Appendix II   Protocol 37

Emergency Inter-Hospital Transfer (Protocol 37) request pro forma

	Task	Details (please prepare answers prior to ringing 112)
1	Ring 112 (999)	
2	Ask for HSE National Ambulance Service	
	The Emergency Call-Taker will now take you through a series of specific questions	
3	What is your phone No	Provide a contact number for call back
4	What is your Location?	State the transferring hospital name and ward/unit
5	What is the reason for the transfer?	**State: "I require an emergency inter-hospital transfer, protocol 37 please"**
6	Patient's age?	State age of the patient
7	Patient's gender?	State gender of the patient
8	Is the patient awake?	Verify; Yes / No
9	Will any special equipment be necessary?	Please specify any special equipment required during the transfer.
10	When will the patient be ready to leave your hospital?	Give an estimated timeframe when all clinical procedures to stabilise the patient will be complete and the patient will be ready for transfer to the ambulance. The options are- Immediate (Delta), In 30 mins (Charlie), Between 30 mins and 1 hr (Bravo).
11	What is the patient's name?	State name of the patient
12	Who is the referring Doctor?	State name of the referring Consultant
13	Who is the referring Nurse?	State name of the Nurse responsible for the patient
14	Where is the receiving hospital?	State the name of the receiving hospital
15	What is the receiving ward/unit	State the receiving ward/unit.
16	Who is the accepting Consultant	State the name of accepting Consultant

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