ScotSTAR

Process for Elective Referrals to the ScotSTAR Neonatal Team

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 transfers.

The purpose of elective transfers can be for a number of different indications. These include:

Repatriation to base hospital

Transfer for appointments out with base hospital (might include imaging)

Transfer for admission and elective investigations

Transfer for elective surgery

ALL REFERRALS FOR ELECTIVE TRANSFER MUST REACH THE SCOTSTAR TEAM AS SOON AS POSSIBLE AND BEFORE **0600** ON THE MORNING OF THE TRANSFER DATE.

ELECTIVE TRANSFERS WILL BE UNDERTAKEN ON THE BASIS THAT THEY CAN BE UNDERTAKEN BETWEEN 0800-2000 MONDAY TO FRIDAY

REFERRALS WILL BE BY E-MAIL TO [scotamb.scotstarelective@nhs.net](mailto:scotamb.scotstarelective@nhs.net)

TO REQUEST AN ELECTIVE TRANSFER PLEASE COMPLETE THE ELECTIVE TRANSFER REQUEST FORM (DOWNLOAD FROM THE FOLLOWING SCOTSTAR WEB ADDRESS <https://www.neonataltransport.scot.nhs.uk/about-us/advice-for-referring-centres>) AND SEND TO THE E-MAIL ADDRESS ABOVE.

Timely referral allows the team to coordinate the elective workload at a national level

We will contact the respective referring units in the morning to confirm an expected time of arrival (ETA) and we will confirm with the receiving unit that a cot remains available.

Capacity for the Scotstar team to undertake elective transfers will vary based on several factors. Where capacity to complete elective transfers between 0800-2000 Mon to Fri has been exceeded, transfers will be deferred to the next working day.

Units have been provided with guidance in relation to journey times between various units. Please take this under consideration when making referrals. PLEASE REFER TO ATTACHED GUIDANCE ON JOURNEY TIMES.

Journey time may vary significantly depending on the location of the team, the location of the infant and location of the receiving hospital.

Other factors will also impact on capacity to perform elective transfers:

Weather conditions

Transfers out of region and out with Scotland

Emergency referrals

Air resource availability

REFERRALS FOR ELECTIVE TRANSFER RECEIVED THE SAME DAY

Referrals for elective transfer received the same day have a significant impact on both emergency and elective workload. We will only consider these requests on a case by case basis.

THOSE UNITS MAKING ELECTIVE REFERRALS THE SAME DAY ULTIMATELY RISK TRANSFERS BEING DELAYED OR DEFERRED.

REFERRALS FOR ELECTIVE TRANSFER AT WEEKENDS

These referrals will be considered case by case. IF AN OUT OF HOURS REQUEST IS MADE PLEASE CONTACT THE LOCAL TEAM BY PHONE FOR ADVICE RATHER THAN EMAILING.

The referring unit is that where the infant is located at the time of referral. The referring unit can identify the appropriate point of contact using the table below. IF THE TEAM ARE UNAVAILABLE PLEASE LEAVE A MESSAGE AND THE REFERRAL WILL BE DEALT WITH ON THEIR RETURN TO BASE.

|  |  |  |  |
| --- | --- | --- | --- |
| **North (01224 554 073)** | **South East (0131 242 2673)** | **West (0141 810 6672)** | |
| Aberdeen Maternity Unit | Royal Hospital for Children, Edinburgh | Ayrshire Maternity Unit, Crosshouse | Royal Alexandra Hospital, Paisley |
| Royal Aberdeen Childrens Hospital | Royal Infirmary of Edinburgh (Simpsons) | Dumfries & Galloway Royal Infirmary | Royal Hospital for Children, Glasgow |
| Raigmore Hospital, Inverness | Victoria Hospital, Kirkcaldy | Forth Valley Royal Hospital, Larbert | Wishaw General Hospital |
|  | Ninewells Hospital, Dundee | Princess Royal Maternity Unit, Glasgow |  |
|  | St Johns Hospital, Livingstone |  |  |
|  | Borders General, Melrose |  |  |

Please avoid contacting more than one team with the same elective referral.

REFERRALS THAT REQUIRE ELECTIVE TRANSFER DURING THESE TIMES 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 a cot crisis. Emergency REFERRALS FOR NON CLINICAL REASONS SHOULD ONLY 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.