

LIVE BIRTH NOTIFICATION FORM REFERENCE MANUAL

January 1st, 2019

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The stakeholders would like to thank the many health care professionals who take the time to complete these forms. Your participation is invaluable in helping maintain accurate and reliable information on live births within our province.

The financial support made available through Statistics Canada by providing form designers, and the printing of the form is appreciated and acknowledged.

The cooperation of all the participating agencies and members of the Live Birth/Mortality System Advisory Committee is gratefully acknowledged. Without their input and continued support, the ability to maintain relevant and accurate data would not be possible.

Changes/Revisions for 2019 Live Birth Notification (LBN) Form

The guide on how to complete each field is located on pages 8-19.

The following changes were made to 2019 form:

- Field 40 - Substance Use During Pregnancy has been changed to include the following substances:
 - ◆ Cigarette smoking
 - ◆ Vaping (nicotine/non-nicotine)
 - ◆ Alcohol
 - ◆ Cannabis/Cannabinoids
 - ◆ Methadone/Suboxone
 - ◆ Opioids
 - ◆ Inhalants/Solvents
 - ◆ Stimulants
 - ◆ Other
 - ◆ None

There have been minor formatting changes to the 2018 form Part B and the following changes to specific fields:

- Infant's time of birth has been added.

Information required for completing the 2019 LBN form

The recently revised LBN form (January 2019) will replace the form currently in use (2018). Please destroy all remaining copies of the 2018 LBN form on January 1, 2019. If you have not received your 2019 LBN forms by then, please notify Service NL – Vital Statistics Registrar immediately.

This manual can be downloaded from www.nlchi.nl.ca

Any 2019 births not recorded on 2019 forms may be returned for the completion on the correct form.

*It is recommended that you review the 2019 LBN as well as the Guide for Completion before commencing use of the new form.

Special Notice

The Reference Manual guide has been updated. It is recommended that you review pages 8-20 for guidance on how to complete each field of the 2019 LBN form.

The LBN form must be completed within 48 hours of delivery and submitted within five days of delivery to:

Vital Statistics Division
Service Newfoundland and Labrador
P.O. Box 8700
St. John's, NL Canada A1B 4J6
T (709) 729-3308

Please specify **CONFIDENTIAL** on all envelopes.

For additional copies of the 2019 Live Birth Notification Form, please contact:

Vital Statistics Division
Service Newfoundland and Labrador
P.O. Box 8700
St. John's, NL Canada A1B 4J6
T (709) 729-3308

All comments and questions concerning the LBN form content and the LBN Reference Manual are welcome and can be directed to the Centre at (709) 752-6014 or by completing and forwarding the Comment form in the back of the Guide.

Manager, Clinical Standards and Information
Health Analytics and Evaluation Services
Newfoundland and Labrador Centre for Health Information
70 O'Leary Avenue
St. John's, NL A1B 2C7
T (709) 752-6014

Introduction

In 1981, a Physicians Notification of Birth was introduced to improve the timeliness and accuracy of health statistics regarding live births in our province. In 1986, the Division of Health Research and Statistics, with the assistance of a multidisciplinary committee, revised the Notification of Birth Form and introduced it into the hospital system.

Since 1986, there have been several revisions, and in 2002, the LBN form underwent major revisions to accommodate the ever changing need to capture new data and eliminate the capturing of data that is no longer relevant. Since 2002, the LBN form is reviewed annually to consider end user requests and to ensure the data collect is relevant.

This notification of birth provides information to the Department of Health & Community Services, Service NL - Vital Statistics Division, Regional Health Authority Health & Community Services, Statistics Canada, Newfoundland Statistics Agency, and the Newfoundland and Labrador Centre for Health Information (the Centre). It also serves as a referral notification for the Healthy Beginnings Program as well as a working document for Regional Health Authority Health & Community Services.

This revised form had the input of many stakeholders. The provincial committee – the Live Birth/Mortality System (LB/MS) Advisory Committee has the following representatives:

- ◆ Registrar, Vital Statistics Division, Service NL
- ◆ Newfoundland and Labrador Funeral Services Association
- ◆ Perinatal Program Newfoundland and Labrador (PPNL)
- ◆ Clinical Educator, Child/Women's Health Program, Janeway Children's Health and Rehabilitation Centre
- ◆ Department of Health and Community Services
- ◆ Newfoundland and Labrador Centre for Health Information

The Live Birth Notification form is a multi-part document (Parts A & B).

PART A:

- ◆ Registration
- ◆ Infant
- ◆ Mother
- ◆ Other Parent
- ◆ Health History and Medical Certification of Birth

PART B:

- ◆ Referral to Health and Community Services
- ◆ Hospital Nursing Discharge Summary
- ◆ Healthy Beginnings Follow-Up
- ◆ Referral Priority Assessment for Follow-Up

Information on Part A is used by:

- ◆ Vital Statistics to ensure all births are registered, to verify births registered by parent(s), and issue birth certificates.
- ◆ The Centre to classify each birth according to ICD-10-CA coding guidelines and to support the NLCHI Live Birth Database, which contains information concerning the number of births, types of births, and related information.
- ◆ Statistics Canada to gather data to meet the requirements of the Federal Government.
- ◆ Researchers and government departments & agencies (e.g. PPNL) use the information gathered on the LBN form.

Parts A & B are used by Health & Community Services to obtain pertinent medical information on the mother and infant for follow up purposes; therefore, it is important that all the questions be answered. It is also used as a referral to the Healthy Beginnings Program.

The referral to Health & Community Services **must** contain both parts A & B.

The Newfoundland and Labrador Centre for Health Information will continue to support education/training through provision of materials and consultation.

Regional Health Authorities have permission from the Newfoundland and Labrador Centre for Health Information to reproduce this entire guide or any section of this guide. Copies can be downloaded from www.nlchi.nl.ca, under STANDARDS > CLINICAL STANDARDS AND INFORMATION (CSI), at the following link:

<https://www.nlchi.nl.ca/index.php/quality-information/standards/clinical-standards-and-information>

Definitions

For the purpose of data collection for the Live Birth Notification System; the following definitions apply:

Birth:	The birth of one infant.
Delivery:	The birth of one or more infants in the same event. E.g. Twin would be one delivery.
Live Birth:	The complete expulsion or extraction from the mother, irrespective of the duration of the pregnancy, of a fetus in which, after the expulsion or extraction, there is breathing, beating of the heart, pulsation of the umbilical cord or unmistakable movement of voluntary muscle, whether or not the umbilical cord has been cut or the placenta attached.
Multiple Birth:	A delivery that results in more than one birth, whether live born or stillborn.
Stillbirth:	The complete expulsion or extraction from the mother of a fetus of at least 500 grams or more in weight or at least 20 weeks gestation in which, after the expulsion or extraction, there is no breathing, beating of the heart, pulsation of the umbilical cord or unmistakable movement of voluntary muscle.
Total Births:	The combined total of live births plus stillbirths.

The live birth and stillbirth definitions are the legal definitions as outlined by the Service NL - Vital Statistics Division.

These definitions have been adapted from Statistics Canada.

Guidelines for completion of the Live Birth Notification (LBN) Form

Parents have the right to refuse to answer any or all questions on the LBN form. If the parents refuse to have the form completed, they should be advised that obtaining a birth certificate and/or a MCP number for their infant may be difficult and/or prolonged. If the parents refused to have the LBN form completed, this should be noted on the mother's health record.

