

Transfer plan

Form | PTR-FRM-002

Document type	Form
Title	Transfer plan
Document ID	{{facility.code}}-PTR-FRM-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	System S6 (Patient transfers and referrals), criterion S6.1, S6.2, S6.4, S6.6
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The written plan for one transfer, with the responsible party, handover points, timings, crew, escort, equipment and contingency.

1. How to complete

- Complete before the transfer is accepted.
- Fill each segment in order.
- Attach the care-level classification (PTR-SOP-002).

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Responsible party named for each segment	Yes	☐	☐	☐	Action and who to tell
2	Handover point for each change of segment	Yes	☐	☐	☐	Action and who to tell
3	Route or flight and timings	Yes	☐	☐	☐	Action and who to tell
4	Crew, escort and equipment named	Yes	☐	☐	☐	Action and who to tell
5	Failure plan and alternative escort	Yes	☐	☐	☐	Action and who to tell
6	Care level recorded	Yes	☐	☐	☐	Action and who to tell
7	Plan approved by and date	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval