

**Royal Hospital for Women (RHW)  
NEONATAL BUSINESS RULE  
COVER SHEET**



**Health**  
South Eastern Sydney  
Local Health District

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<b>NAME OF DOCUMENT</b>	Transfer of Self- Ventilating Neonate Outside of Newborn Care Centre
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<b>FORMER REFERENCE(S)</b>	TRANSFER OF NEONATE BETWEEN NEWBORN CARE CENTRE AND OPERATING THEATRE
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<b>SUMMARY</b>	To transfer the neonate outside of Newborn Care Centre safely and efficiently. This could be to Operating Theatre, RHW/POW Imaging departments or SCH ward.
<b>KEY WORDS</b>	Transfer, Operating Theatre, surgery, Imaging Department, SCH ward

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# Royal Hospital for Women (RHW)

## NEONATAL BUSINESS RULE

### TRANSFER OF NEONATE OUTSIDE OF NEWBORN CARE CENTRE

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This Clinical Business Rule (CBR) is developed to guide safe clinical practice in Newborn Care Centre (NCC) at The Royal Hospital for Women. Individual patient circumstances may mean that practice diverges from this CBR. Using this document outside the Royal Hospital for Women or its reproduction in whole or part, is subject to acknowledgement that it is the property of NCC and is valid and applicable for use at the time of publication. NCC is not responsible for consequences that may develop from the use of this document outside NCC.

## 1 BACKGROUND

Neonatal patients may require surgery, imaging or transfer to Sydney Children's Hospital (SCH). Moving a neonate requires skill, efficiency and thorough planning to prevent deterioration and ensure that the patient reaches their required destination safely. This CBR will guide clinicians in the process for transferring neonates between NCC and Operating Theatre (OT), Imaging Departments and/or SCH wards.

## 2 RESPONSIBILITIES

- 2.1 NCC Medical – order and perform pre-operative/procedure investigations, escort neonate to required department (if necessary), complete discharge summary, provide handover to SCH medical and nursing staff.
- 2.2 NCC Nursing Staff – gather required documentation for planned destination (OT, imaging department or SCH), ensure bedspace availability for neonate post procedure, perform pre-operative/procedure checklists and documentation, print/photocopy required paperwork to bring with neonate, escort neonate on transfer, handover to required personnel.
- 2.3 SCH Paediatric Surgeons – review the neonate pre-operatively, gain consent from parent/carer, handover to NCC medical and nursing team on arrival post-operatively, update the parent/carer post-operatively.
- 2.4 SCH Paediatric Anaesthetics – review neonate pre-operatively, inform parent/carer of anaesthetic role during procedure (if present), escort neonate to and from OT with NCC RN.
- 2.5 Porter (RHW or OT) – Escort neonate between the NCC and OT/Imaging department/SCH with the NCC team and Anaesthetics (if required)
- 2.6 NCC Ward Clerk – Request admission of neonate to SCH, provide RN with front sheet and identification (ID) labels, put the baby '**ON LEAVE**' during procedure (OT only). Discharge neonate from NCC when required.
- 2.7 SCH Admissions/ SCH Emergency Department –Admit neonate to SCH and provide SCH front sheet and ID labels.

## 3 PROCEDURE

### 3.1 Equipment

- Dräger M540 monitor with full battery
- Intravenous (IV) fluid pump/syringe driver with full battery attached to bed or IV pole
- Self-inflating bag with appropriate size face mask
- Stethoscope
- Paperwork/documentation (front sheet, ID labels, pre-procedure/transfer checklist and consent)
- Emergency box including the following appropriate size equipment:

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- Endotracheal tubes (ETTs)
- Laryngoscope blades and functioning handles (ensure light is working)
- Suction catheters
- Spare face masks
- Any patient specific equipment that is used at the bedside

