

PLANNED PALLIATIVE CARE TRANSFER CHECKLIST

Embrace Yorkshire & Humber Infant and Children's Transport Service

Please use this planned palliative care transfer checklist as a reference tool when making a referral for a planned palliative care transfer. This form should be used at least 24 hours prior to planning a transfer. *

**Please note that although our team will make every effort to facilitate a palliative transfer there may be times during high acuity this may not be possible.*



Patient Demographics

In addition to the basic patient details we will need the following information:

- Name of referring clinician
- Date of proposed Transfer
- Are family aware and would parents be accompanying?*
- Interpreter required?
- Parent/Guardian names
- Hospice/Home address

1

**Usually limited to one parent only with a small bag, but exceptions may be made upon request.*



2

Transfer Team

Ensuring the right team composition is crucial for palliative care transfers.

- Do you just need a driver and an ambulance?
- Which member(s) of the local team be travelling with the patient?*

**At least 1 member of staff from the local team needs to travel with the patient (to provide ongoing support and continuation of care for the family). Please ensure appropriate clothing/footwear for accompanying staff is worn.*



3

Patient Care Plan

- Discuss and Document a clear management plan for stabilisation and transfer
- Medications/Feeding/Fluids Plan:
 - syringe driver? feeding pump? how many?
 - drug box? TTOs?
 - oxygen?
- Current LOTA/ReSPECT form available to review prior to transfer and to include a transport plan
- GP aware? Does the coroner need to be aware?



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Finer Details

Our aim at Embrace is to make this experience as personal as possible for the family. In order to assist with this please consider and discuss the following:

- Embrace parent leaflet accessed from website?
- Religious personnel involved and wishes discussed?
- Memory making discussed and/or local memory box done?
- Special requests during transfer: music, blankets, teddies, etc.



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Hospice or Home (Final Checks)

HOSPICE:

- Aware of transfer and ETA?
- Extra equipment needed? *

**Referring hospital aware they might need to source?*



HOME:

- Correct address/post code
- Access to house?
- elevation, slopes, door widths (to have ready when Embrace phone parents) * Not all homes may be suitable due to access issues.
- Ambulance parking?
- Parallel planning in place?
- Equipment needed at home? (suction, syringe drivers, pumps, oxygen, who is providing kit, etc.)

Further information can be found on the Embrace Transport website
Please visit: Embrace - Sheffield Children's NHS Foundation Trust (sheffieldchildrens.nhs.uk/embrace) for more details