers. Should informing sending facility staff of the aforementioned policy fail to provide the required escort, contact with a Superintendent will be made.
- 5) When an escort is sent to accompany the patient, Paramedics shall advise the sending facility that should they be reassigned, the escort may have to locate an alternative form of return transportation. Refer to G.4.45 Third Party

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Transport for related Directives.

- 6) When entering or passing through another dispatch area, Paramedics shall contact the CACC centre and give their destination or rendezvous location, the code they are travelling, and their estimated time of arrival.
- 7) Appropriate breaks shall occur only after the patient has been accepted at the destination, provided CACC has been informed and Paramedics continue to be available for emergency response, and doing so will not negatively impact on balanced emergency coverage.

8) Relay/Rendezvous

A **relay** is defined as a physical relocation of a Patient between two Ambulance units.

A **rendezvous** is defined as a physical exchange of the Paramedics of two Ambulance units, not the patient.

- a) When approved by the Superintendent, long distance transfers may be completed via relay and/or a rendezvous as assigned by CACC. The Superintendent decision shall be based on the following:
 - i) Ensure the decision is based without compromising the patient, supports Health and Safety of the Paramedic and/or minimizes the impact balance emergency coverage for the community
 - ii) Ensure the decision is in consultation with the attending Paramedic whom is currently providing patient care for all high priority calls
- b) Paramedics are encouraged to patch with the receiving paramedic in order to minimize delays.
- c) When performing a relay Paramedics shall:
 - i) Transfer the patient in a location which ensures the privacy and well being of the patient;
 - ii) Ensure all documentation and personal effects are transferred with the patient.
- d) When performing a rendezvous Paramedics shall:
 - i) Transfer the Ambulance Unit (with the patient) to the receiving Paramedic in a location where it is safe to do so;

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- ii) Ensure all the Paramedics personal belonging (PPE) are transferred with the Ambulance Unit
- iii) Ensure all equipment remains with the designated Ambulance Unit (i.e. tough books)

A rendezvous and/or relay shall be requested in advance and must be approved by CACC and the on-duty Superintendent. Keeping in mind professionalism and patient comfort it is always preferable to perform a rendezvous over a relay. Movement of the patient from one stretcher to another should be avoided whenever possible.

- 8) Multiple Patient Transports (Inter-facility)
 - Refer to Policy and Procedure G.4.2.8 Multiple Patient Transport.

REFERENCE

Basic Life Support Patient Care Standards January 2007, ver. 2.0
 Policy Directive G.4.45 Third Party Transport