Ticket to Ride: Neonatal Off Unit Procedure Checklist

Complete Prior to Leaving Neonatal Unit and prior to returning to Neonatal Unit.
Time Out MUST be completed with entire team present and form signed by all members.

Prior to Leaving the Unit

☐ Safety Checks:
  ✓ O2 and medical air tanks full, if <= 1500 psi, replace tanks with RCP help
  ✓ NeoTee is functioning and set to patient needs
  ✓ Suction is functioning if using Shuttle or radiant warmer
  ✓ < 7kg airway box from RCP room
  ✓ Emergency drug sheet with updated DCW
  ✓ Bring Red Box, if patient intubated
  ✓ Secure patient’s LDAs
  ✓ Ensure infant has 2 ID bands on their person

☐ Battery Checks
  ✓ Transport monitor has full battery
  ✓ Shuttle has full battery.

☐ Patient chart with consent for procedure (if applicable)
☐ Completed Screening form (MRI or Contrast) if applicable
☐ Chemical mattress in bed drawer for transport back to unit
☐ Fluids changed over in syringes or MRI tubing as necessary. If going to the OR, disconnect & discard TPN and IL.
☐ Infant on servo control if using Isolette or Radiant Warmer
☐ Temperature and latest VS documented prior to leaving unit. Temp: ______
☐ Call OR (x12820) and ask them to increase temperature to 74-77°F
☐ Notify provider prior to patient leaving unit
☐ TIME OUT with entire transporting team completed prior to leaving the unit. Time Out to include: Plan with team for how you will move patient if using Shuttle, emergency preparedness and assignment of roles. Sign below immediately after completion.

On Arrival to OR/IR/MRI

☐ Take temperature in bed prior to transfer to procedure bed. Temp: ______

Prior to Return Transport to Neonatal Unit:

☐ Secure all LDAs
☐ Place baby back on Servo control mode prior to leaving procedure area
☐ Take temperature prior to leaving procedure area. Temp: ______
☐ TIME OUT with entire transporting team completed prior to leaving the unit. Time Out to include: Plan with team for how you will move patient if using Shuttle, emergency preparedness and assignment of roles. Sign below immediately after completion.

“Our signatures below indicates that we checked emergency equipment, pre-briefed for any emergencies during transport and assigned roles accordingly. We performed a TIME OUT as a team prior to leaving the unit.”

<table>
<thead>
<tr>
<th>Prior to leaving NICU</th>
<th>Date and Time</th>
<th>Provider Name</th>
<th>RN Name</th>
<th>RCP Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to return</td>
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