



Hosted by  The Newcastle upon Tyne Hospitals
NHS Foundation Trust

NEONATAL CHECKLIST FOR BABIES BEING TRANSFERRED BY NNeTS

Name of person completing checklist.....

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

DOCUMENTATION	CHECKED (please tick when completed)	SIGNATURE (local team)
Referral/Handover Letter from referring centre (medical and nursing)		
Photocopy of referring centre baby notes		
Photocopy of current nursing charts		
Photocopy of current drug kardex or print out of e-prescribe with 'last dose given at' times added		
Photocopy of current blood results		
Photocopy 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 Network NEC Guideline been reviewed & all aspects completed?	Yes / No	

This form is intended to help referring centres compile the correct documentation required to safely transport a baby to a different receiving unit. **Once completed this form should be filed in the local baby notes as a record that the required documentation process was completed before transport.**