

Preparation for a Planned Transfer

All babies being referred to the Neonatal Transfer Service for PLANNED (elective) transfer should be referred direct to the appropriate NTS team, after you have located and negotiated the availability of a cot with the receiving unit.

The NTS team will need to obtain some clinical information before the referral can be accepted by the team. Listed below is the information you may be asked to provide at this stage.

Clinical information required by the transfer team

- Name
- NHS Number
- Date and time of birth
- Gestation
- Birth Weight / Current weight (if applicable)
- Name of referring consultant responsible for baby's care
- Reason for transfer
- Infective status of the baby
- Ventilation status and settings
- ET size and length
- Most recent blood gas
- Venous / Arterial Access
- Temperature
- Blood Pressure
- Blood Sugar
- Oxygen Saturations
- Heart Rate
- List of medications and infusions
- Fluid requirements – mls/kg/day (maintenance / boluses / enteral)

It would be very helpful if the following preparations could be made prior to the team's arrival to expedite the transfer process

- Referral documentation **MUST** be completed prior to the team's arrival. Failure to do this may result in cancellation of the transfer. Documentation should include medical and nursing summaries. A photocopy of the drug and observation charts would be helpful.
- 2 name bands
- 2 points of IV access (if baby needing respiratory support)
- Hard copy of CXR or PACs (if applicable)
- Parental contact details, parents must be informed of transfer prior to team's arrival
- Intravenous infusions drawn up in 50ml syringes
- EBM should be clearly labelled with baby's details
- Where Blood Spot Screening test has been taken
- Baby's clothes, toys, cot card, and child health record (red book)