### 3.2 Clinical Practice

#### 3.2.1 Preparation pre-transfer

##### 3.2.1.1 To OT:

- Collect parental/carer consent taken by a member of the surgical/medical team after parents/ carers have been given the opportunity to ask any questions.
  - If parents/carers aren't available in person this may happen by phone contact.
- Collect anaesthetic consult sheet.
- Organise admission papers (front sheet and ID labels) for SCH
  - Consultant's name and name of procedure is required for SCH admission
  - Arrange SCH admissions with NCC ward clerk (Mon-Fri 0800-1900 and Sat-Sun 0800-1630)  
OR
  - Contact SCH Admissions: extension 21440 or 21441 (Mon-Fri 0800-1700 hours) OR
  - After Hours: Contact SCH Emergency Department on extension 21032 (available 24 hours)
- Designate a post-operative bed for the neonate prior to procedure by the NCC Registrar/Fellow and NUM/Team Leader (TL).
- Ensure the neonate has the following tests completed:
  - Newborn Screen Test (NBST)
  - Group and Hold
  - Full Blood Count (FBC) and Coagulation Profile
  - Any necessary investigations requested by the specialist or NCC medical team
- Confirm with receiving OT staff that they are ready to receive the neonate.
- On departure from NCC, the NCC ward clerk or RHW admission desk must be notified.
  - For neonate's returning to NCC post- operatively, the neonate is put "**On Collaborative Care Leave**" on integrated patient manager (IPM) from RHW. This must reflect the actual time the neonate left NCC and outline reason for leave
  - For neonate's returning to NCC the next day (staying over midnight) at SCH, ward clerk to discharge neonate from NCC and re-admit the next day (when they return).
  - For neonate's being discharged from NCC to SCHN, ward clerk to discharge neonate from IPM
- RN to perform Pre-Operation checklist with second RN including:
  - SCH Medical Record Number (MRN) label
  - Signed Consent Form
  - Anaesthetic Consult
  - Two ID labels on neonate (must include at least one ID band with SCH MRN)
  - Parent's contact details
- Ensure parents are shown the ward/level of care the neonate is returning to post procedure.
  - If neonate going to SCH, it is ideal to orientate the parents to the ward prior to admission

#### NOTE:

For neonate's returning to NCC the next day (staying over midnight) at SCH, their group and hold will remain valid pre and post re-admission. Blood bank are able to override the warning in their system to ensure the sample remains valid and that a recollection is not required.

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#### 3.2.1.2 To Imaging

- Medical staff to request imaging studies on eMR for MRI, CT, Contrast studies, ultrasound and X-ray
- Inform parent/carer of procedure by NCC medical team
  - If parents/carers aren't available in person this may happen by phone contact
- Verbal or written consent must be obtained for imaging with contrast from parents/carers by surgical/ medical team.
- Confirm with receiving imaging staff that they are ready to receive the neonate.

#### 3.2.1.3 Non-returning neonates post procedure

- Inform TL/RN of the admitting SCH ward and provide handover with estimated time of arrival.
- Ensure documentation is up to date on eRIC and in the patient's My Health and Development Record, known as Blue Book.
- Print completed medical discharge summary and transfer with neonate.
- Print any additional documents requested by SCH team and transfer with neonate.
- Collect any expressed breast milk (EBM) stored in milk fridge/ freezer and transfer in esky with ice packs to admitting ward.

#### 3.2.2 Transfer

- Record baseline observations prior to leaving unit (HR, RR, BP, oxygen saturations and axilla temperature) and ensure neonate's Electrocardiograph (ECG) leads and saturation probe are in place and tracing well.
- Ensure adequate number of RNs are at the bedside to assist.
- Ensure emergency transport box is with the neonate for transfer.
- Escort neonate with an RHW/SCH Porter.
- Transfer neonate to operating/imaging department or SCH ward and assist anaesthetics/ surgical or medical and nursing team to move neonate to procedure bed if requested.
- **For neonates in OT:**
  - Perform pre- operative checklist with anaesthetic staff.
  - Remain with neonate and parent/carer in waiting bay until anaesthetic/ theatre staff assume care
- **For neonates in MRI:**
  - Refer to Magnetic Resonance Imaging (MRI) - MedVac Infant Immobiliser CBR for set up
  - MRI for neonates is conducted in the POW Acute Services Building. Confirm location and required paperwork prior to transfer.
  - Ensure vital signs are always visible on Dräger M540 throughout transfer.
  - Assist staff in MRI to attach MRI compatible IV lines and the IV pumps can reach MRI machine during procedure
  - Assist MRI staff to move the neonate to the MRI machine if requested.
- **For neonates in other imaging rooms:**
  - Ensure vital signs are always visible on Dräger M540 throughout procedure
  - Assist Imaging Department staff to move neonate to required bed, ensuring airway is protected and monitoring, IV lines and pumps move with neonate
  - Remain with neonate as directed by Imaging Department staff

**NOTE:**

If neonate is not ventilated prior to procedure, but may return ventilated, ensure ventilator and BabyLeo with necessary equipment attached are taken to required department. Plug in equipment ready for use.

