**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** |  |  |