

# STANDARD OPERATING PROCEDURES

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## PATIENT TRANSFER PROCEDURE: INTER DEPARTMENTAL TRANSFER

- Transferring unit should inform the recipient ward before sending the patient.
- Treating physician should mention which ward the patient should be transferred to.
- Ensure the patient condition is fully stabilized while transferring to ward.
- Handing taking of patient should be done by nursing staff.
- Complete patient documents should be handed over.

### SIGNATORIES

*Name of staff (MO/NO/CO/COI/MIDWIFE/ ETC)*

*Name: .....*

*sign.....*

*Date:*

*Department in charge*

*Name:.....*

*sign.....*

*Date:*

*Nursing Officer in charge*

*Name:.....*

*sign.....*

*Date:*

*Hospital Administrator*

*Name:.....*

*sign.....*

*Date:*