Transport checklist for patient with a tracheostomy

This is an example of a transport safety checklist that should be completed prior to transport if the transferring unit uses eRIC. Ensure emergency tracheostomy equipment is taken on transport.

**eRIC Transport Safety Checklist**

- **Explaination and Consent**: - Review patient transport guideline
  - Explain procedure to patient and carer if appropriate
  - Gain consent if required

- **GCS**: - Neurological status is stable or acceptable

- **Airway**: - Airway is secure
  - Check pulmonary sounds
  - Respiratory status is stable or acceptable

- **Ventilation**: - Calibrate and check ventilator

- **Ventilation**: - ETCO2 monitoring

- **Ventriculation**: - Ensure adequate oxygen supply (2 cylinders) - check cylinders are full

- **Ventriculation**: - Test self-inflating resuscitation bag

- **Ventriculation**: - Intubation equipment, portable suction, suction catheters and sterile gloves

- **Circulation**: - Cardiovascular status is stable or acceptable
  - Intravenous access patient, secured and simplified
  - Transport monitor/defibrillator - check battery is charged, recalibrate and set alarm limits

- **Monitoring**: - Obtain baseline observations before leaving the unit and continue observations as required

- **Medication**: - Adequate supply of resuscitation, inotropes, analgesia, sedation and other patient specific medications

- **Safety**: - Connect portable ventilator to wall oxygen until departure
  - Check contents of transport box and ensure all items are present
  - Transport tray - for secure placement of monitor
  - Manual handling equipment (e.g. slide sheets and frames) available and functional
  - Phone or other communication device available

- **Equipment**: - Resuscitation chart
  - Transport observation chart
  - Lines, drains, and tubes are secured
  - Ensure adequate warmth/temperature control
  - Patient bed rails up and equipment secured

- **MRI**: - MRI patient and staff safety screen
  - MRI equipment compatibility

**On arrival, remember to plug all equipment into wall power, connect portable ventilator to wall oxygen, and familiarise yourself with the arrest trolley and emergency button if one is present.**