



McLean County Area EMS System

1609 Northbrook Dr. Ste. 8
Normal, IL 61761

Phone: (309) 827-4348
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Title of Policy: <i>Emergent/Temporary Transfer of Resource Hospital Designation</i>	Policy Number: C-104
Effective Date: 05/2010	Review Date: 10/24/2016
Policy Area: Communications	Approvals: EMSSC, EMS MD

Background to Policy:

There are numerous responsibilities that relate to serving as the resource hospital in the McLean County Area EMS System. Occasionally there may present a need to temporarily transfer that designation to an Associate Hospital

Policy Statement:

To provide a mechanism to quickly and efficiently transfer Resource Hospital designation to the Alternate Resource Hospital on an emergent and temporary basis due to a incident or disaster affecting the designated Resource Hospital.

Policy:

- a. Within the McLean County Area EMS System, the designation of Resource Hospital rotates annually between Advocate Bromenn Medical Center and OSF St. Joseph Medical Center. This policy will refer to the hospital that is not the current Resource Hospital as the “Alternate Resource Hospital”.
- b. The McLean County Area EMS System realizes an emergency incident or disaster may impact the designated Resource Hospital significantly more than the Alternate Resource Hospital. Such an incident may affect the Resource Hospital’s ability to fulfill the responsibilities as Resource Hospital. In the event the responsibilities of the designated Resource Hospital cannot be met, a temporary transfer of Resource Hospital designation may be made to the Alternate Resource Hospital.
- c. If both hospitals are impacted to a similar extent, or if it is reasonably expected that both hospitals will be similarly impacted, this policy would not apply.

Procedure:

- a. Determination of Need and Approval
 - i. Should an incident impact the Resource Hospital’s ability to fulfill Resource Hospital responsibilities, discussion regarding a transfer of Resource Hospital designation will occur between the Resource Hospital, Alternate Resource Hospital, and the McLean County Area EMS Office. This may be initiated by any of the three parties, whomever is first to realize the need for such. If possible this will be done via conference call.
 - ii. A consensus should be obtained from the three parties regarding whether or not:
 1. The suggestion to transfer Resource Hospital designation is valid; and,
 2. The Alternate Resource Hospital is significantly better able to manage Resource Hospital responsibilities.



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- iii. If agreement for transfer of Resource Hospital designation is determined, each hospital will follow its own internal procedure to receive administrative approval for the transfer.
- b. Notifications and Response
 - iv. Once approval is received from both hospitals, the McLean County Area EMS Office will notify IDPH of a temporary transfer of Resource Hospital designation to the Alternate Resource Hospital.
 - v. The EMS Office will also inform system agencies of the temporary transfer.
 - vi. The Alternate Resource Hospital, now functioning as the Resource Hospital, will notify the RHCC (Regional Hospital Coordination Center) and the other McLean County Area EMS System hospitals.
 - vii. The Alternate Resource Hospital will then function as and perform as the Resource Hospital until it is determined that it is appropriate to move the designation back to the original Resource Hospital.
 - viii. Hospitals shall document information regarding transfer or acceptance of Resource Hospital designation on required HICS forms.
- c. Demobilization/Recovery
 - ix. The Resource Hospital, Alternate Resource Hospital, and McLean County Area EMS Office will discuss the current situation on a regular basis (at least daily) regarding the original Resource Hospital's ability to recover and accept a transfer of Resource Hospital designation back from the Alternate Resource Hospital.
 - x. When it is determined that Resource Hospital designation can be returned to the original Resource Hospital, the notification procedure listed above will be repeated to inform external agencies.
 - xi. The Resource Hospital (rather than the Alternate Resource Hospital) should make the notification to the RHCC and the other system hospitals.
 - xii. Hospitals shall document information regarding transfer or acceptance of Resource Hospital designation on required HICS forms.

Resources: