



Section	Nursing-Patient Care-Social Services	Effective:	2/1998
Sub-section		Version:	2.0
Policy	Transportation of Patient	Last Revised:	DRAFT
Director's Approval	_____	Date	_____
	Alice Gleghorn, PhD		
PHF Medical Director's Approval	_____	Date	_____
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Supersedes:	Transportation <u>Transportation</u> of Patient revised May 2006		
Approvals:	PHF Medical Practice Committee: PHF Governing Board:		

1. PURPOSE/SCOPE

- 1.1. To ensure the safe transportation of Santa Barbara County Psychiatric Health Facility (hereafter, the "PHF") patients by the County staff.

2. DEFINITIONS

- 2.1. Secured Safety Vehicle – a form of transportation that includes a locked rear seating area located behind a partition which prevents individuals from exiting on their own accord.

2.3. POLICY

- 2.3.1. The PHF will ensure that its patients are transported in a safe, clinically appropriate, and economical manner. ~~when no other viable and safe means of transportation is available through the patient's case manager, family, friends, or other sources.~~

3.4. PROCEDURE

- 3.4.1. When clinically appropriate, designated PHF staff will transport patients within and outside of Santa Barbara County (hereafter, the "County") for placement or other activities pursuant to the patient's associated with the treatment plan. ~~ning of patients.~~

1. ~~The~~ PHF ~~social worker~~ staff:

- a. Will make the necessary advance contacts, referrals, and arrangements for the outside facility to receive the patient upon determination that a patient is to be transported;
 - b. Will assemble all legal and medical information which accompanies the patient for placement transportation, including the patient's personal belongings¹; and
 - c. ~~Or primary worker is responsible for making the final transportation arrangements in As needed staff coordinating the transportation may~~ May consultation PHF leadership and with the Psychiatric Nursing Supervisor and ancillary staff as needed.;
 - d. ~~Will note the need for transport in the patient's medical record.~~
- ~~2. When the discharge date is known, the social worker or other PHF staff will coordinate transportation which is clinically appropriate and economical.:~~
- a. ~~Will call transportation staff to inform them of the need for patient transport;~~
 - b. ~~Will alert the case manager if the transporter cannot provide transportation or if the case manager is unavailable will contact the Nursing Supervisor to coordinate the transportation arrangements.~~
 - c. ~~Or primary worker will complete all forms and attached to the designated clipboard with the car keys.~~
- ~~3.2. If specific arrangements are needed, t~~The Nursing Supervisor Director of Social Services will may consult ~~with~~ the treatment staff to determine the number of staff (i.e. males/females) needed to provide safe patient transport.
- a. If a patient is judged to be at risk or assaultive, more than one staff member may transport the patient.
- ~~4.3.~~ The assigned psychiatrist or on-call psychiatrist will make a clinical decision concerning the possible need for medication while the patient is en route, which will require licensed nursing personnel to accompany the patient during transport.
- ~~5.4.~~ Transporters:
- a. Will use County vehicles in transporting patients;
 - i. When using a County vehicle, transporters shall comply with the County's Policies and Procedures regarding the operation of County vehicles², including but not limited to:
 1. Possessing a valid California drivers' license appropriate for the class of vehicle being used;
 2. Utilizing seat belts for all occupants of the vehicle; and
 3. Not smoking, eating or drinking while operating the vehicle.

¹ See PHF's policy *Patients' Person and Property*.

² Refer to the County of Santa Barbara Administrative Manual – Administration of Vehicle Fleet for more information about the use of County vehicles.

- ii. ~~When possible, the caged or shield car a Secured Safety Vehicle where a patient is placed in the rear seating area behind a partition without the ability to leave the vehicle on their own accord, is advised.~~
- b. ~~Submit a travel rA letter on County letterhead must be signed by the clinical director to identify staff when they transport.~~
- c. ~~From North and South County shall transport their respective county patients;~~
- d. ~~b. Must Should obtain a travel request to PHF administrative staff to transport patients out-of county;~~
 - i. Upon return, the transporter must submit all receipts and vouchers necessary to support valid claims for out-of-pocket expenses and ~~reimbursements~~reimbursements, including the cost of a patient's meal.
 - ii. ~~Transporters must attach a map of the route with calculated mileage, log actual hours of transport or hours worked, and and log the starting time, mileage, and destination on the travel request.~~
- ii.
- 6. ~~The County has a contract with an ambulance service to provide transportation to a hospital for patients requiring emergency care. However, the contract does not include provisions for transporting patients back to their home following care.~~
- 7.5. ~~Requests for emergency ambulance service is obtained by dialing 9-9-1-1.~~
 - a. Specify location, physician (if any) requesting the service ~~and and~~ reason for the request, ~~and destination.~~
- 4.2. ~~The Sheriff's Office is responsible for transporting Aall individuals that are in jail custody or that are remanded to the PHF from the jail, will be transported by the Sheriff's Office.~~
- 3.2. ~~In the event that the Sheriff's Office County jail transfers an jail inmate to the PHF and the court and/or other relevant legal information is not forwarded with the inmate, PHF staff will:~~
 - ~~Coordinate with the jail's mental health program and Inmate Records; and~~
 - ~~Request the documents be sent to the PHF via fax.~~
 - i. ~~and Inmate Records after each progressive court hearing; and request the documents be sent to the PHF via FAXThe Inmate Records Division is open 24 hours/7 days a week and can be reached at ext. 4260.~~
 - b. ~~Inmate Records will fax the information to the PHF.~~
- 2. ~~If the PHF decides to retrieve an inmate's belongs, PHF staff will:~~
 - a. ~~Call Jail Mental Health (JMH) and request that they get the desired property;~~
 - i. ~~JMH will not automatically release the inmate's property upon transfer because the inmate is still legally their responsibility.~~
 - ii. ~~Jail staff will come to the PHF to sign out the inmate's property to the inmate upon dismissal from all court charges. Call ext. 4708, 4036.~~

ASSISTANCE

Jennifer Hidrobo, LCSW, PHF Clinical Director

RELATED POLICIES

Administration of Vehicle Fleet – County of Santa Barbara Administrative Manual
 Patients’ Person and Property

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
<u>DRAFT</u>	<u>2.0</u>	<ul style="list-style-type: none"> • <u>Updated policy to current template;</u> • <u>Added Secure Safety Vehicle definition;</u> • <u>Removed reference to social worker and transportation staff;</u> • <u>Removed language about contract with ambulance service and the service not transporting patient back home,</u> • <u>Removed language about PHF calling the jail to retrieve patient’s belongings.</u>

Culturally and Linguistically Competent Policies

The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual’s preferred language or mode of communication (i.e. assistive devices for blind/deaf).