



Inter-facility Transfer Checklist

From 4 September 2019 the way SECamb processes and manages telephone requests for ambulance support from healthcare professionals in acute trust settings (inter-facility transfers) is changing.

Before calling our healthcare professional lines (**Kent: 0300 123 5814; Surrey: 0300 123 9882; Sussex: 0300 123 9163**) please use this checklist to ensure you have the information we may ask for.

| Information | ✓ | Notes |
|--|---|-------|
| The level of response required: Level 1, Level 2 , Level 3 or Level 4. <i>See reverse for more information</i> | | |
| NEWS2 * | | |
| Summary of patient's condition | | |
| Name of authorising healthcare professional (HCP) | | |
| Contact details of authorising HCP | | |
| Location the patient needs collecting from | | |
| Destination (inc. ward/clinic) | | |
| Patient's full name | | |
| Patient's NHS number | | |
| Patient's mobility (walking /wheelchair/ stretcher / incubator – including type) | | |
| Provide details of any patient infections | | |
| Advise if there are any family or clinical escorts | | |
| If the patient requires medication en route, is it ready to transport? | | |
| Probability of clinical deterioration | | |
| Special requirements / instructions | | |
| Anything else you think we need to know | | |

IFT Level 1 (IFT1) Category 1 (7 Minute mean response time)

This level of response should be reserved for those exceptional circumstances when a facility is unable to provide an immediate life-saving clinical intervention such as resuscitation and requires the clinical assistance of the ambulance service in addition to a transporting resource. These requests should be processed through the Trust's 999 Triage tool and only those that are deemed Category 1 under that assessment should receive a Category 1 response. Examples would include cardiac arrest, anaphylaxis, birthing units requiring immediate assistance, or acute severe life-threatening asthma in an urgent care facility.

IFT Level 2 (IFT2) Category 2 (18 Minute mean response time)

This level of response is based on the need for further intervention and management rather than the patient's diagnosis. Patients with immediately life-, limb- or sight-threatening situations which require immediate management in another facility should receive this level of response. This will include patients going directly to theatre for immediate neurosurgery, immediate Primary Percutaneous Coronary Intervention, Stroke Thrombolysis, immediate limb or sight saving surgery or mental health patients being actively restrained.

IFT Level 1 and Level 2 incidents are confirmed emergencies which require life-saving intervention and should be responded to as time critical emergencies and immediately allocated the nearest emergency ambulance.

IFT Level 3 (IFT3) up to 2 hour locally commissioned response

This level may be commissioned for patients who are not undergoing immediate life or limb saving interventions but require an increase in their level of clinical care as an emergency. Where this is commissioned a set timeframe for the level of response should be specified of between 30 minutes and two hours.

This level of response may include mental health crisis transfers or those for the purpose of creating a critical care bed.

IFT Level 4 (IFT4) up to 4 hour locally commissioned response

This is for all other patients who do not fit the above definitions and require urgent transport for ongoing care but do not need to be managed as an emergency transfer. This includes patients being transferred to inpatient wards for ongoing management or for elective and semi elective procedures or investigations. This category of patient will have a timeframe outside of the ARP standards and will be determined through their normal commissioning arrangements.

Patients who do not fit the definitions above are not appropriate for an IFT Category 1, 2 or 3 response from the ambulance service. Commissioners are exploring local options to ensure the most suitable transport provision for this cohort of patients.

In some cases patients with immediately life or limb threatening conditions may not be ready for transfer within the IFT Category 1 or 2 timeframe and require further management before being clinically suitable for transfer. In those cases a lower category may be allocated to reflect the time delay until the patient is ready for transfer.

Repatriations or step-down transfers/discharges to non-hospital facilities are not included in the IFT framework.