



Patient Addressograph – Referring Hospital

Non-Emergency Newborn Transfer Service REFERRING HOSPITAL TRANSFER CHECKLIST

Please complete the following checklist prior to the patient transfer

Date of transfer _____

- Detailed Nursing and Medical handover of patient to receiving facility
- Patient ID bands x2 on opposing limbs
- Addressograph Labels x2
- Personal Health Record completed and with patient
- Parents/legal guardians informed of transfer and have been given an information brochure on Non-Emergency Newborn Transport Service
- Nursing transfer form completed
- Medical discharge summaries completed and printed
- Referral letter (if moving to tertiary centre for surgical review or referral)
- Medical review on the day of transfer prior to transport time to ensure patient is stable for transportation
- Patient observations are undertaken by a nurse at the referring facility on day of transfer within 1 hour of booked transport time and normal patient parameters are available
- Last bradycardia (date/time & intervention) ___ / ___ @ ___: ___ _____
- Last apnoea (date/time & intervention) ___ / ___ @ ___: ___ _____
- X-Ray hard copies/images on disc prepared for transport or electronic images available for receiving unit
- Fresh and frozen EHM stored according to NSW Health Expressed Human Milk Handling and Storage Policy and clearly labelled with patients MRN, name, date of birth, and date/time EHM expressed or defrosted.

Please note that only a 48-hour volume of EBM will be transferred. Alternative arrangements need to be made for excess supply between hospital and parents

- If patient is on formula, ensure a bottle of formula is available for transfer in case feed required
- Availability of recent blood gas, blood glucose level and if the baby is currently receiving antibiotics blood culture results are available
- Copy of medication chart, fluid prescription chart, fluid chart and observation charts
- All patient history and notes accompanying the patient to be securely contained in a clearly labelled envelope to maintain integrity and patient confidentiality
- Patient and Parent/Carer belongings are to be contained in one bag not exceeding 5kg
- Patient dressed appropriately for transport - fresh nappy and singlet

Before NETS arrive

- Patient fed – patient should be fed as per feeding regime until contacted by non-emergency newborn transport nurse to advise otherwise
- Medications administered (also administer medications that will be due during transfer as they cannot be administered during transport)
- IV fluids drawn up into 50ml syringes, labelled according to NSW Health Policy, prescribed and signed on local documentation (if on long transfer more than one syringe may be needed)

Thank you for your assistance

If you have any enquiries, please contact the Non-Emergency Newborn Transport Service on **9633 8734** or
email - scheduler@nets.health.nsw.gov.au