



MANITOBA RENAL PROGRAM

SUBJECT <ul style="list-style-type: none"> ▪ Guidelines for assessing, documenting and verbally reporting patient care at the time of transfer from one health care provider to another 	SECTION 80.10 Guidelines – Manitoba Renal Program, General
	CODE 80.10.03
AUTHORIZATION <ul style="list-style-type: none"> ▪ Professional Advisory Committee, Manitoba Renal Program 	EFFECTIVE DATE June 2012
	REVISION DATE November 2014 April 2017

PURPOSE:

1. To provide guidelines for hemodialysis nurses who are transferring the care of their patients to another health care provider.

POLICY:

1. At the time of patient transfer from one health care provider to another, hemodialysis RNs and LPNs are responsible for assessing, documenting and verbally reporting on specific patient clinical data.
2. Patient transfers from one health care provider to another include the following scenarios:
 - a. From one Renal Program site to another
 - b. From one dialysis modality to another
 - c. From the hemodialysis unit to Emergency/Emergency Medical Services
 - d. From the hemodialysis unit to an in-patient unit
 - e. From the hemodialysis unit to a Long-Term Care Facility (verbal report not always required)
 - f. From one hemodialysis nurse to another (i.e. Lunch/dinner/coffee breaks; change of shift)

GUIDELINES:

1. Hemodialysis RNs and LPNs are responsible for assessing, documenting and verbally reporting on the following patient clinical data (as pertinent to the scenario) at the time of patient transfer from one health care provider to another:
 - a. Patient's voiced concerns or complaints
 - b. Vital signs including blood pressure, respirations, pulse, temperature
 - c. Fluid volume status (pre weight, dry weight, target weight, fluid restriction, edema)
 - d. Chest sounds
 - e. Skin integrity
 - f. Vascular access
 - g. Blood work results within the past week
 - h. Outstanding blood work results
 - i. Prescribed blood work to be drawn
 - j. All medications prescribed
 - k. Medications administered within the past day
 - l. Outstanding medications to be administered
 - m. Cognitive status
 - n. Outstanding appointments/consults
 - o. New physicians orders

DOCUMENTATION:

- Daily Hemodialysis Treatment Record
- Hemodialysis Flow Sheet
- Integrated Progress Notes in the MRP patient health record
- If transferring patient to a Long Term Care Facility, refer to 60.20.06 *Documentation Standard – Manitoba Renal Program & Long Term Care Communication Record* and complete Manitoba Renal Program & Long Term Care Communication Record Form #W-00273 (60.20.06a), #WR-16 (60.20.06b), or # CL0065-5 (60.20.06c) as required
- If transferring patient to another MRP Site, refer to MRP Protocol 70.10.04 *Protocol for Transfer of Patients between Dialysis Units and/or Sites within the Manitoba Renal Program*
- EPR or Integrated Progress Notes in the in-patient health record for all hospitalized patients
- Facility specific patient transfer tool
- eKHR

REFERENCES:

Accreditation Canada. Ambulatory Care Services Standards. 2012.