**Tennessee Newborn Screening Program**

**Pre Site Visit Checklist**

Date Completed:

Hospital:

Location/Unit:

Name & Title:

Chief Nursing Officer/Senior Leadership Name and email:

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**Instructions**: Please complete the following form and return it to newborn screening at least **5 working** days before the date of the onsite observation session. Please return via email to [NBS.health@tn.gov](mailto:NBS.health@tn.gov) or by fax to 615-532-8555.

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| --- | --- | --- | --- |
| **Monthly Reports and Benchmarks Not Met** | | | |
| Who reviews the monthly report? | | | |
| |  |  |  | | --- | --- | --- | | Are the monthly reports shared with any senior leadership (CNO, COO, etc.) If yes please list name and title. | YES | NO | | | | |
| Are the monthly reports shared with staff? | YES | NO | |
| Once the monthly reports are received, what actions are taken to address areas that do not meet the State of Tennessee Newborn Screening Goals or Target benchmarks? | | | |
| Does anyone at your facility review the online data report? | | | |
| Were you aware that your facility was performing below the State of Tennessee Newborn Screening benchmark for transit time? | | | |
| **NBS Unit Processes** | | | |
| Do you have a process in place to ensure that every newborn is screened prior to discharge? | YES | NO | |
| Does your hospital have a policy and specified procedure regarding the reporting of deceased babies to the State NBS Program? | YES | NO | |
| Please Describe: | | | |
| Is the demographic information written on the filter paper form verified with parents at the time of specimen collection? | YES | NO | |
| Do filter papers dry horizontally for at least 3 hours? | YES | NO | |
| Where are filter papers placed to dry? | | | |
| Are all filter papers reviewed for satisfactory collection and documentation before mailing? | YES | NO | |
| When are filter papers prepared and packaged for the courier?  Does the courier pick up in nursery or lab?  Are filter papers packaged once a day for courier pickup? | | | |
| Is there staff available and trained to package the newborn screening specimens for the courier 7 days a week? | YES | NO | |
| Are you aware that the State Lab is open 7 days a week with nursing case management support to process specimens? | YES | NO | |
| Who is responsible for packaging the newborn screenings for courier pick-up? | | | |
| What days of the week does the courier service pickup? **S M T W T H F S**  Location for specimen pick-up:  Time for pick-up:  Is a log book kept on all newborn screenings when collected and when they are mailed? YES NO  Please Describe: | | | |
| When packaging the newborn screening specimens, is a list of specimens in the envelope shipped with specimens and a copy retained for hospital records? | YES | NO | |
| **Training** | | |
| Is emphasis used when training new staff regarding the importance of timeliness of the Newborn Screening and accurate documentation on the filter paper? YES NO | | |
| Is emphasis used when training new staff regarding the importance of proper packaging and courier pick=up of the Newborn Screening? | | |

**Are there any obstacles that you would like the State to address during the site visit?**

**If obstacles were identified, please detail any actions that have been taken to overcome them.**

**Any issues or concerns with the state provided courier?**

**Tennessee Department of Health Newborn Screening Program**

Lab Phone: 615-262-6473

Follow-Up Phone: 615-532-8462

Follow-Up Fax: 1-615-532-8555

[LabNBS.Health@tn.gov](mailto:LabNBS.Health@tn.gov)

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