

## *Launch of the Elective Service for London*

We are pleased to announce that the NTS Team for London are now offering an elective service to all London Neonatal Units. This will mean that the vast majority of babies needing transfer from one neonatal unit to another will be eligible for transfer by the Neonatal Transfer Service.

The Team for London will continue to offer an emergency service for babies needing acute transfer to or from a London Neonatal Unit in the same way as it does now. These transfers will continue to be done under the current funding arrangements, at no extra cost to individual neonatal units.

Transfers undertaken by the elective service will be charged at current LAS rates, please see attachment. Under the current arrangement, these charges would normally fund an ambulance and two ambulance crew to accompany the referring unit nurse (and doctor if necessary) to transfer the baby.

The Team for London Elective Service will supply an ambulance and paramedic, neonatal transport nurse (and doctor or ANNP if necessary) and transport incubator, ensuring that neonatal units are not depleted of staff or equipment whilst the baby is being transferred.

### AVAILABILITY

The Elective Service will be available between the hours of 8am until 6pm Monday to Friday (excluding bank holidays). The Emergency Service will continue to be available 24 hours per day, 7 days per week.

### REFERRAL PROCESS

For all elective bookings or enquiries, please telephone 020 7943 1382. Details will be taken of the referral, and you will be informed if a slot is available. You may also be given a reserve slot which will be allocated if there is a cancellation. Please note that this number is only manned during office hours, and there will be an answer machine available outside of those hours. Please leave a message, and someone will get back to you.

It is anticipated that units will prebook their elective journeys 24 - 48 hours in advance, but due to the unpredictability of cots and babies, there will on occasion be availability of the elective service at short notice. It may be worthwhile telephoning the service as soon as the need for transfer arises.

Unless the referral is time critical i.e. for a procedure, you will not be allocated a time until the day of transfer. This is so that the team can plan the most sensible route, in order to accommodate as many transfers as possible.

## PREPARATION FOR TRANSFER

You should ensure that all transfer and discharge letters are ready before the team's arrival. Babies who are receiving any form of respiratory support should have two IV cannula in situ prior to the team's arrival. You will be informed of the approximate time of transfer on the morning of the transfer, with a follow up call once the team are en route to you.

## LONG DISTANCE TRANSFERS

If you have a baby who is being cared for, or a baby on your unit who needs to go back, to a unit within Kent, Surrey or Sussex, you should approach the Neonatal Transfer Service in that area to arrange their repatriation. Please see attached document for contact details.

If you have a baby who needs to be transferred to or from a unit outside of London, Kent, Surrey, or Sussex, the Team for London Elective Service will be happy to help. Please telephone the number above. Transfers of a very long distance may require more than 24 – 48 hours notice.

## CHARGEABLE JOURNEYS

All planned transfers of babies being moved, following their period of specialist care. This will include the 'back transfer' of babies following surgical\* or specialist procedures or opinions. Additionally, any baby being moved for capacity reasons only, more than 24 hours after admission will be deemed a chargeable journey.

\* Babies being moved for ligation of PDA will be transferred without additional cost both pre and post operatively.

## NON CHARGEABLE JOURNEYS

All unplanned transfers of babies being moved for care or treatment which is not available locally will continue to be performed by the Team for London without additional charge. The exception to this would be transfers which would normally be planned, but need moving quickly e.g. a back transfer at short notice to create space for a new admission. It may be possible for the elective team to do these transfers, but they will be chargeable journeys.

Babies being moved for capacity reasons only will be performed without additional cost, if referred within 24 hours of admission to the unit from the labour or postnatal ward within that hospital.

## FURTHER INFORMATION

If you require any further information about the Elective Service or you have any comments or suggestions, please do not hesitate to contact us.

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