

# Standard Operating Procedure (SOP)

## Patient Transport Protocols and Securing Procedures

This SOP details **patient transport protocols and securing procedures**, emphasizing the safe and efficient transfer of patients within healthcare facilities or between locations. It includes guidelines on patient identification, communication during transport, appropriate use of mobility aids and equipment, securing patients during transit to prevent falls or injuries, monitoring patient condition throughout transport, and ensuring compliance with infection control measures. The protocol aims to enhance patient safety, comfort, and dignity while minimizing risks associated with patient movement.

### 1. Purpose

To establish standardized procedures for the safe, efficient, and dignified transport of patients, ensuring their wellbeing and minimizing associated risks.

### 2. Scope

This SOP applies to all staff involved in patient transport within and between healthcare facilities.

### 3. Definitions

- **Transport Personnel:** Staff responsible for moving patients.
- **Securing Procedures:** Techniques and equipment used to prevent patient movement and ensure safety during transport.
- **Mobility Aids:** Equipment such as wheelchairs, stretchers, and transfer belts.

### 4. Patient Transport Protocols

1. **Patient Identification:**
  - Confirm patient identity using two identifiers (e.g., name and date of birth).
  - Verify transport order and destination.
2. **Communication:**
  - Notify receiving team or department prior to transport.
  - Inform the patient about the process and address concerns.
3. **Use of Mobility Aids and Equipment:**
  - Inspect all transport equipment for safety and cleanliness.
  - Choose the appropriate device according to patient's mobility status.
4. **Securing Procedures:**
  - Apply safety belts/restraints as needed according to protocol and patient needs.
  - Ensure limbs are properly positioned to prevent injury.
  - Lock wheels when stationary and during patient transfer on and off equipment.
5. **Monitoring During Transport:**
  - Observe patient's clinical status throughout transport (vital signs, consciousness, distress).
  - Be prepared to intervene in case of emergency.
6. **Infection Control Measures:**
  - Apply Standard Precautions, including use of PPE as appropriate.
  - Disinfect equipment between patient uses.

### 5. Documentation

- Document details of the transport (time, personnel, destination, patient's condition before/during/after transport).
- Note any incidents, changes in patient status, or complications during transport.

### 6. Responsibilities

- Transport personnel must be trained in moving and securing patients safely.
- Nursing staff are responsible for preparing patients and providing relevant information to transporters.

### 7. Review and Quality Assurance

- Regularly review transport incidents and update protocols as necessary.
- Conduct periodic training and competency assessments for transport staff.