

**NEONATAL CHECKLIST FOR BABIES BEING TRANSFERRED BY NNeTS**

This form is intended to help referring centres complete & compile the correct documentation required to transfer a baby to a different receiving unit. **Once completed this form should be filed/scanned into the local baby notes as a record that the required documentation was transferred and a copy sent to the receiving centre with the other documents.**

Name of person completing checklist.....

Name of Infant.....Transfer Date.....

DOCUMENTATION	CHECKED please tick when completed	SIGNATURE (local team)
Medical referral letter		
Nursing transfer letter		
Name bands (please check these with the NNeTS nurse & nurse caring for baby when they are in situ)		
Photocopy/Print out of referring centre baby notes		
Photocopy/Print out of current nursing charts		
Photocopy/Print out of current drug kardex or print out of e-prescribe with 'last dose given at' times added		
Photocopy/Print out of current blood results		
Photocopy/Print out of any current safeguarding documentation		
All images sent to receiving unit via PACS, please ask for them to be transferred immediately (emergency or blue lighted)		
1 spot (newborn blood spot) card with details filled in & stickers		
Child health record book		
All research study documentation (relevant transfer packs and/or medicine)		
Check contact numbers for parents are correct & provide to transport team		
For infants being transferred with NEC has the <b>Network NEC Guideline</b> been reviewed & all aspects completed?	YES/NO/ NA	
Ensure that the baby has been discharged on Badgernet to <b>the receiving unit</b>		
Ensure that the NIPE check is <b>complete</b> or marked ' <b>incomplete</b> '		
Ensure that the NIPE has <b>been transferred on the system to the receiving centre</b>		