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### 3.2.3 Back-Transfer from OT/ Imaging department/ SCH

- Collect all equipment and documentation that accompanied the neonate.
- Ensure neonate is safe and stable to transfer.
- Transfer neonate with Anaesthetist/Nurse/NCC medical staff and Porter (SCH or RHW).
  - NCC RN may also be called to accompany neonate
- Transfer neonate to the correct bedspace in Level 3 or Level 2
- Ward clerk or RHW admissions to return neonate from leave and allocate bed in Level 3 NCC (if neonate returning from OT).
  - When the neonate returns to NCC they must be **“Returned from Collaborative Care Leave”** by the ward clerk or admissions front desk at RHW
  - If neonate returning from an overnight stay in SCHN, ward clerk to re-admit the neonate upon arrival. This generates a new DRG and NWAU for this admission.
- Anaesthetist or OT Nurse or surgeons/specialist teams to provide handover at the bedside to NCC team on arrival to the unit.
  - For neonates returning from OT handover needs to include the operation report with post-operative instructions and anaesthetic record with medications
- Re-connect IV fluid pumps/ syringe drivers to wall power points.
- RN and medical officers to commence post- procedure instructions as prescribed by the surgical/specialist team.
- Inform parents of the return of the neonate to ward and provide an update.
  - Surgical or medical team to update parents either in person or by phone
- Hourly observations are required for a minimum of 4 hours after a general anaesthetic.
  - Refer to Post- Operative Care CBR for specific observation requirements
- Continuous monitoring for 24 hours is required for neonates post- operatively.

**NOTE:**

Neonates who had a spinal anaesthetic for hernia repair will return to level 2 post- operatively.

### 3.3 Abbreviations

SCH	Sydney Children’s Hospital	OT	Operating Theatre
ID	Identification	IV	Intravenous
ETT	Endotracheal Tube	TL	Team Leader
NBST	Newborn Screen Test	FBC	Full Blood Count
MRN	Medical Record Number	MRI	Magnetic Resonance Imaging
CT	Computed Tomography	EBM	Expressed Breast Milk
ECG	Electrocardiograph	POW	Prince of Wales
DRG	Diagnosis Related Group	NWAU	National Weighted Activity Unit

### 3.4 Related Business Rules and Policy Documents

- NCC Nursing CBR - Post-operative Care
- NCC Nursing CBR - MRI - MedVac Infant Immobiliser
- NCC Nursing CBR – Deteriorating Neonate Recognition and Management Inside of Newborn Care Centre
- NCC Medical CBR - Surgery at the bedside - Perioperative Guidelines
- RHW NCC Nursing CBR- Transfer of Neonate on Non- Invasive Respiratory Support outside of Newborn Care Centre

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- RHW NCC Nursing CBR- Transfer of Ventilated Neonate outside of Newborn Care Centre
- RHW CBR- Recognition and management of neonate who is clinically deteriorating outside of Newborn Care Centre

### 4 ABORIGINAL HEALTH IMPACT STATEMENT DOCUMENTATION

- Considerations for culturally safe and appropriate care provision have been made in the development of this Business Rule and will be accounted for in its implementation.
- When clinical risks are identified for an Aboriginal and/or Torres Strait Islander woman or family, they may require additional supports. This may include Aboriginal health professionals such as Aboriginal liaison officers, health workers or other culturally specific services

### 5 CULTURAL SUPPORT

- For a Culturally and Linguistically Diverse CALD woman, notify the nominated cross-cultural health worker during Monday to Friday business hours
- If the woman is from a non-English speaking background, call the interpreter service: [NSW Ministry of Health Policy Directive PD2017\\_044-Interpreters Standard Procedures for Working with Health Care Interpreters.](#)

### 6 NATIONAL STANDARDS

- Standard 1 Clinical Governance
- Standard 2 Partnering with Consumers
- Standard 3 Preventing and Controlling Infections
- Standard 5 Comprehensive Care
- Standard 6 Communicating for Safety
- Standard 8 Recognising and Responding to Acute Deterioration

### 7 REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
1.10.1996	1	KB Lindrea (CNC). Approved by NCC Policy group
19.2.2010	2	KB Lindrea (CNC). Approved by NCC Policy group
23.9.2014	3	J Blaeck (CNS). Revised and Approved NCC Policy/Procedure Working Group
18.7.2018	4	A Ottaway (NE). Revised and Approved NCC LOPs Committee
28.7.2024	5	J Delmodes (RN), R Jackson (NE).
5.9.2024	5	Endorsed by NCC CBR Committee
October 2024	5	Endorsed by RHW BRGC
16.12.24	6	Endorsed RHW BRGC



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