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| **Internal Adjustment of Patients in case of Non Availability of beds** |
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| **Policy Name :**  | **Internal Adjustment of Patients in case of Non Availability of beds** |
| **Date of implementation :**  |   |
| **Approved By :**  |  ***Superintendent in Chief / Chief Medical Superintendent*** |
|   | Name : |
|   | Signature :  |
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|   |
| **Reviewed By:**  | ***District Hospital Quality Assurance Team (Incharge / Member)*** |
|   | Name : |
|   | Signature :  |
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|   |
| **Issued By:**  | ***SiC / CMS / Quality Manager*** |
|   | Name : |
|   | Signature :  |
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|   |
| **Responsibility of Updating :**  | ***Head Of Department***  |
|   | Name : |
|   | Signature :  |
|   |
| **Last Date of Updating** |   |
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1. **Purpose:**

The purpose of this policy and its supportive guidelines is to ensure safe and appropriate internal adjustment of patients in case of Non Availability of beds in the hospital.

 The aim is to clarify the clinical accountability of the nursing staff, medical team and supportive staff who are responsible for the patient's care to ensure that safe, appropriate transfer of patients does occur and their care continues with minimal interruption and risk.

**B. Scope:**

This policy is designed to gauze the requirements of patients who may need to be transferred from wards,

departments, Emergency Room within the Hospital, to diagnostic facilities, to other hospital facilities.

**C. Responsibility Person:**

Consultant Doctors, Emergency Medical Officer, Ward Nurse, Ward Attendant

**D. Policy :**

* Extra Camp / Folding Bed availability should be there in facility for handling Disaster and over Patient in the facility
* Check whether if there is any Patient in the hospital who will be easily treated at home or who were less ill and can be treated on oral medication, and make a counselling for early discharge for a needy person to get treatment on that bed
* **In Emergency and ICU department**

If there is non-availability of beds then with the consultation of the treatingdoctor if any patient is towards normal condition will be shifted to HDU / Step down forfurther treatment

**TRANSFER OF PATIENT TO OTHER HOSPITAL:**

a. ***Non Availability of Required Medical Treatment***

In case the patient is to be transferred to the Medical College and Hospital etc. due to non-availability of

Medical Services of a particular specialty medical treatment, the on duty medical officer informs the patient’s relatives and makes necessary arrangement for ambulance and staff required for transferring the patients. Prior to the transfer of the patient the Medical Officer informs the other hospital/Medical college about the shifting of the patient to their facility. Referral Slip containing information pertaining to the patients complain, diagnostic made and treatment given is prepared and given to the attendant accompanying the patient. Usually a nurse accompanies the patients to the other hospital, in case of critical patients, a medical officer along with a nurse accompanies the patient.

***b. Transfer on Request***

In case patient or his relative decide to transfer the patient to other hospital for further treatment, the

Patient / relations are explained about the condition of the patient and the risk involved in transferring the patient. Consent is taken and the patient is transferred to other hospital in the hospitals Ambulance or outside Ambulance as per the patient wish.

If the patient condition is critical, the doctor accompanies the patient to other hospital and discharge on

request summary is given to the patient .The nursing staff has to ensure that the patient is received by the hospital transferred to and adequate arrangement has been made for the admission of the patient in the transferred hospital.