

Trevor Mann Baby Unit (TMBU)/Special Care Baby Unit (SCBU) departmental induction checklist and welcome pack for pre-registration nursing/midwifery students

Welcome to your placement on our neonatal unit. This Induction checklist aims to provide you with some important information about the Trevor Mann Baby Unit/Special Care Baby Unit. Please complete this sheet with your mentor and return the completed checklist to: Chris Fearn (Senior Staff Nurse) on TMBU or Jess Stoffell (Senior Staff Nurse) on SCBU.

Name of student nurse/midwife (please print clearly)	
Date of placement on TMBU/SCBU	
Details of the ward manager	Clare Morfoot (Neonatal Matron) Tel: 01273 523450
Bleep system switchboard	To contact staff issued with bleep: dial 26 , enter the 4 digit bleep number you require, enter the phone extension you are calling from and would like them to call back to. To contact switchboard: dial 0 .
Cardiac arrest call	Dial 2222 and state type of arrest (adult, child or neonatal) and give exact location of patient
Unit layout	Review of working environment to include:- <ul style="list-style-type: none"> • Location of emergency equipment, resuscitation equipment and buzzers • Location of sharps disposal bins and required protective clothing • Infection control practice
Location of key departments	See information below
Security	Dial 7474 @ RSCH for security or 8115 @ PRH
Fire plan	Location of equipment: <ul style="list-style-type: none"> • Fire extinguishers, fire blanket, alarm points and information panel • Know local fire plan - see attached information • Know your exit routes and meeting points
Protocols/policies/procedures (available on the Trust intranet or from the Team Leader)	Familiarise yourself with: <ul style="list-style-type: none"> • Health and safety policy statement & general safety policy • Infection prevention and control policy • Medicines management policy • Drugs and IV guide • Data protection & Caldicott
Further assistance/support	Please speak to your mentor or the Team Leader for the shift you are working
Name of student nurse/midwife	Signature: _____ Date: _____
Name of TMBU/SCBU nurse completing form	Signature: _____ Date: _____

COMPLETED FORMS TO BE RETURNED TO:
CHRIS FEARN - SENIOR STAFF NURSE/STUDENT COORDINATOR TMBU RSCH
JESS STOFFELL - SENIOR STAFF NURSE/STUDENT COORDINATOR SCBU PRH

Working on the Trevor Mann Baby Unit, RSCH/Special Care Baby Unit, PRH

The Trevor Mann Baby Unit, Royal Sussex County Hospital and Special Care Baby Unit, Princess Royal Hospital fall within the speciality of Neonatology, which is part of the Children's Services Directorate. During your shift, you will be introduced to other members of staff and will be shown around the Unit. This will help you to familiarise yourself with the layout of the Unit, including the location of the staff room; changing facilities; toilets; kitchen areas; offices for the Neonatal Matron, medical secretaries, transport team and Consultants; parent information/facilities; milk fridges and storage areas.

General information about the Trevor Mann Baby Unit and Special Care Baby Unit

Our neonatal service forms the hub of the Sussex Neonatal Network and is based across two sites: the Trevor Mann Baby Unit (TMBU), at the Royal Sussex County Hospital in Brighton, and the Special Care Baby Unit (SCBU), at the Princess Royal Hospital in Haywards Heath.

The Trevor Mann Baby Unit is a regional (level 3) intensive care unit, providing specialist neonatal care for both medical and surgical neonates from 23 weeks gestation. There are approximately 3500 births at the Royal Sussex County Hospital and 2500 births at the Princess Royal Hospital each year. Around one in ten of these babies will be admitted to the Trevor Mann Baby Unit for neonatal care. The Trevor Mann Baby Unit currently has twenty-seven cots, nine of which are designated for intensive care, eight for high dependency care and ten for special care. The unit's neonatal transport service and dedicated ambulance form a part of the Kent, Surrey and Sussex neonatal transport service, which is coordinated by the emergency bed service.

The Special Care Baby Unit, at the Princess Royal Hospital, is a level 1 unit that is led by advanced neonatal nurse practitioners (ANNPs) and currently has eight cots for babies requiring special care. It also provides short-term stabilisation for intensive care babies.

