**PHYSICAL MOVE CHECKLIST**

**Guide for moving to a different location**

**BEFORE THE MOVE**

| **Task****No.** | **Activity** | **Resp. person** | **Coordinate with** | **Complete (Y/N)** |
| --- | --- | --- | --- | --- |
| **1.** |  **Identify and Notify the appropriate teams**: - (such as)* Resuscitation Team
* All service based staff Secretaries, Junior Doctors, all MDT and associated staff.
* Domestic Supervisor
* Linen Supplies
* Catering
* Porters
* Ward Product Management Team
* IT including Comms, PCs, Printers, VC, PMS / TRAK
* Phlebotomy service
* Fire Team
* Pharmacy
* Scottish Ambulance Service
* Maintenance
 | **Identify Service Lead(s)** | **Identify Appropriate Heads of Service, service leads and key contacts** |  |
| **2.** | Inform patients and relatives of the move and ask them to take home any surplus items. | **Identify SCN** |  |  |
| **3.** | Identify if any phones or pcs are to be transferred and agree priority reconnections. | **Identify Service Lead** |  |  |
| **4.** | Ensure contact numbers are circulated to all priority staff. | **SCN / Service Lead** |  |  |
| **5.** | Identify any specialist equipment for transfer **(only take specialism specific items).** | **SCN / Service Lead** |  |  |
| **6.** | Contact Medical Physics if any equipment requires specialist transfer or recalibration post move. | **SCN / Service Lead** |  |  |
| **7.** | Compile a list of all door codes used in the wards. | **Service Lead** |  |  |
| **8.** | Agree a controlled drug transfer plan with Pharmacy. | **SCN / Service Lead** |  |  |

**DAY OF THE MOVE**

| **Task No.** | **Activity** | **Dept.****Resp. person** | **Coordinate with** | **Complete (Y/N)** |
| --- | --- | --- | --- | --- |
| **1.** | Prioritise patients for transfer. | **SCN**  |  |  |
| **2.** | Drug keys for both the new and vacated ward must be handed to the relevant SCN / Service lead and signed for. | **SCN** |  |  |
| **3.** | Posters should be put up at the vacated ward advising relatives and staff of the move. | **Service Lead** |  |  |
| **4.** | Staff should familiarise themselves with the local fire plan and evacuation routes. | **All** |  |  |

**DAYS AFTER THE MOVE**

| **Task****No.** | **Activity** | **Dept.****Resp. person** | **Coordinate with** | **Complete (Y/N)** |
| --- | --- | --- | --- | --- |
| **1.** | **Identify and notify the appropriate teams:-*** Healthcare Records Manager
* Medical Secretariat Manager
* Estates (Estates Helpdesk)
* Security Service
* Infection Prevention and Control
* Medical Physics
* Scottish Ambulance Service
* Payroll
* Datix
 | **SCN** |  |  |