

Resident/Patient's Name:

Date of Birth:

NHS Number:

Hospital Number:

TRANSFER OF CARE BUNDLE; Care Home

- tick and initial all 5 points when complete

1 CARE HOME TRANSFER

- Care home to complete the **transfer form; care home to hospital.**
- Has the patient been transferred with the right documents?
- Does the patient EPR/papers notes include verbal information from LAS & escort?
- Can the patient be discharged, complete **transfer form; ED to care home.**

2 COMMUNICATION

- Ward team to use Board round to confirm that the patient is a care home resident.
- Has information exchange occurred with care home manager, ward nurse, professionals involved in patient's care including relatives and carer?
- Has there been confirmation of the patient's current condition?

3 COORDINATED MDT PLANNING

- Has professionals/MDM agreed to the discharge plan and date? (*care home to be informed 2-4 days prior to discharge*)
- Has the pre-assessment prior to discharge been arranged by care home and supported?
- Has the care home been informed of discharge date and agreed?
- Has the discharge co-ordinator had a conversation with patients and relatives?
- Does the patient require a:
 - HNA and DST
 - PEACE document?
- Has a discussion taken place around equipment and community referrals and has the outcome been finalised?
- Has medication been ordered? (with any reviews, changed, newly prescribed and stopped medications being highlighted?)

4 CHECKLIST FOR DISCHARGE

- Has the date and time of discharge been agreed?
- Has an accurate listing of all medications been made on the day of discharge?
- Has transport been arranged for the patient? (*between 9am-5pm, Monday to Friday*)
- Have all the required documents for discharge been collated into the Discharge Checklist pack, been discussed with the patient, and the **Discharge Checklist** been completed?

5 CALL TO FOLLOW UP

- Has a follow up call been made with 24-48 hours?
- Have any discharge issues identified by the care home been follow up?

Please ensure a copy of this Discharge Bundle is filed in the patient notes in the hospital and the Discharge Co-ordinator keeps a copy.