Daily Management of Repatriations and Referrals to and from the Princess Royal University Hospital

The coordination of repatriations and referrals to and from the PRUH is the responsibility of the Orpington Clinical Site Practitioner. Required escalation will be directed through the PRUH site's operational lead.

Mission Statement

➢ All referrals for treatment and repatriation to the PRUH will be accepted and relocated within 48hrs.

➢ All referrals for treatment and repatriation from the PRUH will be escalated to the operational lead at each relevant capacity meeting on exceeding a 48hr wait.

➢ An electronic record of activity will be maintained daily by the Orpington CSP and stored in the I Drive.

➢ A minimum of 1 repatriation per day will be absorbed into PRUH's in-patient bed base when the list is occupied.

➢ Repatriations accepted for admission should arrive prior to 17:00 hrs.

➢ Any exceptions to the above will be directed by the PRUH site's operational lead. .

Process

• Daily repatriation requirements to be assessed by the Orpington CSP, using daily repatriation tracker. Actions to be delegated to the appropriate CSP.

• All repatriation/transfer patients to be communicated daily with respective Site/Bed managers

• Repatriation requirements and plan to be communicated at 08:15 bed meeting.

• Finalisation of plan to be confirmed at 12:15 bed meeting.

• Any repatriation admitted on the day should be entered on to the appropriate speciality's emergency admission log.

• Speciality on call registrar to be informed of patient accepted on the day.

• All communication to be documented on a daily basis in the additional comments row.

• Daily repatriation activity to be discussed at the Clinical Site Practitioners evening handover (PRUH & Orpington) using updated repatriation tracker (Orpington only). The next day's tracker to be saved at evening handover with completed repatriations deleted.

- New referrals for external transfer/repatriation will be referred to the Orpington CSP for data collection, entry to the repatriation tracker and action.
- New referrals from tertiary hospitals will be referred to the Orpington CSP for data collection, entry to the repatriation tracker and action.
- Denmark Hill (DH) to PRUH referrals will be collected by DH repatriation team; repatriation tracker will to be updated at DH.

Data Collection and Daily Record

- All repatriation data will be stored on a daily database on the I Drive. Located by clicking; *Computer → I Drive → Clinical Site Management → Repatriation → Repatriation Tracker.*
- The repatriation tracker has 3 tabs; Tab 1 PRUH Repats out – For PRUH patients waiting for speciality beds elsewhere or repatriation. Tab 2 DH to PRUH repats – For patients waiting at Denmark Hill for PRUH beds. Tab 3 Tertiary to PRUH repats – For patients in Hospitals external to King's College NHS Foundation Trust.
- Daily Repatriation tracker to be saved with the date and initials of the Orpington CSP in the following format: KCH-PRUH RepatsDDMMYYYY(GJ)