



January 5, 2012

Subject: Pediatric Interfacility Transfers

Dear Emergency Department Manager:

It is my pleasure to present you with this resource CD to assist your organization with development of interfacility transfer guidelines and agreements for pediatric patients. Pennsylvania has an established EMS for Children (EMSC) program which strives to ensure that every hospital emergency department in the Commonwealth has formal guidelines and agreements in place for the transfer of all patients, including children.

Through this federal initiative, the Health Resources Services Administration (HRSA) has tasked each state to improve pediatric emergency care, and this CD mailing specifically targets two areas of concern:

1. Evaluate the percentage of hospitals in the state that have written interfacility transfer **guidelines** that cover pediatric patients and include the following components
 - o Plan for transfer of the patient's medical record and signed transport consent
 - o Process for patient transfer (including obtaining informed consent)
 - o Defined process for initiation of transfer, including the roles and responsibilities of the referring and receiving facilities
 - o Process for selecting the appropriately staffed transport service to match the patient's acuity level
 - o Process for selecting the appropriate care facility
 - o Plan for transfer of personal belongings of the patient
 - o Plan for providing of directions and institution information to family
2. Evaluate the percentage of hospitals in the state that have written interfacility transfer **agreements** in place with EMS agencies that cover the transfer of pediatric patients

While approximately two-thirds of Pennsylvania emergency departments have transfer guidelines in place, only about one-third include all of the recommended components. Additionally, only approximately fifty percent of emergency departments statewide have formal transfer agreements in place with EMS and other hospitals.

If your hospital already has guidelines and agreements in place, thank you! Please complete the web-survey included on the CD.

If not, I welcome you to reference the templates provided and encourage you to complete the web survey after your guidelines/agreements have been implemented. Should you have any questions on this initiative, please don't hesitate to contact the EMSC program office at 717.795.0740. Thank you for your support of the pediatric emergency care system in Pennsylvania and your consideration to develop interfacility transfer guidelines & agreements.

Sincerely,

Kirsten Johnson-Moore, RN, MSN
EMSC Advisory Board Chairperson