

REFERRAL TO DNS OR OTHER PROVIDER

Nurse Visits and identifies wound no longer ACC related or client moving out of area (*includes holidaymakers)

If decision to transfer is from CNC/CNLs they will advise Admin team

MOVING OUT OF AREA
(*includes holidaymakers who require dressings while away)
Obtain:

- Client's new address
- New contact details
- Date of move (this will ascertain our last visit date).
- Return date (for holidaymakers)

Identify when this change will take place and advise Office via your update.

TRANSFER TO DNS
Identify date that first visit with DNS will occur.
Complete paperwork **at least 48 hours prior** to first visit if possible.

Complete Forms

- **TCHS Referral Form** with new information on it.
- Specify in comments of referral form **reason for transfer**
- **Summary of Care** (this is done on a Nursing intervention form).
- Usual visit paperwork.
- Outline in CLN transfer paperwork completed and **LAST TCHS visit date**

NOTES

*Discuss with ADM or CNM if you are unsure if patient requires transfer.

** Refer to Process on 'How to discharge a patient' for further information.

****NOTE – Holidaymakers not to be discharged. Put in for return date to our service.**

KEY

IAS – Initial Assessment Sheet
 CIS – Client Information Sheet
 CSA – Client Service Agreement
 WES – Wound Evaluation Sheet
 WTP – Wound Treatment Plan
 CLN – Clinic Note
 MP – My Practice
 CNM – Clinical Nurse Manager
 CNC/CNL – Clinical Nurse Co-Ordinator/ Clinical Nurse Leader
 ADM – Admin Manager

Office will pick up paperwork and send to relevant provider for first visit to be arranged.

OFFICE:

- Process referral to new provider sending Referral & Summary of care with :
 - IAS, CIS, WES, WTP, CLN
- Log on DN Transfer sheet with reason.
- Client to be discharged on MP.

At **LAST** visit Nurse to complete Discharge paperwork and usual nursing visit paperwork
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