The LBN form is printed on carbonless copy paper, and therefore it is recommended that a **ball point pen** be used to complete this form. You will be making multiple copies and are asked to please **press firmly** so that the information is reflected on the multiple copies. Please ensure ALL fields are completed. It is also important that forms are not placed on top of each other when completing, as the information from one form may copy through to the next, making it illegible, and/or provide conflicting information.

Each health care facility is responsible for ensuring that both Part A & Part B of the form is completed by the appropriate staff and sent to the appropriate agencies. Facilities are directed to staple both the white and green copy together before forwarding to Vital Statistics to ensure forms are not separated. Each copy is labeled indicating where it should be sent:

White --	Vital Statistics
Green --	Vital Statistics
Goldenrod --	Hospital Health Record
Pink --	Health & Community Services

Shaded blocks on the form (Hospital Code, ICD-10-CA/CCI Codes, etc.) are for Vital Statistics and/or the Centre use only.

Part B is to be completed upon discharge of the mother and/or infant and sent to the appropriate Health & Community Services Board along with Part A. If a mother or infant is not discharged on the same date, a referral (Part B) for each will be required upon discharge.

This Reference Manual is divided into sections identical to those on the LBN form. It begins with Part A, questions 1 to 51 and continues through to Part B, questions 57 to 80.

THE FOLLOWING ARE VALID INDICATORS:

When completing the LBN form, **please do not leave any question blank**. If the information is non-applicable or unknown, use the indicators below.

VALID INDICATORS	
N/A	Meaning Non-Applicable
U/K	To be used <u>ONLY</u> when the information is not found on the patient chart, is unavailable, or is truly unknown.
	ALL questions from Part A (LBN) and Part B (Referral to Health & Community Services), except for the shaded areas (office use) should be completed. Questions beyond #79 on Part B are for Health & Community Services use.

Surname of Infant

An infant may be given the surname of the mother, the father/other parent, hyphenated combination of both, or any surname chosen by the parents.

Vital Statistics requires a Birth Registration form be completed by the parent(s). It is the responsibility of the parent(s) to complete and return this form to Vital Statistics.

Health care facilities will provide birth registration packages to birth mothers. The birth registration packages are also available at Vital Statistics.

Vital Statistics Division
Service Newfoundland and Labrador
P.O. Box 8700
St. John's, NL Canada A1B 4J6
T (709) 729-3308

For The Information of the Parents – Please Note: When applying for a MCP number for the infant, if the applicant does not have the same surname as the infant, MCP will require a birth certificate of the infant. Birth Certificates are available through Vital Statistics. There is a \$20.00 cost for each birth certificate.

Infant's Surname While in Hospital

To ensure safety and continuity of care while the infant is in hospital, it is recommended that the surname given to an infant on delivery remain the same for the length of stay in hospital.

Information on Other Parent

Information regarding the other parent is desired, however, if the other parent is not identified, use the appropriate valid indicator. Draw a diagonal line through the section and enter U/K. This does not indicate that the other parent is unknown; rather it indicates that the information about the other parent is unknown, or has not been provided.

Live Birth Notification – Part B: Referral to Health & Community Services

If parents refuse to have the LBN Referral sent to Health & Community Services and leave the hospital because they do not wish follow-up, the parents' request is to be respected. The refusal of referral by the parents should be noted on the mother's health record.

The Hospital Nursing Discharge Summary provides for early follow-up of the infant and mother with Health and Community Services. Prompt transmittal of completed forms allows continuity of care for infants and families.

If immediate follow-up is required (within 48 hours), the referring nurse is requested to telephone the referral to a Health & Community Services Nurse (follow up with the form). This requirement may vary depending upon the regional policy; therefore, check your local policy to ensure the correct procedure is followed.

Inform the Parents

Before asking the parents for the information required on this form, you can use the following explanation to help minimize questions about who is using this information.

The information on the LBN form is required by several government agencies:

- ◆ Vital Statistics to register the birth of the infant and issue birth certificates. Information is also shared with the Centre, for input into the provincial database.
- ◆ Statistics Canada, for input into the national database.
- ◆ A copy is sent to Health & Community Services as a referral to the Healthy Beginnings Program.

SPECIAL REFERRAL INSTRUCTIONS:

If immediate follow-up is required (within 48 hours), the referring nurse is requested to telephone the request to the Community Health nurse.

- ◆ If infant remains in hospital following discharge of mother:
Complete and process Part B for mother
Forward second referral (Part B) at the time of infant's discharge, with information on infant's hospitalization and recommendations for follow-up.
- ◆ If mother remains in hospital following discharge of infant:
Complete and process Part B for infant
Forward second referral (Part B) at the time of mother's discharge, with information on mother's hospitalization and recommendations for follow-up.
- ◆ If infant is transferred:
Include on mother's referral (Part B) as much information as possible regarding infant's condition.
- ◆ If following discharge, the mother stays for more than one week in a Community Health nursing district other than her place of residence, send the Health & Community Services Nursing Referral to the district where the mother is staying immediately following discharge. Also, Part B has an area entitled "Alternate Address"; complete this section when the mother is not returning to her usual place of residence within a week after discharge.

Ensure all sections of the LBN form are legible prior to sending.

Live Birth Notification Form – Part A

Registration Information

FIELD	QUESTION	INFORMATION REQUIRED: CERTIFICATION	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
#1	Registration Number		Vital Statistics	

Infant Information

FIELD	QUESTION	INFORMATION REQUIRED: INFANT	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
#2	Surname, Full Given Name(s)	Record surname and full given names of infant (NO INITIALS). If infant's given names are not known, record B/B (Baby Boy) or B/G (Baby Girl)	Health Care Staff	Parents
# 3	Sex of Infant	Check (V) one as applicable: M – Male F – Female Unknown	Health Care Staff	Labour & Delivery Record
# 4	Date of Birth	Record infant's date of birth using MONTH, DAY, YEAR format, e.g. December 31, 2009 should be written: 12 31 2009.	Health Care Staff	Labour & Delivery Record
# 5	Locality of Birth	Check (V) the appropriate locality of birth. If Other is selected, record the locality of birth; e.g. baby born in a taxi en route to hospital.	Health Care Staff	Labour & Delivery Record or Admit Note
# 6	Hospital	Record the full name of the hospital whose staff is completing this form. Hospital Code is completed by the Centre.	Health Care Staff	Health Care Staff
# 7	Place of Occurrence (City/Town)	Full name of the town, city, municipality where birth occurred.	Health Care Staff	Health Care Staff
# 8	Infant's Admit #	Record infant's hospital admitting number.	Health Care Staff	Admitting Documentation
# 9	Infant's Hospital Chart #	Record infant's hospital chart number.	Health Care Staff	Admitting Documentation

Mother Information

FIELD	QUESTION	INFORMATION REQUIRED: MOTHER	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
# 10	Surname, Full Given Name(s)	Record the surname of the mother followed by full given name(s) (no initials).	Health Care Staff	Admitting Documentation
# 11	Maiden Name & Initials	Record the mother's maiden surname <u>and initials</u> . Although the mother's full name is completed in the above answer, Statistics Canada also requires the initials in this answer. If there is no maiden name, (e.g. mother never changed her name) use the indicator N/A for surname.	Health Care Staff	Admitting Documentation
# 12	Health Care Number	For residents of Newfoundland and Labrador, record the MCP number.	Health Care Staff	Prenatal Record or Admitting Documentation

