Tool 32: Resident Transfer Form: Care Community to Emergency Department (CommuniCARE)

Guidelines for Use: The Resident Transfer Form is to be used by RN/RPN/LPN to provide information about a resident being transferred from Long Term Care to the emergency room (ER). It is a method of communicating essential information about a resident's condition to ensure that care requirements are safely met. As part of the **CommuniCARE** *process*, there is **regular communication between the Care Community and the hospital** emergency or inpatient areas.

> **The Transfer Form MUST indicate if there is an OUTBREAK of any kind in your Care Community**

General Considerations

- An RN/RPN/LPN to complete the Resident Transfer Form and send with **each** resident being transferred to an ER
- After the form is completed, take a photocopy for the resident's record, and send the original with the resident to the receiving hospital site
- The **ER** Form (both the original and copy) is a permanent part of the Health Record

FH Users may access the transfer form using this link on the Intranet:
https://pulse/clinical/dst/Pages/dst.aspx?dstID=5894

External Users (contracted sites*)* may access the transfer form through the password protected Extranet using this link: NUXX105077B_ResidentCareFacilit (fraserhealth.ca)

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