

## Staff Checklist for Receiving a Transfer

The items on this checklist have been developed from the 'Consultation-based Best Practice Guidelines for Working with Parents in the Period around Perinatal Transfer'.

Baby's Name	
Hospital the baby has come from:	
Date of Transfer:	
Time of arrival:	

	Completed	
	Date & Time	Initials
If possible, find out from the discharging unit/maternity unit what the parents like to be called and <b>write a welcome card to put on the incubator/cot</b> . Ensure everything is ready and equipment required available		
<b>Greet parents</b> and make them feel welcomed into the unit.		
<b>Show the parents around the unit</b> and facilities available		
Show the parents <b>how to work the relevant equipment</b> .		
<b>Discussion between parents and doctor</b> soon after transfer giving the parents any new medical information regarding the baby and what treatment will be provided of the next day or so.		
Ensure that the parents know that they can <b>attend ward rounds</b> and know when they are.		
If there is one, <b>read through the parents non-medical handover</b> letter with them and discuss any concerns/points etc.		
<b>If a back transfer, discussion with the parents about how this unit differs from the previous unit</b> and any concerns they have regarding these differences. It is important to respect the management given by the referring unit and to explain if anything is going to be changed because of variables in local practice		
Discussion with the parents about <b>what is expected</b> of them in this unit, such as what cares they are expected to do, and what support they need to do this.		
<b>If the mother cannot visit</b> the baby ensure she gets a <b>photo of the baby</b> .		
Ensure parents have the unit's <b>phone numbers</b> and that you have theirs.		