FIELD	QUESTION	INFORMATION REQUIRED:	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
		MOTHER If from another province or country, enter: <ul style="list-style-type: none"> ◆ Health Care number for out of Province/Country, if available. ◆ If not available or unknown, enter the valid indicator U/K. 		
# 13	Date of Birth	Record mother's date of birth using MONTH, DAY, YEAR format, E.g. December 31, 1972 should be written: 12 31 1972.	Health Care Staff	<i>Admitting Documentation or Mother</i>
# 14	Age at Delivery	Record mother's age, in years, <u>at time of delivery</u> .	Health Care Staff	<i>Admitting Documentation or Mother</i>
# 15	Birth Place (Province/Territory-Country if Outside Canada)	Record the mother's place of birth followed by province or territory if born in Canada. e.g. Corner Brook, NL If born outside of Canada, record the place of birth followed by the country. E.g. London, England.	Health Care Staff	<i>Admitting Documentation or Mother</i>
# 16	Usual Home Address	Record mother's complete home address (street number, community, postal code, etc.) and phone number. The postal code is an important part of the home address and is a required field. This is also applicable to out of province/country mothers. (SGC is completed by the Centre)	Health Care Staff	<i>Mother</i>
# 17	Complete Mailing Address	Record mother's complete mailing address if different from usual home address , including the postal code. If the usual home address is IDENTICAL to the mailing address, enter the indicator N/A.	Health Care Staff	<i>Mother</i>
# 18	Legal Marital Status of Birth Mother	Check (v) one as applicable: This is required by Statistics Canada. Common-law is not included because the term common-law is not recognized as a legal term. DO NOT WRITE IN COMMON-LAW. <ul style="list-style-type: none"> ◆ Never Married – Mothers who have never been married ◆ Legally Married and not Separated – When infant's parents are married to each other and living together ◆ Legally Married but Separated – When infant's parents are married to each other but not living together ◆ Divorced – Mothers who are legally divorced ◆ Widowed – Mothers whose spouses are deceased ◆ Unknown – Mothers whose legal marital status is unknown 	Health Care Staff	<i>Prenatal Record and Admission Documentation or Mother</i>

FIELD	QUESTION	INFORMATION REQUIRED:	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
		MOTHER		
# 19	Living Arrangements of Birth Parents	<p>Check (v) one as applicable:</p> <ul style="list-style-type: none"> • Living together as a couple: Infant's parents are living together • Not living together as a couple: Infant's parents are not living together • Unknown: Living arrangements of birth parents are unknown 	Health Care Staff	<i>Mother</i>
# 20	Marital Relationship of Birth Parents of this delivery	<p>This question relates to the parents of this Live Birth delivery (not the mother's parents)</p> <p>Yes - if the mother is legally married to the infant's other parent.</p> <p>No - if the mother is not legally married to the infant's other parent.</p> <p>Unknown - if the marital relationship is unknown</p>	Health Care Staff	<i>Mother</i>
# 21	Education	<p>Check (v) one only; the highest level attained.</p> <ul style="list-style-type: none"> • Has not Graduated High School: Does not have a high school graduation certificate • Graduated High School: Has a high school graduation certificate • Beyond High School: Attended college or university but does not have a post-secondary certificate, diploma or degree • College or University Degree/Diploma: Completed post-secondary education and has a certificate, diploma and/or degree • Unknown – If education level unknown <p>e.g. If the mother has completed high school, but has not completed any education beyond high school, check "Graduated High School".</p> <p>If the mother has completed high school and has one or more courses completed from a post-secondary institution, check "Beyond High School".</p> <p>If the mother has received a certificate, diploma and/or degree from a post-secondary institution, check "College or University Degree/Diploma", although she may not have a high school graduation certificate.</p>	Health Care Staff	<i>Mother</i>

Other Parent Information

Information regarding the other parent is desired. However, if the other parent is not identified, use the appropriate valid indicator, (draw a diagonal line through the section and enter U/K). This does not indicate that the other parent is unknown; it indicates that the information on the other parent is unknown, or has not been provided.

FIELD	QUESTION	INFORMATION REQUIRED: OTHER PARENT	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
# 22	Surname, Full Given Name(s)	Record the surname of the other parent followed by full given name(s) (no initials).	Health Care Staff	<i>Mother or Other Parent</i>
# 23	Date of Birth	Record other parent's date of birth using MONTH, DAY, YEAR format, e.g. December 31, 1972 should be written as: 12 31 1972.	Health Care Staff	<i>Mother or Other Parent</i>
# 24	Age	Record other parent's age, in years, <u>at last birthday</u> .	Health Care Staff	<i>Mother or Other Parent</i>
# 25	Birth Place <i>(Province/Territory-County if Outside Canada)</i>	Record the other parent's place of birth followed by province or territory if born in Canada, e.g. Labrador City, NL. If born outside of Canada record the place of birth followed by the country, e.g. Boston, USA.	Health Care Staff	<i>Mother or Other Parent</i>
#26	Reserved for future use			

Health History and Medical Certification of Birth

This section contains information on both mother and baby and is completed after delivery. For questions that have multiple check boxes, please check all that apply. If the answer is unknown, or not applicable, record the appropriate indicator (U/K or N/A).

PLEASE NOTE: It is recommended that the attending physician (in some facilities this may be the on-call physician or other primary health care provider) complete the following questions: 32, 37, 38, 44, 45, 46, 47, 48 & 49.

For referral instructions to Perinatal Program NL see Appendix A.

FIELD	QUESTION	INFORMATION REQUIRED: HEALTH HISTORY & MEDICAL CERTIFICATION	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
# 27	Total Number of Children Ever Born to this Mother (including <u>this delivery</u>) *Note: Please see Page 4 for definition of "Delivery"	<p><u>Do not enter (V) in this field; a numeric value is required.</u></p> <p>Record the <u>number</u> of live births and the number of stillbirths <u>ever born</u> to this mother, including all infants in this delivery. Infants born alive, who may have subsequently died, are considered "live births". Enter "0 "(zero) if no stillbirths.</p> <p>NOTE: For multiple births (e.g. twins) enter '2' in the 'liveborn' field on each form (for first time mothers). If not a first time mother, increase total number of liveborn by two on each form).</p>	Health Care Staff	<i>Prenatal Record</i>
# 28	Complete Date of Last Delivery (prior to this delivery) (see Delivery definition on P. 4)	Record the date (MONTH, DAY, YEAR format) <u>of last live or stillbirth delivery</u> NOT including this delivery. If no previous birth, use the indicator N/A. For multiple births, do not enter the birth of the first infant of this current delivery as the date of last delivery. For example, mother had a previous singleton in 2004, in 2010 has a twin delivery; the correct date to enter for both Twin A and Twin B is previous delivery of 2004.	Health Care Staff	<i>Prenatal Record</i>
# 29	Total Number of Infants in <u>this Delivery</u> (including Live and Stillborn)	This field is used to denote birth of a singleton, twin, triplet, etc. Check (v) applicable selection.	Health Care Staff	<i>Labour & Delivery Record</i>
# 30	Number of Stillborn in <u>this Delivery</u>	Check (v) None, if applicable, or record the number of stillborn in this delivery, i.e. if multiple birth, enter a numeric value if one or more infant was stillborn.	Health Care Staff	<i>Labour & Delivery Record</i>

