

Medicine Transfer Process

Scenario 1:

CCTC Patient has been **accepted** by a Medicine Team and the patient is confirmed for transfer (bed available on ward).

1. CCTC RN or Resident pages the Senior Medicine Resident (SMR) in order for transfer orders to be completed.
2. SMR can choose to complete the orders themselves or delegate this function to the **PGY 1** associated with the Medicine service.
3. The SMR or PGY 1 will come to CCTC to complete orders **within 90 minutes** of the page.
4. If SMR or PGY 1 has not attended the CCTC patient within 90 minutes, a second page to the SMR will be placed by the CCTC Resident and the CCTC Resident will notify the SMR that CCTC will complete “Urgent Transfer Orders” that must be reviewed by the Medicine team **within 6 hours** of patient transfer to the ward.

HUGO Implications: The CCTC Resident may use the “Med Admission” order set as a starting point for the Transfer orders. They can then “add to phase” for other orders that are not included in the “Med Admission” order set. CCTC orders should be discontinued upon transfer to the ward.

5. Once transferred, the ward nurses will direct all concerns to the most appropriate Medicine Team Physician.

Scenario 2:

CCTC Patient has **not been accepted** by a Medicine Team and CCTC assessment is that the patient is ready for transfer. CCTC feels that the patient should be transferred to the Medicine Service.

1. CCTC Resident or CCTC Consultant pages the SMR or CTU Consultant on call to request transfer of care to the Medicine Service. Acceptance of the patient to the Medicine Service can be over the phone or in person after a physician to physician conversation (CCTC MD to Medicine MD). This is the decision point where the SMR/Consultant determines if the patient is appropriate to transfer to Medicine. Acceptance of the patient (if appropriate) should occur within 90 minutes from the time of the page requesting transfer of service from CCTC to Medicine. If the SMR is unavailable, the call will be escalated to the CTU Consultant on call who will be responsible for this decision after discussion with a CCTC Physician.
2. If Medicine accepts the patient to the Medicine Service and the patient is confirmed for transfer, CCTC will work with Patient Access to gain bed availability on the Medicine ward.
3. When a bed becomes available on the ward, CCTC RN or Resident pages the SMR or PGY 1 to come and assess the patient and complete transfer orders within 90 minutes of the page.
4. If SMR or PGY 1 has not attended the CCTC patient within 90 minutes, a consultant to consultant conversation will occur and “Urgent Transfer Orders” can be completed by the CCTC Resident or Consultant. “Urgent Transfer Orders” must be reviewed by the Medicine team **within 6 hours** of patient transfer to the ward.

HUGO Implications: The CCTC Resident may use the “Med Admission” order set as a starting point for the Transfer orders. They can then “add to phase” for other orders that are not included in the “Med Admission” order set. CCTC orders should be discontinued upon transfer to the ward.

5. Once transferred the ward nurses will direct all concerns to the most appropriate Medicine Team Physician.

***EXCEPTION: Transfers that need to occur between 1300 – 1700h, on Thursdays, will not be seen within the 90 minute timeframe related to Core Medicine Education. If an Urgent Transfer needs to occur please page the Medicine Consultant.**