

**Partial Hospital and Intensive Outpatient Programs - Unit Practice Manual
 John Dempsey Hospital - Department of Nursing
 The University of Connecticut Health Center**

PROCEDURE FOR: Transfer of Patients from PHP/IOP to Emergency Department

- POLICY:**
1. Patients who are medically or psychiatrically compromised will be transported to the John Dempsey Hospital (JDH) Emergency Department (ED).
 2. Any patient considered for transfer to the ED must be screened for ingestion of prescribed or over-the-counter medications or harmful ingested within the last 24 hours prior to transfer.
 3. Patients that require Emergency Department evaluation will be transported to the Emergency Department with at least one designated staff member from the PHP/IOP program. If the patient presents as either potentially combative or a flight risk, call the UCHC police for assistance.
 4. If the patient is uncooperative, a Physician's Emergency Certificate will be written by PHP/IOP Attending Physician.
 5. Once the patient has been accepted by the ED Crisis Clinician, that individual is responsible for further assessment and, as needed, obtaining authorization and approval for inpatient admission.

PROCEDURE:

<u>ACTION</u>	<u>POINTS OF EMPHASIS</u>
<ol style="list-style-type: none"> 1. Following initial assessment, Treatment Coordinator or designee notifies Program Manager and/or Attending Psychiatrist regarding the need for patient transfer to the ED. 	
<ol style="list-style-type: none"> 2. If PHP/IOP MD determines further evaluation is needed, the ED Crisis Clinician is contacted for case review with. 	<ol style="list-style-type: none"> 2. ED Crisis Clinician will meet patient and staff at back entrance (near Radiology) for immediate assignment to a room. In the absence of ED Crisis Clinician coverage, contact staff in this order: <ol style="list-style-type: none"> a. Consult Liaison (CL) service (x 3757) for physician on call; b. Psych Nursing Manager; c. Dr. Ted Lawlor (x6729) or via pager; d. hospital nursing supervisor, (x1031) or via pager.
<ol style="list-style-type: none"> 3. The program clinician contacts the ED (x2588) to inform the charge nurse that a patient needs further evaluation by the ED Crisis Clinician. 	<ol style="list-style-type: none"> 3. Inform ED charge nurse of estimated time of arrival.

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4. Treatment Coordinator will complete a Crisis Evaluation Form and will provide the ED staff with information about history, medication regimen, allergies, current concerns, and reason for transfer.
5. The physician will write a progress note describing findings and recommendations.
6. Copy pertinent clinical information from the PHP/IOP record, Crisis Evaluation Form, Medication Reconciliation sheet, and the PEC paperwork, as appropriate, to be transferred with the patient.
7. After arrival in the ED, the patient will be registered at the ED Front Desk by giving two identifiers.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 5/06

REVISION DATES: 7/06, 10/08, merged "Safety: Crisis Intervention / Transfer to ED for PHP/IOP Programs" (eff. 1/07, rev. 2/08, 4/08, 5/08) into this document
10/08