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**Trusted Transfer**

 **(to include Red Bag for Scarborough, Ryedale and Whitby patients)**

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**What it means for you: HOSPITAL STAFF**

**On arrival**

* Review the information in the Trusted Transfer of Care Document
* Care Homes are being encouraged to send original documentation where relevant and all should be returned on discharge (in Red Bag where applicable)

**During the stay**

* Trusted Transfer of Care Document and Red Bag (if applicable) stays with the patient’s notes
* Contact the care home within 48 hours of admission to start discharge planning communications

**On Discharge**

* Ensure Transfer of Care Document variance sheet is updated and if Red Bag in use ensure contents are complete
* Include **discharge letter, ORIGINAL DNA CPR and all medication**
* Include any further documentation that may be of relevance i.e. advice sheets, follow up appointments
* **The Trusted Transfer Document/Red Bag must stay with the patient at all times from when they leave the care home until they return**
* **Patient documentation must be kept securely at all times**