FIELD	QUESTION	INFORMATION REQUIRED: HEALTH HISTORY & MEDICAL CERTIFICATION – CONTINUED...	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
# 31	Multiple Birth – Birth Order	Used to identify multiple birth order (1 st , 2 nd , etc.) Check (v) as applicable. If Other is selected, enter appropriate information.	Health Care Staff	<i>Labour & Delivery Record</i>
# 32	Gestation Age (Weeks/Days)	Record gestational age, Weeks followed by Days e.g. 34 & 5 – indicates 34 weeks plus 5 days gestation.	Physician	<i>Labour & Delivery Record</i>
# 33	Was this Birth due to Medical Termination of Pregnancy?	This field refers to Medical or Therapeutic Termination/Abortion Check (v) Yes or No - this information is necessary. Rationale: Information on medical terminations that may result in a live birth is necessary: <ul style="list-style-type: none"> • to enable researchers to accurately interpret data pertaining to premature births and neonatal deaths • to alert Vital Statistics employees not to contact the mother. 	Health Care Staff	<i>Labour & Delivery Record, Admission Documentation, and/or History and Physical</i>
# 34	Birth Weight	Record infant's weight (<u>measured in grams</u>) at time of birth.	Health Care Staff	<i>Labour & Delivery Record</i>
# 35	Delivered By <u>Identify only ONE person</u>	Print surname and first name of person who assisted with the delivery of the infant. Do not use initials. There may be several people involved, but only the person who assisted the mother in the delivery should be indicated. E.g. If a clinical clerk, under the supervision of a physician, assists the mother with the delivery, record the clinical clerk's name. If the attending physician wishes to be listed, record the attending physician's name only. If a nurse assists the mother with a delivery and a physician is not present, record the nurse's name.	Health Care Staff or Physician	<i>Labour & Delivery Record</i>
# 36	Designation of Attendant	Check (v) <u>one</u> as applicable. If Other is selected, record additional information.	Health Care Staff or Physician	<i>Labour & Delivery Record</i>

FIELD	QUESTION	INFORMATION REQUIRED: HEALTH HISTORY & MEDICAL CERTIFICATION – CONTINUED...	COMPLETED BY	WHERE YOU MAY FIND INFORMATION
# 37	Signature for Certification of Birth	This is the signature of the attending physician (in some regions this may be the on call physician, nurse or midwife) whose signature certifies the Medical Certification of Birth. This could be a different signature than the person who actually delivered the infant.	Physician or person who assisted with the delivery	<i>Labour & Delivery Record</i>
# 38	Date	Record the date (MONTH, DAY, YEAR format) when the Health History and Medical Certification of Birth section has been completed and signed, E.g. December 31, 2009 should be written: 12 31 2009.	Physician or person who assisted with the delivery	<i>Labour & Delivery Record</i>
# 39	Prior C/Section(s)	Check (v) as applicable. This refers to <u>any past</u> C/Section.	Health Care Staff	<i>Prenatal Record</i>
# 40	Substance Use During Pregnancy	This is for substance use <u>during the pregnancy</u> . Check (v) as applicable, more than one, if necessary.	Health Care Staff	<i>Prenatal Record or Mother</i>
# 41	Prenatal Care began at: Num. of weeks	Record the Gestational Age, in Weeks, when prenatal care began	Health Care Staff	<i>Prenatal Record</i>
# 42	Support Available	Check (v) as applicable. This refers to social support and is required by the Community Health Nurse to indicate the presence of someone at home to assist the mother.	Health Care Staff	<i>Mother</i>
# 43	Physician Specialist for Prenatal Care <u>NOT</u> Family Doctor, GP, RN, Midwife, etc.	Check (v) as applicable. If 'Other' is selected, enter the appropriate information. A Family Doctor, GP, LPN, RN, or Midwife is <u>NOT</u> considered a Specialist, if mother was seen by a medical specialist such as a Cardiologist, Urologist, etc., then "Other" would be selected, and the <u>specialty</u> noted.	Health Care Staff	<i>Mother or Prenatal Record</i>
# 44	Maternal Risk Factors	Check (v), as applicable, any maternal risk factors <u>during this pregnancy</u> . If Other is selected specify appropriate information. All of these maternal risk factors should be verified by documentation on the chart or prenatal record.	Physician	<i>Prenatal Record/Physician</i>

#44	Maternal Risk Factors...cont'd	<p>The following definitions have been determined with input from medical personnel.</p> <ul style="list-style-type: none"> • Anemia (< 100 G/L): if recorded anytime during this pregnancy prior to delivery. • Pre-existing Diabetes: confirmed diagnosis of diabetes prior to this pregnancy. • Gestational Diabetes: medically confirmed diagnosis of gestational diabetes during this pregnancy. • Antepartum Hemorrhage: any vaginal bleeding after 20 weeks gestation. Must be verified by physician or documented by a physician (may be on prenatal record). • Hypertension (Chronic): patient has history of medically diagnosed hypertension prior to pregnancy. • Hypertension Associated with Pregnancy: patient has been medically diagnosed with hypertension during this pregnancy or has a diastolic greater than 90 on two occasions in a 24 hour period. • Violence during Pregnancy: the woman been a victim of violence during this pregnancy. • Depression: the woman has been medically diagnosed with depression. Include previous post-partum depression. • UTI - Urinary Tract Infection: the patient been medically diagnosed and treated for a UTI after 20 weeks gestation. • IUGR - Intrauterine Growth Restriction: any type of restriction identified on Pre-natal ultrasound, e.g. symmetrical or asymmetrical. If not identified during the prenatal period, do not check. • Isoimmunization: Rh disease – positive Coombs. Mother has been exposed and has some level of antibodies against fetal red cell antigen. • Pre-pregnancy BMI: The pre-pregnancy BMI was documented as either 25.0 - 29.9 or 30+ • Other: any other maternal risk factor diagnosed and/or treated during this 		
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		pregnancy which may present a risk to the mother and/or the fetus. (Dx Code completed by the Centre)		
# 45	Labour Onset	Check (v) ONE only: <ul style="list-style-type: none"> ◆ Spontaneous: contractions in a pregnant woman that started spontaneously without any medical assistance. ◆ Induction: the initiation of contractions in a pregnant woman who was not in labour. ◆ No Labour: no labour has occurred. 	Physician	<i>Labour & Delivery Record</i>
# 46	Delivery Presentation	Check one (v) as applicable. Field should be completed <u>even in the event of a C/Section</u> . If "Other" presentation, please specify. (Dx Code completed by the Centre)	Physician	<i>Labour & Delivery Record</i>
# 47	Method of Delivery	Check one (v) one as applicable; if C/Section is selected – the reason(s) must be listed. These indicators are a required field and should not be omitted. (Dx Code completed by the Centre)	Physician	<i>Labour & Delivery Record</i>
#48	Interventions and/or Complications of Delivery	Check (v) as applicable in each column. Tears: Only 3 rd or 4 th degree tears are collected. Do not record 1 st or 2 nd degree tears. If 'Other' Complication of Delivery, please specify. Please do not enter C/Section in this field. C/S is considered a Method of Delivery.	Physician	<i>Labour & Delivery Record</i>
# 49	Apgar Score	Record infant's One minute and Five minute Apgar Scores. Enter as a double digit e.g., 01, 02 A score above 10 is invalid.	Health Care Staff	<i>Labour & Delivery Record</i>
# 50	Mother's Admit #	Record mother's hospital admitting number.	Health Care Staff	<i>Admitting Documentation</i>
# 51	Mother's Chart #	Record mother's hospital chart number.	Health Care Staff	<i>Admitting Documentation</i>
#52 - #56	Fields reserved for future use			

