

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	
<input type="checkbox"/> Safety Checks: <ul style="list-style-type: none"> ✓ O2 and medical air tanks full, if \leq to 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 	Place Patient Label Here
<input type="checkbox"/> Battery Checks <ul style="list-style-type: none"> ✓ Transport monitor has full battery ✓ Shuttle has full battery. 	
<input type="checkbox"/> Patient chart with consent for procedure (if applicable)	
<input type="checkbox"/> Completed Screening form (MRI or Contrast) if applicable	
<input type="checkbox"/> Chemical mattress in bed drawer for transport back to unit	
<input type="checkbox"/> Fluids changed over in <i>syringes or MRI tubing</i> as necessary. If going to the OR, disconnect & discard TPN and IL.	
<input type="checkbox"/> Infant on servo control if using Isolette or Radiant Warmer	
<input type="checkbox"/> Temperature <i>and latest</i> VS documented prior to leaving unit. Temp: _____	
<input type="checkbox"/> Call OR (x12820) and ask them to increase temperature to 74-77°F	
<input type="checkbox"/> Notify provider prior to patient leaving unit	
<input type="checkbox"/> TIME OUT with <i>entire</i> 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
<input type="checkbox"/> Take temperature in bed prior to transfer to procedure bed. Temp: _____

Prior to Return Transport to Neonatal Unit:
<input type="checkbox"/> Secure all LDAs
<input type="checkbox"/> Place baby back on Servo control mode prior to leaving procedure area
<input type="checkbox"/> Take temperature prior to leaving procedure area. Temp: _____
<input type="checkbox"/> TIME OUT with <i>entire</i> 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.”

	Date and Time	Provider Name	RN Name	RCP Name
Prior to leaving NICU				
Prior to return				