

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

### EXECUTIVE SUMMARY

POINT PERSON: HEIDI SCOTT

DATE: 5-4-12

**OSH POLICY NUMBER & TITLE: OSH POLICY 6.001, TRANSFERS WITHIN OSH AND TO OUTSIDE HOSPITALS. (PREVIOUSLY "INTRAPROGRAM AND INTERPROGRAM PATIENT TRANSFERS")**

#### **PURPOSE OF THIS POLICY:**

Outlines procedures of the transfer process to facilitate patient movement through their treatment in the less restrictive setting.

#### **SUBSTANTIAL CONTENT CHANGES (EXCLUDING "HOUSEKEEPING" CHANGES):**

This policy significantly changed by:

- 1) Introducing the language and the process regarding "Emergency Transfers" - page 1
- 2) Adding a definition section - pages 1-2
- 3) Instead of "negotiations" between programs and IDTs, the Transfer Manager will manage transfers and maintain a transfer list
- 4) Outlines the roles and responsibilities of both the referring and the receiving units/IDTs
- 5) Standardizes the transfer process and introduces a Referral Form (forward transfers) and "Questions we will Ask" Form (reverse transfers)
- 6) Specifies required discipline-specific documentation and procedures
- 7) Introduces language to support "high risk" patients
- 8) Moves the primary responsibility to mediate any necessary transfer disagreements from the Chief Medical Officer (CMO) to the Program Director in collaboration with the Program Supervising Psychiatrist and the Program Nurse Manager. The CMO will continue to be the "final say" if there is an impasse regarding a transfer.

**REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):**

Removes:

"Medical Staff Manual"

"JCAHO Manual" (outdated and not specifically referenced)

OSH Policy 4.009 Handling Personal Property and Valuables (transfer process included specifically in the Nursing Procedure reference)

OSH Policy 2.007, Medical records (process included in Policy 6.045)

" OSH Computer Manual" (outdated)

Adds:

OSH Policy and Procedure:

6.011 Interdisciplinary Team Processes

6.029 Forensic Risk Review Panel

6.035 Medication Reconciliation

6.042 Short-Term Assessment of Risk and Treatability (START)

6.045 Clinical Documentation

Medical Department Policy 3.004, Suiciden Risk Assessment Policy

Keeps:

Nursing Procedure T-2

**LOCATION OF POLICY:**

OSH hard copy manuals and I-Drive OSH Policy and Procedures under "Publications"