

SINAI HOSPITAL OF BALTIMORE  
WOMEN'S AND CHILDREN'S SERVICES

**SUBJECT:** Guidelines for High Census Preparation in the Neonatal Intensive Care Unit (NICU)

**SCOPE:** NICU

**PURPOSE:**

These guidelines will be used by the attending physician and nurse manager during Stage II Surge to evaluate elective transport status during periods of high census.

**PROCEDURE:**

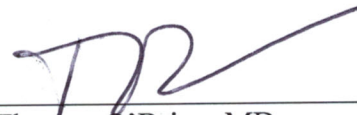
- A. The criteria for high census preparation (Stage II Surge) is met if NICU census  $\geq 17$  and three or more of the following are met.
  1. Birthplace high risk and/or Mother/Baby Antepartum active census  $\geq 2$
  2. Staffing down by 1 in NICU
  3. Have a 1:1 patient assignment in the NICU
  4.  $\geq 1$  Surgeries scheduled
  5. NICU discharges  $\leq 1$
- B. Stage II Action Plan
  1. Manager, Assistant Nurse Manager, or charge nurse to notify NICU attending, HOC, Birthplace, and Maternal Fetal Medicine of elective transport status
  2. Continue notifications within the division to replace staffing needs
  3. Maternal Transport Hold on a case-by-case basis
  4. Neonatal Transport Hold on a case-by-case basis – approval by nurse manager & director of neonatology is needed for any neonatal transport
  5. Continue notifying Birthplace charge nurse or the NICU bed status at bed rounds
- C. The NICU Medical Director/designee or the Director/Manager of Patient Care will call a “NICU Census Surge Operations Meeting” to develop a proactive plan for managing the increasing census/acuity, as deemed necessary. Participants shall include, but not be limited to:
  1. NICU Medical Director or designee
  2. Director of Patient Care for Children's Services
  3. Manager of Patient Care for NICU, Mother Baby Unit, Children's Hospital and Birthplace or designee
  4. NICU Case Manager
  5. Attending Neonatologist (if different from Medical Director)
  6. One Manager/team leader from Distribution
  7. One Manager/team leader from Respiratory Therapy
  8. Chief-OB/GYN (if available)
  9. Chief-Pediatrics (if available)

- D. The NICU manager/designee will be responsible for communication of the plan to key stakeholders and notification of the Hospital Operations Coordinator of surge status
- E. The Director of Patient Care Services for Children's Services/designee will be responsible for communication of the Surge Status and the plan to the Chief of Pediatrics and the Chief of OB/GYN.

**REFERENCES:** AAP/ ACOG, (2012). AAP/ACOG Guidelines for Perinatal Care



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