



Purpose

- This package is intended to provide important information before, during, and after referring a patient to an Acute Leukemia Service Site

A: How to initiate the patient referral?

The referring physician must contact the Acute Leukemia Service Site’s physician on-call to initiate the patient referral process (*see Appendix A for contact information*)

- The Acute Leukemia Service Site will provide their site specific referral form at the conclusion of the physician on-call telephone conversation

Referral Package Checklist

Please submit the below information/documentation, within the referral package, by fax to the Acute Leukemia Service Site (as detailed on referral form or as instructed by physician on-call):

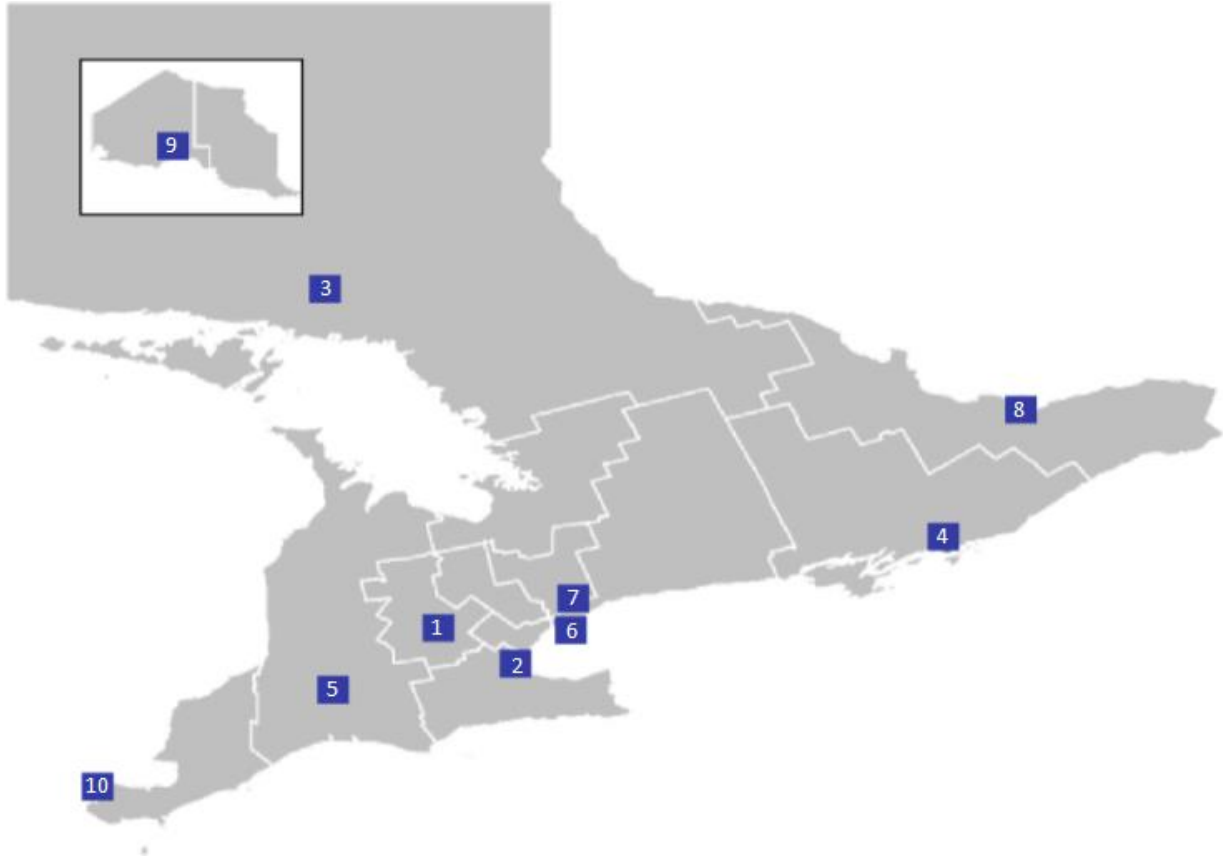
- Patient demographics (name, address, telephone #, Health Card, etc.)
- Emergency contact information for patient
- Referring physician information
- Admission note and/or consult note and/or clinic notes
- Trended blood work (CBC, differential, coagulation studies, etc.)

