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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: CARE HOME STAFF**

**On transfer to another care setting**

* Review the information in the Trusted Transfer of Care Document
* Please send original documentation where relevant, all documents should be returned on discharge (in Red Bag where applicable)

**During admission**

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

**On discharge to care home**

* Discharging staff to ensure Transfer of Care Document variance sheet is updated and if Red Bag in use ensure contents are complete
* **Discharge letter, ORIGINAL DNA CPR and all medication should be returned to care home**
* Further documentation that may be of relevance i.e. advice sheets, follow up appointments should be included
* **The Trusted Transfer Document/Red Bag must stay with the resident at all times from when they leave the care home until they return**
* **Patient documentation must be kept securely at all times**