

PREPARATION FOR ADULT RETRIEVAL – MAKING THE CALL

A STRUCTURE FOR TELEPHONE HANDOVER. IT IS NOT INTENDED TO REPLACE THE MEDICAL RECORD.

INTRODUCTION

YOUR NAME, ROLE, FACILITY AND CONTACT NUMBER

IDENTIFY PATIENT

NAME	AGE	GENDER
DOB	MRN	ADDRESS

SITUATION

MAIN DIAGNOSIS/ PROBLEM

OTHER DIAGNOSES / PROBLEMS

REASON FOR TRANSFER

PERCEIVED URGENCY

BACKGROUND

HISTORY OF PRESENTING COMPLAINT

PAST MEDICAL HISTORY

MEDICATIONS

ALLERGIES

WEIGHT

BMI Form

ASSESSMENT

CONVEY CONCERNS, UNCERTAINTIES AND URGENCY

LAST OBS:	RR	SpO ₂	FiO ₂	HR	BP	GCS	TEMP
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DESCRIBE:	ASSESSMENT	→	INTERVENTIONS	→	RESPONSE
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AIRWAY	AIRWAY AT RISK?
BREATHING	RR, SpO ₂ , EFFORT, FOCAL FINDINGS, FiO ₂ , NIV/VENTILATOR SETTINGS
CIRCULATION	HR/BP, ARRHYTHMIA, VASOACTIVE INFUSIONS
DISABILITY	GCS, PUPILS, FOCAL FINDINGS, GLUCOSE, SEDATIVE INFUSIONS
EXPOSURE	OTHER EXAM FINDINGS, TEMPERATURE, SECONDARY SURVEY IN TRAUMA
FLUID BALANCE	INPUT (TYPE AND VOLUME), URINE OUTPUT, BLOOD LOSS, OTHER LOSSES
INVESTIGATIONS	BLOODS, ABG, ECG, XRAYS, ULTRASOUND, CT
LINES	IVC, CVC, ARTERIAL – TYPE AND LOCATION
MICRO	ANTIBIOTICS, PRECAUTIONS (MRSE, VRE, BLOOD BORNE, RESPIRATORY)
MENTAL STATE	CONFUSION, AGITATION, HARM TO SELF OR OTHERS, REQUIRES CHEMICAL OR PHYSICAL RESTRAINT

IS THE PATIENT'S OVERALL CONDITION: IMPROVING? STABLE? DETERIORATING?

RECOMMENDATIONS FROM RETRIEVAL CONSULTANT

DESTINATION FACILITY / WARD	DESTINATION CONTACT NUMBER	MODE OF TRANSPORT	RETRIEVAL TEAM ETA
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CALL RETRIEVAL CONSULTANT IF DETERIORATION / CHANGED PLAN