

Transfer Requests

There are three types of transfer requests. They are:

- Antenatal
- Acute postnatal
- Planned postnatal

Antenatal transfer requests

These calls usually come from an obstetrician or midwife on a delivery unit

- ❖ Click on **Request new antenatal transfer** box
- ❖ Obtain all information required to complete screen
- ❖ Ask for additional information to give to other units while awaiting audit forms
- ❖ Additional information can be obtained and entered on the new database
- ❖ Inform the referring midwife/doctor that you will now begin a search for beds for both mum and baby and ask them to complete and fax an **antenatal request form** and **Audit forms A & C** (fax number 0161 276 6541)
- ❖ Using the list of hospitals given by the search results, ring each in turn
- ❖ First, you need to ring the **neonatal unit (NNU)** and speak to the nurse in charge. Explain that you have received an antenatal transfer request and could they provisionally accept the baby.
- ❖ If they accept, then you need to ring the **delivery unit (CDU)** at the hospital and ask for the shift co-ordinator. Again, explain that you have received an antenatal transfer request informing them that the NNU have provisionally accepted the baby
- ❖ If the CDU accept, then take the name and contact details of the **Obstetric Consultant on call**. This is important as, for the transfer to go ahead: **both Obstetric Consultants need to liase.**
- ❖ Ask the accepting hospital to fax **Audit form D** when the mum has been with them for 4 hours
- ❖ Contact the referring hospital informing them where you have placed the mum and baby giving them the name of the obstetric consultant at the accepting hospital
- ❖ Fax through the antenatal request form to the accepting CDU
- ❖ Inform the NNU that the CDU have accepted the mum
- ❖ If the NNU cannot accept the baby, move onto the next hospital on the list completing the audit trail and making a note of why they cannot accept. If the NNU accepts but the CDU cannot continue on the next hospital again making a note of the reason for refusal.
- ❖ **If the NNU have accepted always inform the NNU of the CDU decision**

Acute postnatal transfer requests

These requests usually come from either a registrar or consultant on the NNU at the referring hospital

- ❖ Select **Request new postnatal transfer** box
- ❖ Follow the screen obtaining all the information required including contact details
- ❖ Select **Search for available facility** and list of available hospitals will appear

- ❖ Inform the doctor that you will begin a search for a bed for the baby and ask them to fax you the **Transfer Summary front sheet, Transfer request form** and **Audit forms A & B** (Fax 0161 276 6541). Explain that you will **arrange for a member of the medical staff to contact them shortly to obtain the medical details of the baby.**
- ❖ Inform the transport nurse on duty of the request and also arrange for the Registrar on call for transport to be informed.
- ❖ Ask for a member of the medical staff (usually the Registrar on call for transport) to ring the referring unit to obtain further details
- ❖ Print a copy of the **Acute Transport Document** with the baby's details on.
- ❖ You can now begin a search for a cot following using the list given by the search
- ❖ Ask to speak to the nurse in charge of the NNU that you are calling. Explain that you have had a request for a postnatal transfer giving the details of the baby and asking if they can accept.
- ❖ If they accept, inform them that you will contact them before the transport team set off. Remind them of the Cot Bureau number and give them the **Transport Reference Number** in case they need to contact you again.
- ❖ If the first NNU cannot accept then continue down the list of hospitals
- ❖ **If you cannot find a bed within 30 minutes then contact the referring unit to inform them that you are still tryin to obtain a bed and you will keep them updated**
- ❖ Once you have found a bed, the registrar has obtained medical details and the transport team are ready then you can ring for an ambulance

Ordering an ambulance

- ❖ Ensure you have all the details fo the baby before ringing for the ambulance: name, DOB and diagnosis
- ❖ Dial 9 999 and request **Ambulance** when asked which service you require
- ❖ Confirm you telephone number as 0161 276 8847
- ❖ Inform the operator that it is a 'Baby Amber' request
- ❖ When asked, give the address as the Neonatal Medical Unit, St Mary's Hospital
- ❖ The operator will now request the following information
 - Baby's name , age and diagnosis
 - How many escorts
 - Which incubator (**blue or red trolley base**)
 - Type of vehicle (pre or post MX54)
- ❖ Give the operator the transfer reference number and obtain the ambulance job number

Planned postnatal transfer

These requests usually come from a nurse or the sister of a NNU at the referring hospital. It will usually involve taking a baby back to its booking hospital or its local hospital. These babies are usually well babies and there do not require a doctor

- ❖ Ensure that it is a **planned** transfer and not an acute transfer and that they have confirmed a bed at the receiving hospital. **It is not our responsibility to obtain a bed for a planned transfer.**

- ❖ Select **Enter New Transfer Details** box from the planned transfer section
- ❖ Enter all the information asked for and ask the caller to fax the **Transfer Summary Front Sheet, Planned Transfer Request Form** and **Audit forms A & B** (Fax 0161 276 7641)
- ❖ Inform the transport team of the baby's details
- ❖ Print a copy of the **High Dependency or Special Care Transport Document**.
- ❖ When the transport team is ready to leave, you can book the ambulance following the same details as an acute transfer
- ❖ Inform the referring hospital when the transport team leaves

Referral from Yorkshire Cot Bureau, First Response, etc.

It is not our responsibility to search for cots for these babies. All you need to do is inform them which NNUs are open for the required gestation of the baby referred

For all transfer requests

- ❖ Ensure all fields completed on referral forms
- ❖ Transport nurse has a copy of referral form, nursing notes and any other relevant paperwork
- ❖ Ensure all audit forms have been faxed through and contact referring unit if not
- ❖ If transfer is undertaken out of Cot Bureau hours then ensure that all paperwork is put together for the Cot Bureau staff to file.