



Elective Retrieval Booking Form

(for use by Tertiary Hospitals)

Guidelines for Use

This form is to be used only by the following hospitals:

Children's Hospital at Westmead
John Hunter Children's Hospital
Liverpool Hospital
Nepean Hospital
Royal Hospital for Women

Royal North Shore Hospital
Royal Prince Alfred Hospital
Sydney Children's Hospital
The Canberra Hospital
Westmead Hospital

*Other hospitals requiring retrieval of children or babies should contact NETS on 1300 36 2730 (elective)
or 1300 36 2500 (emergency)*

- ◆ The Elective Retrieval Booking Form has been developed to assist in the inter-hospital transfer of intensive care patients whose transport is not time critical, but requires a NETS team
- ◆ This Form should be completed by the tertiary hospital sending the patient.
- ◆ An Elective Retrieval is defined as the retrieval of a baby or child:
 - from one tertiary facility to another tertiary facility (Level 5 and Level 6 only)
 - where a NETS team (doctor and/or nurse) is necessary owing to the patient's clinical condition (as assessed by NETS)
 - where timing is by mutual agreement (not urgent).
- ◆ For example: a baby on respiratory support who requires investigations or surgery at a specialist tertiary centre may require Elective Retrieval from one tertiary facility to the other.
- ◆ The Elective Retrieval Booking Form is available from the NETS website (www.nets.health.nsw.gov.au). Select "Health Professionals" > "Forms".
- ◆ The form can be completed on-line and emailed to NETS or can be printed, completed and faxed to NETS. (Either is initiated by clicking on a button top right of on-line form.)
- ◆ The referring clinician should complete all relevant sections of the form. Additional information (such as a discharge summary) may be provided if appropriate.
- ◆ After receiving the form, NETS Clinical Coordination Centre (CCC) will initiate a clinical discussion via a conference call with the referring doctor. This call will usually occur within 24 hours but will depend on the workload within the CCC.
- ◆ The actual date, time and mode of transport will be confirmed by NETS once the booking is processed.