Live Birth Notification Part B – Health and Community Services Referral

COMPLETED BY HEALTH & COMMUNITY SERVICES

FIELD	QUESTION	INFORMATION REQUIRED – HEALTH & COMMUNITY SERVICES
	Mother's Name	Full first and last name
	Mother's MCP	Required to confirm identity and documentation
	Infant's Name	Include full name if known
	Infant's DOB	Confirm date of birth from Part A. Enter as Month/Day/Year
	Infant's Time of Birth	Confirm time of infant's birth indicating AM or PM
	Address	Mother's usual home address, street and/or mailing address
	Directions to Home	Provide directions if no street number or name for mother's usual home address
	Phone number	Mother's usual phone number and cell number if available
	Alternate/ temporary address	Complete if mother is staying with relative or not at her usual address following discharge
	Alternate Phone	Include alternative or relative number if available
#57	Infant's Status	Check (v) as applicable. If <i>transferred</i> selected, indicate where. If <i>in care / adoption</i> selected, add address for infant
#58	Infant Birth Weight Infant Discharge Weight	Record the infant's weight (measured in grams) at birth (from Part A) and upon discharge.
#59	Discharge Head Circumference	Record the infant's head circumference (measured in centimeters) at time of discharge.
#60	Length at Birth	Record the infant's length (measured in centimeters) at time of birth.
#61	Feeding	Check (v) only one <ul style="list-style-type: none"> Exclusive Breastfeeding or Breast Milk only means no supplements ever given Non-exclusive Breastfeeding Any Breastfeeding and supplements given including G/W, formula or other substitute Breastmilk Substitute No Breastfeeding Add additional information in #74 Follow up recommendations if there is a particular concern re feeding
#62	Previous Breastfeeding Experience	Check (v) as applicable. If yes, duration in weeks.
#63	Jaundice	Check (v) as applicable. Record bilirubin levels at peak and discharge if known. Indicate if infant received phototherapy.
#64	Congenital anomaly confirmed by discharge Familial Conditions	Check (v) as applicable. If type known, please indicate Check (v) as applicable. If selected, add additional information. Includes up to and including second cousins of parents. Includes high risk deafness (see criteria and note referral)
#65	Neonatal Screening	Check (v) as applicable.

FIELD	QUESTION	INFORMATION REQUIRED – HEALTH & COMMUNITY SERVICES
66	Critical Congenital Heart Disease Screening	CCHD screening uses pulse oximetry measurement of pre and post-ductal oxygen saturations between 24 and 48 hours of life, prior to discharge. A screening algorithm is used for interpretation of results. Check (✓) if completed, yes/ no or N/A due to prenatal diagnosis or parental refusal. Check result applicable, PASS (screen negative for CCHD)., FAIL (screen positive for CCHD). Provide appointment date if available
#67	Newborn Hearing Screening	Check (✓) as applicable. . If yes is selected, indicate result (Pass or Did not pass). If repeat appointment given, note date
#68	Mother's Condition on Discharge	Check (✓), as applicable, more than one if necessary. If Rhogam given, record the date. MMR is not given in any hospitals it is done in community. Therefore removed from form. HgB is the post-delivery hemoglobin. B/P is the last one recorded
#69	Post Delivery Length of Stay (LOS)	Record the mother's length of stay (number of days) after delivery; this includes day of delivery and excludes day of discharge.
#70	Postpartum Parent Support Program (PPSP)	Check (✓) as indicated if record of parent learning was completed
#71	Prenatal Education and Support	Check (✓) as applicable. Indicate if classes, Healthy Baby Club or individual support given through BABIES
#72	Immunosuppressive Therapy	Indicate if mother has taken immunosuppressive therapy while pregnant or during postpartum. If yes has the mom discussed the issue of implications for when baby is due to receive first live virus vaccine which is the Rotavirus vaccine at age 2 month. Mother should have information from her specialist to make an informed decision on whether baby should have the Rotavirus vaccine at 2 months.
#73	Community Health Nurse Contact in Hospital	Check as applicable.
#74	Follow up recommendations	Complete as necessary. Can include additional information re infant feeding, postpartum maternal care recommendations, including incision care, follow up on blood work or other applicable medical orders on discharge.
#75	Priority	Complete comment if needed.

FIELD	QUESTION	INFORMATION REQUIRED – HEALTH & COMMUNITY SERVICES
#77	Date of Discharge	Record the date of mother's discharge (month, day, year format).
#78	Referral sent via	Check (✓) as applicable, more than one if necessary.
#79	Nurse's name and signature	Printed name and signature of the nurse completing the Hospital Nursing Discharge Summary.
#80	Date	Record the date (month, day, year format) the Hospital Nursing Discharge Summary section of the LBN form was completed.

Healthy Beginnings Follow-Up Referral

All areas after question #80 are to be completed by the appropriate Health & Community Services employee. This section is used to initiate the Priority Assessment for Follow up.

- Record the date the referral was received.
- If other Health and Community Services are involved with the family as part of the circle of care, it can be noted here. Examples include: Mental Health, Addictions, Child Youth and Family Services.
- If a Global All Programs Search is initiated as per regional policy, additional follow up with other service providers may be indicated.
- Indicate if the child has been referred to the Perinatal High Risk Clinic (see Appendix A)
- Indicate if the child has been referred to Audiology for a family history of High Risk Deafness (see Appendix E)
- Note any other referrals for follow up at the Janeway (Child Development, Neuromotor, Craniofacial Clinic, Cardiology or other specialist)
- On the reverse side complete mother's name, MCP#, Infant's name and DOB. Identifying information must be on each page if form is copied, emailed or faxed.
- The Priority Assessment for Follow-up form on the reverse side may be initiated at the referral site, and completed by the Nurse receiving the referral (See Appendix F for a copy)
- Complete the Priority Score and indicate the degree of priority
- **A Client Risk/Staff Safety Risk * Assessment may be completed as per regional policy**
- **See CRMS for Priority Assessment, progress notes and further documentation**

The appendices in this guide that are used by Health & Community Services are:

APPENDIX A – Criteria for Perinatal Program NL
APPENDIX B – Procedure for Immediate Follow-up
APPENDIX C – Community Health Nursing Postnatal Follow-up Guide
APPENDIX D – Edinburgh Postnatal Depression Scale Guide
APPENDIX E – High Risk Deafness Criteria
APPENDIX F – Priority Assessment for Follow-up

Appendix A: Admission Criteria for High Risk Follow-Up Clinic of the Perinatal Program NL



MEMO

DATE: **October 2015**

Re: **NEW! REVISED CRITERIA FOR PERINATAL PROGRAM NL
HIGH-RISK FOLLOW-UP CLINIC**

The high-risk follow up clinic is an integral component of Perinatal Program Newfoundland Labrador (PPNL). Clinic admission criteria targets newborns who may be at risk for developmental delay, cerebral palsy, and hearing and visual impairments. Infants at risk may be referred by a physician or nurse from any health care facility in NL that provides maternal/newborn services, or by any family physician or community health nurse.

The follow-up clinic assesses the children on a regular basis until age 3. They receive developmental, neurological, and physical assessments thereby enabling appropriate referral, if necessary, to such services as physiotherapy, speech-language therapy, audiology, ophthalmology and occupational therapy. Additional referrals are made to the Children's Rehabilitation Program or the Child Development and Learning Program when required. This follow-up clinic does not replace the children's family physician, pediatrician or community health nurse, but is a special service that complements their care by focusing on anticipatory and early intervention measures.

Thanks to the special effort of the Medical Advisory Committee, the admission criteria for the follow-up clinic has been newly revised. This revision occurred by monitoring the outcomes of babies who were assessed by our program since 1994, comparing our criteria with that of clinics in other provinces and incorporating findings from the literature and specialized physician experience and knowledge.

Please keep the enclosed revised criteria referral form in a visible place in your institution, as a reminder to refer high-risk newborns to our follow-up clinic.

