

### NEONATAL CHECKLIST FOR BABIES BEING TRANSFERRED BY NNeTS

Transfer Date.....

Name of Infant.....

DOCUMENTATION	CHECKED (please tick when completed)	SIGNATURE (local team)
Referral/Handover Letter from referring centre (medical <i>and</i> 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		
1 spot (newborn blood spot) card & 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	

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.**