

Standard Operating Procedure for the Transfer of Women from British Pregnancy Advisory Service (BPAS) Cardiff to University Hospital of Wales (UHW) Cardiff & Vale UHB

INTRODUCTION

This guidance applies to the Doctor/Lead Nurse/Deputy Lead Nurse, with responsibility for the woman's care, when referral to UHW is required.

I.URGENT COMPLICATIONS

1. In the event of a life-threatening acute complication arising the BPAS Unit Manager should be informed, and emergency transfer to Emergency dept at UHW should be initiated. If non-life-threatening complications arise these should be called through to the Gynaecology Registrar/Consultant on call for ward C1 and admission arranged there.
2. The Clinic Manager will telephone 999 to request an urgent transfer, WAST will clinically prioritise the patient as per their protocols.
3. Clear concise information must be given, identifying name of client, condition, age, address of unit, which floor the clinic is situated on and the need for a scoop stretcher.
4. The Welsh Ambulance Service use a pre-alert phone to the Emergency Unit Resuscitation area. They can use this if they believe the patient has life threatening features that require the resuscitation room. If being conveyed to the Emergency Department the doctor accompanying the patient should contact the Emergency Physician in Charge via extension 40229. The BPAS Doctor will also telephone the senior Gynaecology Registrar/Consultant on call (UHW numbers in box below) to report clients pending admission in either event and arrange for them to meet the patient and BPAS doctor in the resuscitation room of the Emergency Department.
5. The referring BPAS Doctor will provide a note to explain the nature of emergency with the photocopied BPAS notes (medications given, relevant history) which accompanies the patient.
6. While transfer is being arranged, the Doctor / Lead Nurse and an appropriately trained member of staff will maintain the client's condition using ILS principals, if necessary, observe and record vital signs, monitor any vaginal loss and give reassurance to the client. If the medical condition allows, keep the client informed at all times about what is happening to them and the reason for the transfer.
7. Identify client's wishes, if possible, in respect of informing next of kin (NOK). If client is unable to indicate her consent for NOK to be informed, the Manager will decide when it is appropriate to contact them. Please ensure this is documented in the patient notes along with their wishes should they be unable to convey them ie in the event of cardiac arrest should family be informed.

8. The situation will be managed with discretion so as not to alarm anyone else within the clinic environment.
9. Prior to the transfer of the client, a photocopy of the client's case notes will be taken. This should include any interventions made as the result of the emergency. The photocopied notes will accompany the client. The original case notes must remain at BPAS.
10. The Nurse/Midwife Practitioner will accompany the client in the ambulance, handing over the client to the Doctor/ Nurse in Charge at the Emergency Unit or C1 as applicable.
11. Following the transfer of the client, the BPAS Unit Manager will explain to other clients the reason for the clinic interruption. Identify possible delay and time factors and manage the situation following BPAS policies and procedures.
12. A discharge summary can be requested following the consent of the patient, to facilitate the monitoring of complications/clinical incidents.
13. Should patients be advised to attend the Emergency Department from their own homes they will be triaged using existing pathways for complications of early pregnancy, this will involve direct streaming to C1 dependent on the severity of their presentation at the time. If the symptoms are not deemed to be severe or life-threatening patients will be advised to contact BPAS the next working day or to see General Practice as applicable.

Important phone numbers for UHW

Mon-Fri 9am till 5pm: Senior Gynae Doctor (ESL) direct line Tel # 02921847004
Any other time: 02921847785 (or: ext. 47785)

OR: call UHW switchboard on 02920747747 (wait for an operator)
to request bleep 6900 (Senior Reg)
or bleep 5950 (Junior Reg)

Emergency Physician in Charge (EPIC) 24/7: #02921840229

II. PREGNANCY ANOMALIES

1. In the event of a pregnancy anomaly requiring urgent evaluation (e.g. suspected ectopic), the Doctor/ Lead Nurse with responsibility for the client's care will discuss referral to the Early Pregnancy Assessment Unit at UHW by telephoning 02920742727 or if out of hours the Gynaecology Assessment Unit 02920743857. If the patient has life threatening features the patient should be referred to the ED as above.
2. A discharge summary will be requested.

This procedure applies to all BPAS clients, including under 16-year olds.

Related BPAS policies

Transfer of Client to NHS Hospital (BPAS Clinical Nursing Procedures)

Client safety Incidents (Operational & Clinical Policies)

Ratified at GPF/ Q&S C&V UHB
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