

Referral forms can be downloaded from the website
www.neonataltransport.scot.nhs.uk

ScotSTAR Neonatal Team- Elective Referrals

Elective transfers are an integral function of neonatal networks. They facilitate appropriate use of resources within units and most importantly they ensure delivery of family centered care. By using the following guidance for elective referrals we can maximise the use of transport resources and ensure prompt and timely transfer, including the following:

Repatriation to base hospital, Transfer for appointments out with base hospital (might include imaging) Transfer for admission and elective investigations, Transfer for elective surgery

ROUTINE ELECTIVE REFERRAL PROCESS

All referrals for Elective transfer must reach the ScotSTAR Team as soon as possible and before 0600 on the morning of the transfer date, to allow coordination of the national transport workload.

Referrals will be by email to scotamb.scotstarelective@nhs.net using the standardised referral form.

Please note, while every effort will be made to undertake elective referrals as requested, the ability of the service to manage all referrals will be dependent on various factors, including: journey times, the number of referrals received, weather conditions, simultaneous emergencies etc. The teams will endeavour to keep referring units up to date with progress and estimated timescales for transfers; however this is often a dynamic situation that is subject to change at short notice.

REFERRALS FOR ELECTIVE TRANSFER RECEIVED THE SAME DAY OR OUT OF HOURS

Referrals for elective transfer received the same day have a significant impact on both emergency and elective workload. We will consider these requests on a case by case basis. Please make every effort to refer in advance as described above.

PLEASE CONTACT THE LOCAL TEAM BY PHONE FOR ADVICE RATHER THAN EMAILING. IF THE TEAM ARE UNAVAILABLE PLEASE LEAVE A MESSAGE AND THE REFERRAL WILL BE DEALT WITH ON THEIR RETURN TO BASE.

ELECTIVE REFERRALS MADE AFTER 0600 WILL BE SCHEDULED FOR THE NEXT DAY UNLESS CAPACITY EXISTS ON THE SAME DAY.

OUT OF HOURS REFERRALS FOR AN ELECTIVE TRANSFER DEMAND USE OF EMERGENCY RESOURCES AND ARE AT HIGHEST RISK OF BEING DEFERRED TO THE NEXT WORKING DAY.

EMERGENCY REFERRALS - NON CLINICAL

If an infant requires transfer out of hours because of unit capacity issues and the transfer cannot be deferred to the next working day it will be treated as an **emergency transfer** for cot capacity.

EMERGENCY REFERRALS FOR NON CLINICAL REASONS SHOULD BE PHONED VIA THE SCOTSTAR
EMERGENCY NUMBER **03333 990 222**

THE CALL SHOULD BE MADE BY THE CONSULTANT IN THE REFERRING UNIT

SUCH REFERRALS DEMAND USE OF EMERGENCY RESOURCES AND MAY IMPACT ON EMERGENCY TRANSFERS INDICATED FOR CLINICAL REASONS

Appropriate planning during daytime hours and initiating elective transfers at the earliest opportunity should obviate the need for such transfers.