



POLICY FOR TRANSFER OF PATIENTS

This policy outlines the procedure for transferring MRP care for a LTC patient to another Physician.

New Admission

- Upon a new admission, the LTC facility must ask the existing MRP if they are willing to continue care for their patient using the MRP Transfer of Care form (attached).
- The Physician must indicate if they are willing to continue care for the named patient, which requires them to meet, or work towards meeting the GPSC/RCI best practice expectations
- The existing MRP has the option to ask the LTC facility to transfer care to an LTCI Core Physician who is meeting, or working towards meeting the GPSC/LTCI best practice expectations
- The Facility must send the completed MRP Transfer of Care Form to the Nanaimo Division of Family Practice.
- A Physician who wishes to transfer care remains the MRP until the replacement Physician visits the patient.

Post Admission

- A patient or patient representative retains the right at all times to request a transfer of care to another Physician
- The LTC facility should not bring pressure on a patient or patient family to transfer care to a preferred Physician, but can provide information about the best practice expectations provided by Physicians in the LTCI
- If a patient or patient representative wishes to transfer care to another doctor, the LTC facility should notify both the existing Physician and the replacement Physician, and the Division.
- If no replacement Physician is immediately available, the LTC facility should speak with the Division of Family Practice who can connect them with an LTCI Physician who has capacity to accept new patients.

Handover

- The Facility and/or the Division will facilitate the transfer of a patient to a core Physician.
- The choice of Core Physician will be based upon capacity
- The replacement LTCI Physician should visit the new named patient as soon as possible – at the next scheduled visit to the LTC facility or within 2 weeks – whichever is earlier.
- The original MRP will be notified when transfer to a core LTCI Physician has occurred, with a notice that they are no longer the MRP for the patient. Care during the admission process should not be left to be the responsibility of the Medical Co-ordinator.

Physician Absence

- See Sustainability Policy