



**Prolonged-ventilation Weaning
Centre (PWC) and Provincial
Centre for Weaning Excellence**

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Please ensure to complete the following prior to patient transfer to the PWC:

- Forward a copy of the Medical Discharge Summary is sent 24 hours before patient transfer
- Medical handover has occurred between PWC respirologist and ICU attending

Complete this transfer checklist and send with the patient including a summary report from the following:

- nursing
- respiratory therapy
- physical therapy
- dietitian
- speech/language pathologist
- social work including family meeting notes and goals of care discussions

(Please include the date of last tracheostomy change, Foley catheter change, all line changes and any other relevant information)

- List of any significant events in the last 48 hours prior to transfer
- Current medication profile, including all PRN medications.
- 48 hours' worth of patient's enteral feeds (if applicable) there may be a delay in us obtaining certain formulas
- New tracheostomy kit/set (include inner cannula) if recent tracheostomy change has not been completed
- Signed repatriation letter that commits the institution to take back the patient after a maximum of 90 days in the PWC.

Immediately prior to transfer

Stop feeds 4 hours prior to transfer

Give any medications due within two hours of actual transfer time

Please STOP the transfer if the patient becomes hemodynamically unstable, febrile or delirious prior to transfer.