- Relevant imaging/diagnostic reports
- Pathology reports (peripheral blood or bone marrow specimens). If reports are not yet available, please indicate what testing you have sent specimens for and specify the laboratory processing the specimens.

B: What to expect after referral?

- If your referral has been accepted, the attending Hematologist or nurse practitioner will triage the referral and the administrative assistant will arrange a consultation appointment time (typically patients will be seen within 24-72 hours).
- The patient or the inpatient unit (if admitted) will be contacted directly by the administrative assistant to review appointment details, what to expect, answer questions, etc.
- *For Acute Leukemia Service Site's with a clinic model only - **The bed in your hospital (referring centre) should be held** until you receive confirmation that the patient has been admitted to receive induction chemotherapy.*
- The referring physician is encouraged to review the patient transfer considerations (*see **Appendix B***) if a patient has been accepted but prior to transferring the patient to an Acute Leukemia Service Site for consultation in an outpatient setting.
- Dictated consult note will be provided to the referring physician following the consultation appointment.

Please note: If any further clarification/information is required, regarding what should be in the referral package or what to expect after the referral, please contact the Acute Leukemia Service Site directly.



1. Grand River Hospital:

Telephone:	Instructions:
519-749-4300	Hospital Switchboard will contact/locate Acute Leukemia physician on-call

2. Hamilton Health Sciences Centre:

Telephone:	Instructions:
905-387-9495	Secretary or Hospital switchboard to contact Hematologist on-call

3. Health Sciences North:

Telephone:	Instructions:
705-523-7100	Hospital Switchboard will contact/locate Oncologist on-call

4. Kingston General Hospital:

Telephone:	Instructions:
613-548-2473	Hospital Switchboard will contact/locate Acute Leukemia physician on-call

5. London Health Sciences Centre:

Telephone:	Instructions:
519-663-3367 (OneNumber) or 519-685-8500 (main hospital line)	Contact the OneNumber referral system at LHSC. The OneNumber team will page the on-call Hematologist and connect the referring physician with the on-call Hematologist.

6. Princess Margaret Cancer Centre:

Telephone:	Instructions:
416-340-3155	UHN Locating will contact/locate Acute Leukemia physician on-call

7. Sunnybrook Health Sciences Centre:

Telephone:	Instructions:
416-480-6100 ext. 4244	Hospital Switchboard will contact/locate Hematologist on-call

8. The Ottawa Hospital:

Telephone:	Instructions:
613-737-8899, then press 0	Locating will contact/locate Malignant Hematologist on-call



9. Thunder Bay Regional Health Sciences Centre:

Telephone:	Instructions:
807-684-6000	Hospital Switchboard will contact/locate Oncologist on-call

10. Windsor Regional Hospital:

Telephone:	Instructions:
519-254-5777	Hospital Switchboard will contact/locate Acute Leukemia physician on-call