Thank you so much for your attention to this matter. Please do not hesitate to contact our team with any questions or concerns, by calling 709.777.4656 or email ppnl@easternhealth.ca. For those facilities within Eastern Health, referral forms can be

ordered through the intranet on Print TRAC using the form number on the bottom right hand side of the page. Outside of Eastern Health, please call or email the above number/address for us to mail you the referral forms.

Warm regards,

LORRAINE BURRAGE
Program Coordinator



**Eastern
Health**

Perinatal Program
Newfoundland and Labrador

Referral Form



Date: _____

Please refer _____ (name) for follow-up in the
High-Risk Clinic of the Perinatal Program.

The presence of one or more of the following criterion that occurred or was recognized in the first 28 days of life.
(In the event of a multiple birth all babies are followed if one baby meets admission criteria):

- ☐ Birth weight less than or equal to 1500 grams or gestation less than or equal to 32 weeks
- ☐ Mechanical ventilation for 48 hours or more

Central Nervous System:

- ☐ Seizure confirmed by abnormal EEG, or as a result of metabolic etiology (such as hypoglycemia)
- ☐ Hypoxic Ischemic Encephalopathy (HIE)
- ☐ Stroke
- ☐ Meningitis/Encephalitis/Intrauterine virus infection, such as Cytomegalovirus (CMV)
- ☐ Hydrocephalus
- ☐ Intraventricular hemorrhage, grade 3 or greater
- ☐ Periventricular leukomalacia (PVL)

Complex Surgery:

- ☐ Thoracic
- ☐ Gastrointestinal (GI)
- ☐ Genital Urinary (GU)

Cardiac:

- ☐ Cyanotic Congenital Heart Disease
- ☐ Cardiac surgery requiring bypass less than 30 days of age

- ☐ Prolonged hypoglycemia greater than 3 episodes of blood glucose less than 2.6 mmol/L in a 24 hour period
- ☐ History of prenatal exposure to alcohol as a result of maternal alcohol intake characterized by substantial, regular intake or periodic binge drinking during pregnancy (Motherisk Program 2006)
- ☐ History of prenatal exposure to illicit substances, such as amphetamines (e.g. Adderall), cannabis, club drugs (e.g. ecstasy), stimulants (e.g. cocaine, Ritalin), opioids (e.g. heroin, Oxycodone, Percocet) and solvents, as a result of maternal habitual (regular) use during pregnancy
- ☐ Prenatal exposure to Methadone, as a result of maternal participation in a Methadone Maintenance Treatment (MMT) Program during pregnancy
- ☐ Physician request, specify: _____

Name: _____ Signature: _____

Appendix B: Procedure for Immediate Follow-up

IF IMMEDIATE FOLLOW-UP IS REQUIRED (WITHIN 48 HOURS), THE REFERRING NURSE IS REQUESTED TO TELEPHONE THE REQUEST TO COMMUNITY HEALTH NURSE.

- ◆ If infant remains in hospital following discharge of mother:
Forward second referral at time of infant's discharge with information on infant's hospitalization and recommendations for follow-up.
- ◆ If mother remains in hospital following discharge of infant:
Forward second referral at time of mother's discharge with information on mother's hospitalization and recommendations for follow-up.
- ◆ If infant is transferred:
Include on mother's referral as much information as possible regarding infant's condition.
- ◆ If infant In Care/Adoption:
Send infant referral to Community Health Nurse of receiving foster parents/adopted parents.

Send mother's referral to mother's district Community Health Nurse.
- ◆ If, following discharge, the mother stays for more than one week in a community health nursing district other than her place of residence, send the Health & Community Services Nursing Referral to the district where mother is staying immediately following discharge.

NOTE that Part B has an area "Alternate/Temporary Address"; complete this section when the mother is not returning to her usual place of residence within a week after discharge.

Appendix C: Healthy Beginnings Follow-up Referral

I Priority Assessment

1. Perinatal Program NL High Risk Follow-up Clinic

Compare the criteria from Perinatal Program NL with the information on the LBN form. **If the infant meets any one of the criteria, contact Perinatal Program NL or make a referral.** Most infants who meet the high risk criteria will be identified by the Perinatal Program Nurse through referrals from the Janeway Neonatal Intensive Care Unit. See Appendix A for the Provincial Perinatal High Risk Follow-up Program Criteria.

2. High Risk Deafness

Compare the criteria from the High Risk Deafness Criteria with the information on the LBN form. **If the infant meets any one of the criteria refer infant or confirm if prior referral has been made, for audiology assessment and follow-up.** See Appendix E for High Risk Deafness Criteria.

3. Priority Assessment for Follow-up

See Appendix F for detailed explanation and procedure for use of the Priority Assessment for Follow-up.

II Record of Parent Learning

- Review the Record of Parent Learning Form and the LBN form and transfer areas of follow-up, e.g. learning needs identified but not taught, or areas taught that needs reinforcement or confidence building.
- Record newly identified learning needs.
- Implement the PPSP following the same procedure as outlined in the PPSP Implementation Plan.
- Provide parents with an additional copy of the PPSP booklet: *You and Your New Baby: Questions You May Have* if they do not have it at home.
- Use the questionnaire to assess parent learning during telephone, postnatal clinic and home visits.
- Parent Information Sheets are distributed by the nurse to reinforce teaching. They are not to be provided as a series of information sheets for parents.
 - Although copies of the Parent Information Sheets may be available in both hospital and health units, some are more appropriate for distribution in one place than the other.

The comments section can be used to document any contact that does not identify a Nursing Diagnosis/Health Issue requiring a plan of action for follow-up. Follow the regional procedure for documentation on progress notes, problem list, etc. to chart plan of care and follow-up action.

Appendix D: Edinburgh Postnatal Depression Scale Guide

Postnatal Depression

Research indicates that postnatal depression affects at least 10% of women and that many remain untreated. These mothers may cope with their baby and with household tasks, but their enjoyment of life is affected, and there may be long-term effects on the family.

Edinburgh Postnatal Depression Scale (EPDS)

This tool has been developed to assist primary care health professionals to detect mothers suffering from postnatal depression; a distressing disorder more prolonged than the “blues” but less severe than postpartum psychosis. It consists of 10 short statements and can usually be completed within 5 minutes. Validation studies have shown that those scoring above a threshold of 12-13 were likely to be suffering from a depressive illness of varying severity.

Referral

Referral to the appropriate professional is indicated if the EPDS score is above 13. The nurse will discuss the results of the test with the client and encourage her to seek counseling either through her family physician, obstetrician or mental health professional.

Source:

Cox, J.L.; Holden, J.M.; and Sagovsky, R. (1987). Detection of postnatal depression: development of the 10-item Edinburgh depression scale. British Journal of Psychiatry 150, 782-886.

Instructions

1. The client is asked to underline the response which comes closest to how she has been feeling in the previous 7 days.
2. All **10** items must be completed.
3. The client should complete the scale herself, unless she has limited reading or language skills.
4. Care should be taken to avoid the possibility of the client discussing her answers with others.

Scoring

Question 1, 2 and 4 are scored 0, 1, 2 and 3 according to increased severity of the symptoms.

Questions 3, 5, 6, 7, 8, 9 and 10 (those with asterisk) are reverse scored 3, 2, 1 and 0.

Note: The questions in this document have the number score at the end of each option. This is provided for nurses' information only and should never be used if the woman herself completes the form. In that case, a blank form should be used.

The total score is calculated by adding scores for each of the **10** items.

A score of **12-13** or above may reflect a depressive illness of varying severity.

In doubtful cases, the EPDS may be repeated in **2** weeks.

