

## Staff Checklist for Preparing for a Planned or Back 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'.

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| Baby's Name                                |  |
| Hospital the baby is being transferred to: |  |
| Date of Transfer:                          |  |
| Time Baby left the Unit:                   |  |

|   | Completed   |          |
|---|-------------|----------|
|   | Date & Time | Initials |
| <b>Discussion with parents</b> informing them of the decision to transfer, including why this happens, ie, treatment needs and levels of care in Network, and why that hospital has been chosen for continuing the baby's care. |             |          |
| <b>Discussion with the parents about what the new unit is like</b> and how it differs from current unit ie, smaller/bigger, quieter/louder, less/more staff type of nursery baby will be cared for in                           |             |          |
| <b>Follow-up discussion</b> with parents for any questions or concerns they have or to hear any new information from staff etc.   |             |          |
| <b>Give parents leaflets</b> about transfer and the hospital they are going to (including <b>Welcome Letter</b> if a back transfer) – available at .....  |             |          |
| <b>Give parents their transfer checklist.</b>   |             |          |
| <b>Offer parents the opportunity to visit the new unit</b> well ahead of the transfer Ensure that they understand this is to help them in the adjustment process and not a visit to choose whether to go to that unit.          |             |          |
| If parents request a visit <b>arrange a date and time</b> and person to meet the parents on arrival.  |             |          |
| <b>Invite the parents to write a non-medical handover</b> letter to the team in the new unit telling them about their baby.   |             |          |
| If separate, ensure that the nursing and medical transfer <b>summaries do not contain contradictory information.</b>  |             |          |
| Provide an opportunity for staff to go through discharge summary with parent/s  |             |          |