

Appendix 1

**HOW TO: APNOEA MONITOR HIRE**

If parents are requesting to hire an apnoea monitor for use after discharge, discussion regarding this need to be had with paediatric staff before decision is made to send baby home on one.

Apnoea monitors for hire are kept in the SCN resus area (clear box with a white lid); all paperwork required is in folder in same box.

Neonatal resuscitation education to be given to parents prior to discharge. Per resuscitation guidelines for parents (pamphlet in folder).

**COST:**

$50.00 DEPOSIT

$15.00 WEEKLY HIRE

**FORMS TO COMPLETE:**

1. APNOEA MONITOR LEAD RECORD
2. REQUEST FOR INVOICE (Fax to finance: #94736)
3. APNOEA MONITOR HIRE FORM (Keep in apnoea monitor folder – at the back)

**EQUIPMENT ISSUED**

APNOEA MONITOR (preferable that parents use hire monitor for rooming period, so they have a chance to troubleshoot any problems.

STARTER PACK.

**PAYMENTS:**

Parents to go to Cashiers office to pay $50 deposit prior to discharge.

Cashiers ext.: 94217

Weekly hire purchase will be involved to parents (check correct address for postage)

MONEY RAISED THROUGH APNOEA MONITOR HIRE GOES INTO THE MIDWIFERY Y ACCOUNT: Y3180

DEPOSITS INTO THIS ACCOUNT ARE ITEMISED, SO THIS MONEY CAN BE SAVED AND USED FOR ITEMS IN SPECIAL CARE NURSERY.

SCN COST CENTRE IS: A1355

ACCOUNT MONEY TO BE PAID INTO: Y3180

SUBJECTIVE FOR SCN EQUIPMENT HIRE: 57702

**ON RETURN OF APNOEA MONITOR**

NOTIFY FINANCE ON ext. 94213 so weekly invoicing ceases.

COMPLETE BEIMS AND SEND MONITOR TO BIOTECH FOR SERVICING.

COMPLETE APNOEA MONITOR HIRE FORM (with return date) and APNOEA MONITOR LOAN RECORD (front of folder).