The EPDS score should not override clinical judgment. A careful clinical assessment should be carried out to confirm the diagnosis. A score just below the cut-off should not be taken to indicate absence of depression, especially if the nurse has other reasons to consider this diagnosis. The scale will not detect mothers with anxiety neurosis, phobias or personality disorders.

Name: _____

Address: _____

Baby's Age: _____

As you have recently had a baby, we would like to know how you are feeling. Please **UNDERLINE** the answer which comes closest to how you have felt **IN THE PAST 7 DAYS**, not just how you feel today.

Here is an example already completed:

I have felt happy:

- Yes, all the time
- Yes, most of the time
- No, not very often
- No, not at all

This would mean: "I have felt happy most of the time" during the past week. Please complete the other questions in the same way.

In the past 7 days:

Score

1. I have been able to laugh and see the funny side of things

As much as I always could (0)
Not quite so much now (1)
Definitely not so much now (2)
Not at all (3)

2. I have looked forward with enjoyment to things

As much as I ever did (0)
Rather less than I used to (1)
Definitely less than I used to (2)
Hardly at all (3)

- *3. I have blamed myself unnecessarily when things went wrong

Yes, most of the time (3)
Yes, some of the time (2)
Not very often (1)
No, never (0)

4. I have been anxious or worried for no good reason

No, not at all (0)
Hardly ever (1)
Yes, sometimes (2)
Yes, very often (3)

- *5 I have felt scared or panicky for no very good reason

Yes, quite a lot (3)
Yes, sometimes (2)
No, not much (1)
No, not at all (0)

- *6. Things have been getting on top of me

Yes, most of the time I haven't been able to cope at all (3)
Yes, sometimes I haven't been coping as well as usual (2)
No, most of the time I have coped quite well (1)
No, I have been coping as well as ever (0)

In the past 7 days:

	Score
*7. I have been so unhappy that I have had difficulty sleeping	
Yes, most of the time (3)	
Yes, sometimes (2)	
Not very often (1)	
No, not at all (0)	_____
*8. I have felt sad or miserable	
Yes, most of the time (3)	
Yes, quite often (2)	
Not very often (1)	
No, not at all (0)	_____
*9. I have been so unhappy that I have been crying	
Yes, most of the time (3)	
Yes, quite often (2)	
Only occasionally (1)	
No, never (0)	_____
*10. The thought of harming myself has occurred to me	
Yes, quite often (3)	
Sometimes (2)	
Hardly ever (1)	
Never (0)	_____
TOTAL SCORE	_____

Source:

Cox, J.L.; Holden, J.M.; and Sagovsky, R. (1987). Detection of postnatal depression: development of the 10-item Edinburgh depression scale. British Journal of Psychiatry 150, 782-886.

Appendix E: High Risk Deafness Criteria

Indicators for Sensorineural and/or Conductive Hearing Loss

A. For use with neonates, birth through age 28 days, when universal screening is not available.

1. Family history of hereditary childhood sensorineural hearing loss. (Includes parents, grandparents, siblings, aunts, uncles and first cousins of the child).
2. In-utero infection such as cytomegalovirus, rubella, syphilis, herpes and toxoplasmosis.
3. Craniofacial anomalies, including those with morphologic abnormalities of the pinna and ear canal, absent or abnormal philtrum, low hairline, etcetera.
4. Birth weight less than 1500 grams (3.3 lbs.).
5. Hyperbilirubinemia at a serum level requiring exchange transfusion.
6. Ototoxic medications (to the baby (> 5 days) or breastfeeding mother), including but not limited to, the amino glycosides, e.g., gentamicin, tobramycin, kanamycin, streptomycin, used in multiple courses, or in combination with loop diuretics and some combination chemotherapy regimens.
7. Bacterial meningitis.
8. APGAR scores of 0-4 at 1 minute or 0-6 at 5 minutes.
9. Mechanical ventilation lasting 5 days or longer.
10. Stigmata or other findings associated with a syndrome known to include sensorineural and/or conductive hearing loss (e.g., Waardenburg, Usher's or Down Syndrome).

B. For use with infants, age 29 days to 2 years, when certain health conditions develop that require rescreening.

1. Parent/caregiver concern regarding hearing, speech, language and/or developmental delay.
2. Bacterial meningitis and other infections associated with sensorineural hearing loss.
3. Head trauma associated with loss of consciousness or skull fracture.

4. Stigmata or other findings associated with syndromes known to include sensorineural and/or conductive hearing loss (e.g., Waardenburg, Usher's or Down Syndrome).
 5. Ototoxic medications, including but not limited to, chemotherapeutic agents or amino glycosides used in multiple courses or in combination with loop diuretics.
 6. Recurrent or persistent otitis media with effusion for at least three months.
- C. For use with infants age 29 days through 3 years who require periodic monitoring of hearing.**

Some newborns and infants may pass initial hearing screening but require periodic monitoring of hearing to detect delayed onset sensorineural and/or conductive hearing loss. Infants with these indicators require hearing evaluation at least every six months until age three years and at appropriate intervals thereafter.

Indicators associated with delayed onset sensorineural hearing loss include:

1. Family history of hereditary childhood hearing loss.
2. In-utero infection, such as, cytomegalovirus, rubella, syphilis, herpes or toxoplasmosis.
3. Neurofibromatosis Type II and neurodegenerative disorders.

Indicators associated with conductive hearing loss include:

1. Recurrent or persistent otitis media with effusion.
2. Anatomic deformities and other disorders that affect Eustachian tube function.
3. Neurodegenerative disorders.

Appendix F: Priority Assessment for Follow-Up

Purpose:

A mechanism to:

- a) Provide standardized screening of all parturient women.
- b) Identify infants and children up to the age of 5 years with potential for:
 - physical or emotional stressors secondary to known health challenge(s)
 - developmental delays
 - difficulties resulting from family interaction/social factors
- c) Collect data to evaluate portions of the Healthy Beginnings Program.

Target Populations:

- All newborns who will reside in the province of Newfoundland and Labrador.
- Any infant or child up to age 5 years where the PHN observes or receives additional information indicating that she/he may be eligible for the program.

Procedure:

- Priority Assessment for Follow-up is to be initiated within 48 hours of receipt of Postnatal Referral.
- The Priority Assessment for Follow-up form can also be used for any infant or child beyond the newborn period when the PHN observes or receives additional information indicating that a child may fit the eligibility criteria for the Healthy Beginnings Program. Use the Priority Assessment Form in this situation, writing the parents/guardians surname and given name, date, address, and phone number and child's MCP number in the upper right-hand corner.

If a condition or situation exists, circle the corresponding score at the right side of the form. Where more than one choice is provided, please circle the specific item pertaining to the situation being assessed. Then total the circled score(s) and enter the number of the Total Priority Score Box at the bottom. The nurse completing the assessment signs in the bottom right-hand corner noting date. The Scoring may also be completed in CRMS.

Explanation of Items:

A. Child with Known Disability

1. Congenital
 - a) Major (probability of permanent disability), e.g. Down Syndrome.
 - b) Moderate (correction may be possible), e.g. cleft palate.
2. Acquired
 - a) Major disability, acquired during the first five years of life, with probability of permanent disability, e.g., Cerebral Palsy, severe head injury.
 - b) Moderate disability, acquired during the first five years of life, with correction possible, e.g. loss of limb.

B. Developmental Priority Factors

3. Low Birth Weight
 - a) 0-1499 grams
 - b) 1400-1999 grams
 - c) 2000-2499 grams
4. Bilirubin Level
Note if bilirubin was ever/is over 20 gm or 342 umol/L (or exchange level if premature)
5. Complications of Pregnancy
 - a) Infections that can be transmitted in utero:

Includes: Infections that can be transmitted in utero and may damage the fetus (e.g., rubella in the first 3-4 months, AIDS, cytomegalovirus, congenital herpes).