Key Health & Safety Information about the Neonatal Units

It is important that student nurses/midwives are familiar with the layout of TMBU and know the location of health, safety and emergency equipment.

1. The Trevor Mann Baby Unit is divided into different nurseries: an intensive care nursery, a high dependency nursery and a special care area. There is also a reception area and parent accommodation/kitchen areas. The Special Care Baby Unit is divided into two nurseries with two parent bedrooms and a parent kitchen area.
2. Neonatal and adult resuscitation trolleys are located on the Trevor Mann Baby Unit and Special Care Baby Unit. These are checked each shift. There is a defibrillator on the Trevor Mann Baby Unit and on delivery suite near the Special Care Baby Unit. Spare oxygen cylinders are located on the Unit. Each cot space has an oxygen funnel, bag-valve-mask and/or Neopuff and suction and this equipment is checked at the start of each shift. Emergency pull buzzers are also located in the nurseries.
3. The infants on the neonatal units do not require moving and handling equipment as they are small. However, the equipment we use is generally large and heavy e.g. incubators, pumps, ventilators so take time to make sure that you use trolleys to move large objects or ask a colleague to help you. The cots and incubators are height adjustable so make sure these are at a comfortable height for you.

4. Spare empty sharps bins are stored in the sluice area. Each nursery has at least one sharps bin. When these are full, they are taken to the clinical waste bin outside of the Unit or collected and replaced by portering staff.
5. Aprons and gloves are readily available in each of the nurseries. An apron should be worn whenever you are holding an infant. All gloves and aprons should be removed before leaving each nursery. Scrubs are worn for each shift and must be changed on premises.
6. Each nursery has one or more sinks with appropriate handwashing facilities. We are extremely strict about handwashing and you are expected to wash your hands whenever you enter the nursery and are going to a cot space, even if you do not plan to touch the infant. Hands should always be washed after contact with any bodily fluids or when removing gloves. Alcohol gel is available at each cot/incubator and at each nursery door. Linen belonging to the neonatal unit e.g. small blankets and baby clothes are washed on the Unit so are kept in laundry bins in each nursery or transferred directly to the washing machine. Aprons and gloves should be worn whenever you are transferring laundry to the washing machine/dryer. Any hospital laundry e.g. towels should be placed in the laundry bins provided in the sluice area.
7. Each neonatal unit keeps a first aid box in the treatment room where the medications are stored. The Trevor Mann Baby Unit first aider is Julie Nalletamby.
8. Please ask colleagues or the Team Leader if you have any questions.

Fire Plan

On your first day on the Unit, a colleague will show you round the Unit and ensure that you know where the fire points, fire extinguishers and the fire alarm information panel are located. The fire alarm will either sound intermittently (if the fire is within the building but not on the unit) or continuously (if the fire is in the unit). If the fire alarm sounds, you should ensure that all windows and doors are shut within the nursery and liaise with your nursery/team leader, providing it is safe for you to do so, in order to allocate roles and responsibilities.

Chain of Command

Each shift will be coordinated by a Team Leader who will be an experienced Band 6 or 7 neonatal nurse. They will allocate you to a nursery and ensure that you have someone to support you clinically. If you have any concerns or questions, please direct these to the person who you has been allocated to support you. In addition to this person, you might choose to escalate your questions or concerns to the senior nurse within a particular nursery; the team leader for the high dependency/special care area; the overall shift Team Leader; the Sister in charge or on management (Monday to Friday) or the Neonatal Matron.

Location of Key Departments

We work most closely with the following departments:

- Delivery suite - level 13 RSCH/central delivery suite PRH
- Postnatal ward - level 12 RSCH/Bolney Ward PRH
- Antenatal ward - level 12
- Transitional care - level 12/Bolney Ward PRH
- Paediatric theatres - level 7 RAH
- Paediatric x-ray - level 4 RAH

Local Protocols and Procedures

The Unit has extensive medical and nursing protocols which are available in paper and electronic format. A copy of the Sussex Child Protection and Safeguarding Procedures can be found on the intranet.