Organisation name Site or unit		STANDARD OPERATING PROCEDURE Escort and crew competence and escort handover	
Document ID	PTR-SOP-005	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
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Signature			

Standards › **Standard S6** › **Standard operating procedures (SOPs)**

Standard operating procedure (SOP) · PTR-SOP-005 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.13, S6.14, S6.11

At a glance

- The escort doctor holds the qualification and recent experience for the patient's condition and the mode.
- The escort stays with the patient until the agreed handover point.
- If the escort cannot continue, a named alternative takes over before the patient is left unescorted.
- Credentials are checked before each transfer.
- Stop and get help straight away if: a patient is left unescorted, or an escort without the required qualification travels.

1. 1. Purpose

To make sure every escort is qualified for the patient and stays with them until handover (S6.13, S6.14, S6.11).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility

When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

The crew's skills must match the acuity of the patient. A crew trained only for basic care cannot safely manage a patient who needs advanced interventions.

5. 5. Responsibilities

Role	Responsibility	Competence
Clinical lead	Confirms the escort's qualification and experience	Clinician
Escort	Stays with the patient to the handover point	Clinician

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Check the escort.

- Check the escort's qualification and recent experience against the patient's condition (PTR-REG-001).
- Record the check on the plan.

Key point: Right escort for this patient.

Step 2. Stay with the patient.

- The escort does not leave the patient until the agreed handover point.
- If the escort cannot continue, name the alternative and hand over before leaving the patient.

Key point: Never unescorted.

Step 3. Hand over the escort.

- Record the alternative escort's name and the time they took over.

Key point: A named person takes over.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Escorts with qualification checked before transfer	100%	Monthly	Clinical lead	Escalate to chief executive
Patients left unescorted	0	Monthly	Clinical lead	Escalate to chief executive

14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
PTR-REG-001	Escort and crew credential and pre-shift register	Register
PTR-SOP-006	In-transit monitoring and deterioration	Monitoring

17. 17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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> **Related standard**
>
> - **Standard 7: Emergency Dispatch**