

Referral Guidelines for Neonatal Transfers into KIDSNTS (NTS 'branch' only)

This document has been written to assist units in the timings of calls to KIDSNTS for the transfer of babies. It is a guideline and if there is any uncertainty please ring the NTS consultant Monday-Friday 9am to 5pm to seek clarification.

All referrals will be directed to the NTS consultant. These consultants are on-call and off site from 6pm to 8am. Unnecessary calls to them should be avoided.

- Section 1 of this document refers only to well babies who do not need an urgent transfer.
- Section 2 refers to some common issues encountered with other transfers

This document does not cover ITU/HDU uplift transfers or capacity transfers – these should be referred to the NTS consultant as soon as the baby is suitable for transfer. Time critical transfers should be referred as soon as the baby has been stabilised on the neonatal unit.

Section 1

1. Referrals for repatriations must only be made between 8:30am and 5pm (normal working hours). The actual transfer may happen outside this time.
2. During normal working hours we are happy to receive referrals about babies ready for repatriation and will then await a call to say that a bed has been 'found' for the baby. For repatriations this 'bed' call should only be made during normal working hours – all other calls must be deferred to the next working day.
3. Referrals for ambulance only requests must only be made during normal working hours.
4. Calls to see whether a transfer will happen on a particular day must only be made after 8:30am and before 5pm.
5. Transfers cannot be pre-booked. While we are happy to accept details of a potential transfer in advance, this must only happen during working hours and we may not be able to agree the transfer until the day of transfer.
6. Referrals should only be made for repatriation of babies when the Badger has been completed. (for all other babies the badger must be completed prior to the teams arrival apart from timecritical transfers when it may be necessary to transfer before the Badger is complete)

Section 2

7. Do not refer babies for capacity issues before they are born. It is difficult to predict what level of care a baby will need and this information is essential to plan a transfer.
8. 'Heads up calls' for time critical transfers can be made during normal working hours. Outside these hours please only refer when the baby has been born.
9. Referrals for all 'uplift' babies (i.e coming into a specialist centre or a higher level of NIC) must be made by a Tier 2 person or above. This is because medical information is essential to make the referral.
10. Outside normal working hours please only call the NTS consultant when an accepting speciality has accepted a baby and a cot has been confirmed.
11. It is the responsibility of the regional team where Mum booked to perform the transfer (PTO).

Who Transfers Whom?

Babies whose mother's booking unit is:

- UHB-HGS (Heartlands/ Good Hope)
 - BWH
 - Worcester
 - Hereford
- UHNM (Stoke)
 - New Cross
 - Russells Hall
 - City
 - Walsall
 - Telford

Are transferred by NTS

Babies whose mother's booking unit is:

- UHCW (Coventry)
- George Elliot (Nuneaton)
 - Warwick

Are transferred by CenTre