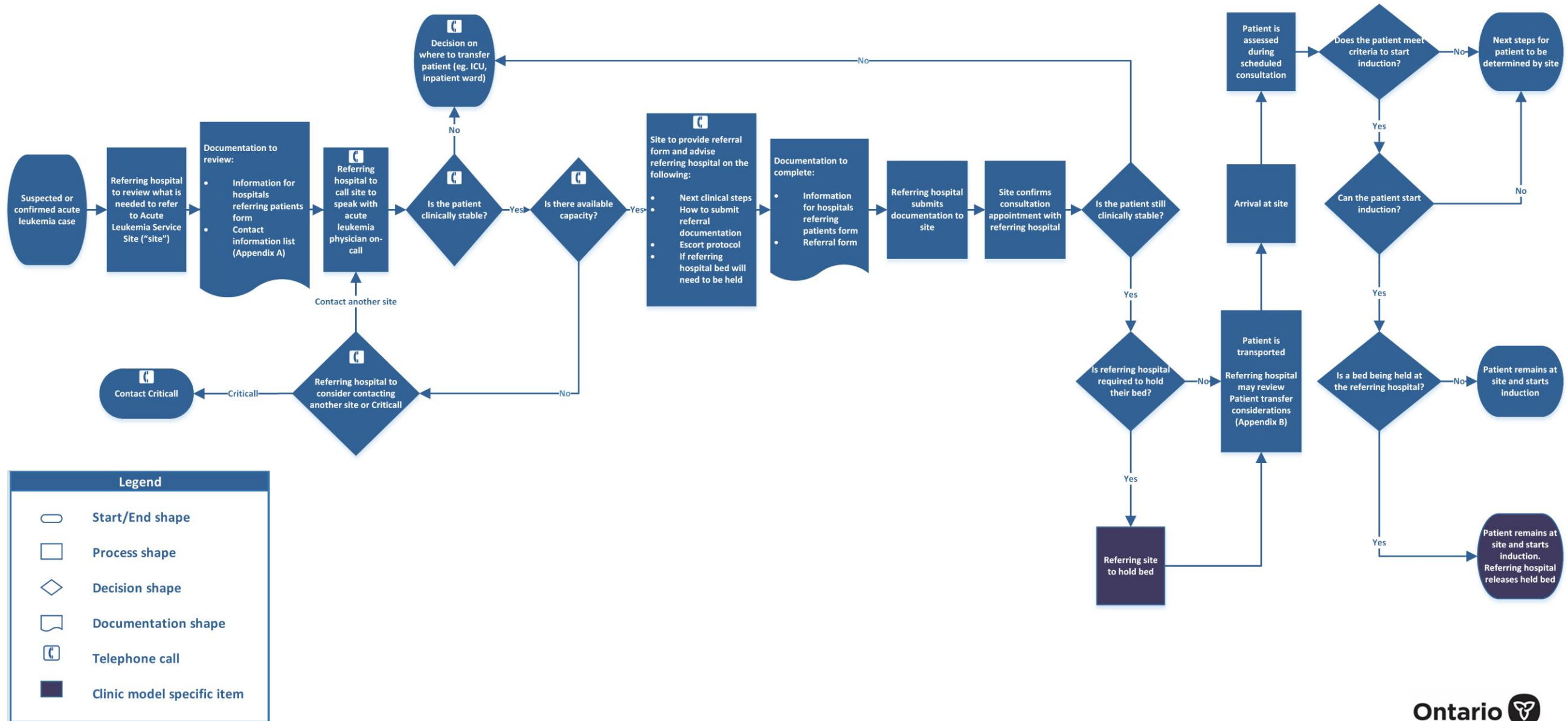
Purpose

- These considerations are to be reviewed after your patient has been accepted but prior to transferring your patient to an Acute Leukemia Service Site for consultation in an outpatient setting.
- If your patient does not meet even one of the considerations, a call should be made to the Acute Leukemia Service Site physician to determine the safest place for the consult to take place (e.g. outpatient clinic, ward, ICU)

Information to consider prior to transferring your patient for an outpatient consultation

- Must be conscious and alert
- No major bleeding (must be hemodynamically stable)
- Oxygen saturation greater is than 93% and must not be on more than 35% O₂ via mask
- No transfers direct from an ICU
- Blood pressure stable – not requiring fluid resuscitation or inotropes
- No new onset chest pain unless investigated by the referring facility
- Must not require more than 1 person to assist with transfers and mobility
- Infectious processes have been considered and appropriate isolation requirements have been considered
- Abide by local ambulance transfer guidelines, which specify which patients require an escort (e.g. nurse, personal support worker) when coming via ambulance
- Communicated the possibility of a transfer to an outpatient consultation to the patient
- Blood count should be reasonable to allow transfer

Appendix C - Referral Process to Acute Leukemia Service sites in Ontario



Legend

- Start/End shape
- Process shape
- Decision shape
- Documentation shape
- Telephone call
- Clinic model specific item