APPENDIX A: PATIENT TRANSPORT PREPARATION CHECKLIST

Source: U.S. Army Medevac Critical Care Flight Paramedic Standard Medical Operating Guidelines, FY18 Version, Published Oct 19 2017

PRE-FLIGHT CHECKLIST

(for Critical Care and Post-Surgical Transfers)

Once the decision is made to transfer a patient and an accepting physician has been obtained, the following steps will be taken to prepare the patient for transport:

Initials	Evaluation Steps
	1. Sending location/physician: _____Accepting location/physician:_____ Flight nurse called: name / time: _____
	2. Anesthesia called: intubation if indicated. **ETT secured**/marked
	3. Patient meets criteria for en route critical care transport: risk documented by sending physician **(POST-OPERATIVE and CC INTRAFACILITY TRANSFER, Pre-Transfer Patient Status Requirements)**
	Preparation Steps
	Positioning and Proper Monitoring:
	1. Patient moved to litter (collapsible handles), positioned, padded, strapped, equipment (with necessary attachments) added and secured.
	2. For head-injured patients, a pre-sedation neurologic examination will be performed. GCS and neurological exam documented on the en route care form, suggest placing patient sitting at 30°-45°. (For eye injured patients, fox shield in place. For burn patients, **JTTS burn sheet initiated**.)
	3. Ventilator switched to PMI vent at least 20-30 min prior to flight and set with transfer settings ordered by physician.
	4. IV / IO access verified, patent, and secured.
	5. Arterial line inserted and secured, if indicated. Transducer accessible.
	6. Ventilator tubing checked to be free from obstruction, with $ETCO_2$ and secondary lines attached.
	7. Orogastric or nasogastric tube is inserted (unless contraindicated), placement verified with chest x-ray, and attached to low-intermittent suction.
	8. Chest tubes to water seal/suction (place Heimlich valve for non-atrium chest drainage systems).
	9. Wound vacuum disconnected and stowed.
	10. Foley catheter secured, urine output measured and documented.
	Equipment, Medication, Chart, and Personnel Preparation:
	11. Medications needed for flight prepared and organized.
	12. Flight equipment bag obtained and checked. Backup pulse oximeter readily available.
	13. Complete chart photocopied (including x-ray cd), patient belongings bagged and tagged. Transfer Document, or other theater / unit approved transfer document, has been initiated.
	14. Earplugs and eye protection for patient and flight nurse.
	15. If facility sends medical attendant, attendant must have relevant personal protective equipment. In a combat environment this includes: Uniform, Kevlar, IBA, Weapon, ID Card, and equipment for transport.
	Ventilator Management:
	16. Blood gas (preferably ABG) obtained, 15 min after initial settings and ventilator changes. All efforts will be made to have a documented blood gas within 30 minutes prior to flight time.
	17. Adjust ventilator settings and check O_2 tank for length of flight. Resuscitator bag under patient's head with tubing connected to O_2 source, vent tubing free from obstruction.
	Final Verification:
	18. Transferring Physician, Flight Paramedic, ECCN (or Flight Provider) verbally agrees to flight care plan.
	19. Critical Care Transfer Orders reviewed and signed by transferring physician. **(STANDARD ORDER SET for CRITICAL CARE TRANSFERS)**
	20. Enroute CC Transfer Document with completed preflight and enroute care data handed over to and confirmed by receiving provider / facility. **(CENTCOM Transfer Document)**