

6b. Transfer of infants checklist

When the infant is being transferred to another site (recruiting or Continuing Care Site), **you should ensure the following:**

STEP	TASK	Tick when COMPLETED
1.	To contact the neoGASTRIC coordinating centre with notification that an infant from the study is being transferred.	
2.	To contact the receiving site and inform them that the infant is in the neoGASTRIC study.	
3.	Provide a photocopy of the Daily Feed Log or a print out of the last 5 days and include in the neoGASTRIC Transfer Pack (see the Document Box) The original should be kept at the original recruiting site.	
4.	Use the appropriate Transfer Pack for the study arm the infant has been randomised to.	
5.	Ensure the relevant neoGASTRIC Cot Card is included in the Transfer Pack .	
6.	Write the recruiting site's address and/or email address on the blank envelopes provided	
7.	Send the neoGASTRIC Transfer Pack with the infant to the receiving site.	
8.	Complete the neoGASTRIC Form 4: Transfer/Discharge in OpenClinica.	
9.	Enter all data into OpenClinica as it is returned by the receiving site.	

Key points to remember

- It is important to note that although a **neoGASTRIC Transfer Pack** is provided when the infant is transferred, **the recruiting site is responsible for collecting all data related to the infant** and entering it on OpenClinica.
- When a Continuing Care Site returns a completed paper version of **the Daily Feed Log**, it will be the responsibility of an individual at the original recruiting site to enter this data into OpenClinica.
- The Continuing Care Site (receiving site) should notify the initial recruiting site as soon as an infant has been discharged, transferred, or died.
- In the event of twins or higher order multiples, a separate **neoGASTRIC Transfer Pack** should be sent for each individual infant.
- Continuing Care Sites must continue to report safety events (e.g. SAEs) until the infant has reached 44⁺⁰ gestational weeks^{+days} or been discharged home.

With all transfers, the neoGASTRIC coordinating centre will liaise with both the recruiting site and the receiving site to keep them updated.