

## Appendix 1 – Information required during the referral to Retrieve

<p><b>You</b></p>	<p>Referring clinician's name</p> <p>Location (the hospital you are calling from and the exact location of the patient within it – please be prepared for Retrieve to ask for directions if the location is unusual)</p> <p>Contact number (ideally telephone nearest patient or mobile phone number of referring clinician)</p> <p>Your grade and specialty</p>
<p><b>Type of transfer</b></p>	<p>Escalation to specialist care (please tell us if you believe the referral to be time critical)</p> <p>Repatriation</p> <p>Capacity</p>
<p><b>Patient demographics</b></p>	<p>Name</p> <p>Gender</p> <p>Date of birth</p> <p>NHS number</p> <p>Weight (approximate if not known – this is to ensure we use the correct trolley)</p>
<p><b>Receiving hospital</b></p>	<p>Receiving hospital and destination within it (e.g. ED, theatres, ICU, etc)</p> <p>Accepting specialty</p> <p>Accepting consultant name</p> <p>Contact number for receiving destination</p>
<p><b>Patient history and current status</b></p>	<p>Succinct history</p> <p>Key observations including HR, BP, RR, SpO<sub>2</sub>, temperature, GCS</p> <p>Relevant interventions</p> <p>Oxygen requirements and ventilator settings (if applicable)</p> <p>Drugs and infusions administered</p>
<p><b>For transfers Retrieve cannot meet</b></p>	<p>Number of medical escorts (ensure they are of appropriate grade, experience and specialty)</p> <p>Are you using your critical care transfer trolley?</p> <p>When will the patient be ready to move?</p>