

## TRANSFER CHECKLIST

### **Prior to arranging a transfer please ensure;**

- Parents are aware of the pending transfer
- Mum is fit for transfer/discharge *(if appropriate)*
- For Repatriation/Back transfers, bed confirmed with the receiving unit and clinical handover given.

### **Please ensure the following is photocopied and confidentially secured for the transport team;**

- Badger Letter/NIPE completed
  - Local Nursing Summary *(if appropriate)*
  - Last 48 hours of Medical Notes
  - Weight Charts
  - Phototherapy Chart
  - Blood Gas Chart
  - Blood Result Chart
  - Prescription Chart
  - Most Recent Nursing Chart
  - ROP Screening Report
  - Cranial Ultrasound Reports
  - ECHO Reports
  - Safeguarding Information
  - Any Relevant Other: *(Please Specify)*
- .....

- Babys **Red Book** & Barcode Address Stickers  
*(if available)*
- Copy of Completed Checklist