**Ward to Ward Transfer Checklist**

|  |  |
| --- | --- |
| **Criteria** | **Completed** |
| Consultant at TU has spoken to relevant Consultant to agree transfer? |  |
| Patient is optimised for safe transfer? |  |
| All relevant images have been transferred to Leeds PACS? |  |
| Inpatient transfer form ([click here](file:///I:\WYCCODN\Trauma%20Network%20Manager\Website\MTC%20Tertiary%20Referral%20form%20-%20June%202016.pdf)) has been emailed to the Leeds Major Trauma Ward L22 ([leedsth-tr.MTCaseManagers@nhs.net](mailto:leedsth-tr.MTCaseManagers@nhs.net))? |  |
| Case Manager has been alerted?  **Tel: 0113 24 32799 / Bleep: 2661** |  |
| Secondary transfer to the MTC with 2 days? |  |