Excludes: Hepatitis B where the mother is a carrier and where the child has received prophylaxis according to provincial guidelines, Herpes, unless the child acquires the illness during delivery.
 - b) Drugs that were abused during pregnancy:

Includes: Street drugs, any drugs that have a known teratogenic effects on baby. May also include if mother has a known addiction diagnosis

Excludes: Non-teratogenic prescription drugs, small amounts of over-the-counter drugs, cigarette use (See 17, "Other" if this is a particular factor).

6. Complications of Labor and Delivery
 - a) Labour requiring mid forceps including breech delivery with forceps.
 - b) Infant trauma or illness, e.g., seizures, respiratory distress syndrome. Applies to infants in the first 28 days of life or until discharge where an infant has been continuously hospitalized beyond the neonatal period.
 - c) APGAR: APGAR at 5 minutes only if less than 7. If the Apgar score is less than 7 at 5 minutes, the point value is calculated by deducting the APGAR score from 10. E.g., if APGAR at 5 minutes is 5, the score is $10 - 5 = 5$ points.
7. Family history (up to level of second cousins) of a disability not detectable at birth that could affect development, e.g., hearing loss, developmental delay in a family member.
8. Developmental concerns not already covered in any category above.
 - a) Acquired potential for developmental delay due to illness or trauma in the first five years, i.e. child developed complications from meningitis at age 2.
 - b) Delayed developmental assessment in first five years. This category is used when the developmental delay is confirmed by diagnosis, not after screening when it is only suspected. If the delay is such that the nurse in her professional judgment and after consultation with her supervisor sees no need for Community Health Nursing follow-up, i.e. in the event of a language delay with no other factors present and the child is receiving service from a speech pathologist, the child need not be admitted to or continued with the priority program.

C. Family Interaction Priority Factors

9. Age of Mother:
 - a) 15 years or under
 - b) 16 years or 17 years
 - c) 18 years or 19 years
10. Social Situation
 - a) Father of infant not resident but other support available. Consider family, friends, church, and community resources.
 - b) Father not resident and no support.
 - c) Father resident and supportive but no other social support; or severe isolation by language or geography. Items (a), (b), and (c) would also apply if the mother was not a resident during the infant period (one-year) but the father was. When a child is seen in a single parent home after one year of age, the situation should be individually assessed to determine if this social situation is having an adverse effect on the child.

Support includes family, friends, community, and spiritual. It is important to assess support as it relates to culture, geography, and language as well as the client's perception of the support available.

- 11. Receiving Financial Assistance or Having Financial Difficulties**
This category includes those clients who are receiving income support or other financial benefits (e.g. drug card) as well as those having insufficient finances to meet basic needs after meeting financial commitments.
- 12. No Prenatal Care Before Six Months**
If mother did not receive prenatal care from a qualified medical/health care practitioner during the first two trimesters, this should be noted.
- 13. Mental Illness or Developmental Delay in Mother or Father**
a) Schizophrenic or Bipolar affective disorder (a close family history of psychiatric illness should be noted)
b) Mother has a postpartum psychosis or postpartum depression or
c) Developmental delay of either parent

***Double score if both parents are positive in (a) or (c).**

- 14. Prolonged Postpartum Maternal Separation**
If separated over 5 days, note:
a) If frequent infant contacts (phone or visits as feasible)
b) Little or no contact

Consider location, geography, ability to call, mother's illness.

- 15. Assessed Lack of Bonding, e.g., minimal eye contact, touching, etc.**
Consider eye contact, touching, handling of infant, discussion of child, disappointment in sex. Note if unrealistic expectation of the infant, negative comments about mothering abilities and a high level of anxiety.

- 16. Three+ Hospitalizations in a Year, in the first two years of life, in the Absence of Known Disability of Chronic Illness.**

- 17. Other**
Nursing assessment and judgment will be used to assign a score between 0 and 9 for other priority items. The reason for the score is to be specified on the line provided on the Priority Assessment for Follow-Up Form. If space is inadequate, give detailed information in the notes section in CRMS. The reasons may include, but not be limited to the following:

Child Factors:

- failure to thrive
- behavioral problems
- diagnosed mental health problem
- Including ADD and ADHD

Parental Factors:

- parenting difficulties

- first time parenthood (specify age of parents)
- low literacy level/low educational

Family Factors:

- major chronic illness in family
- marital difficulties
- family violence

18. Scoring

Total Score: Total the score(s) and enter the number in the “Total Score” box at the bottom.

Priority Score	
High Priority	9 and over
Medium Priority	5-8
Low Priority	3-4
Minimal Priority	0-2

Incomplete Score:

It may not always be possible to obtain all assessment data required to give a final score prior to contact with the family.

When information is missing and the available data does not already indicate a moderate or high priority rating, the nurse will:

- make a telephone visit to determine the appropriate priority rating; or
- failing this, make a home visit to assess

When all information is gathered the “total score” will be completed.

Appendix G: List of Tables used throughout Questions 1 to 80

VALID INDICATORS	
N/A	Meaning Non-Applicable
U/K	To be used ONLY when the information is not found on the patient chart, is unavailable, or is truly unknown.
	ALL questions from Part A (LBN) and Part B (Referral to Health & Community Services), except for the shaded areas (office use) should be completed. Questions beyond #79 on Part B are for Health & Community Services use.

Marital Status -- Adapted from Statistics Canada definition

Never Married	Mothers who have never been married
Legally Married and NOT Separated	When infant's parents are married to each other and living together
Legally Married but Separated	When infant's parents are married but not living together
Divorced	Mothers who are legally divorced
Widowed	Mothers whose spouses are deceased
Unknown	Mothers whose legal marital status is unknown
DO NOT Indicate "Common Law" as this is not a valid legal term	

CODE	EDUCATION
	Definitions adapted from Statistics Canada
Less than Secondary	Does not have a high school graduation certificate
Secondary School Graduation	Has a high school graduation certificate
Beyond High School	Attended college or university but does not have a post-secondary certificate, diploma or degree
College or University Degree/Diploma	Completed post-secondary education and has a certificate, diploma and/or degree

1. Registration number									
				10					
Department Use Only									

[Privacy Notice](#)

Personal information contained on this form is collected under the authority of the Vital Statistics Act 2009, and will be used to register the birth, update or amend other vital event records, and provide extracts or research information for administrative, statistical, research, medical and law enforcement purposes. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Representative at the following local office:

Vital Statistics Division
Service Newfoundland and Labrador
P.O. Box 8700
St. John's, NL, Canada A1B 4J6
T: (709) 7-29-3300

Part A – Mandatory for Registration of Birth (Required within 48 hours of delivery)

INFANT	2. Surname _____		Full Given Name(s) _____		3. Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Unknown		
	4. Date of Birth MM/DD/YYYY		5. Locality of Birth <input type="checkbox"/> Hospital <input type="checkbox"/> Private Home <input type="checkbox"/> Other Health Care Facility <input type="checkbox"/> Unknown <input type="checkbox"/> Other (Specify) _____				
	6. Hospital _____		Hospital Code _____		7. Place of Occurrence City / Town _____		
MOTHER	10. Surname, Full Given Name(s) _____				11. Maiden Name and Initials _____		
	12. Health Care Number _____		13. Date of Birth MM/DD/YYYY		14. Age at Delivery _____		
	15. Birth Place (Province/Territory-Country if Outside Canada) _____						
	16. Usual Home Address _____		SGC Code _____		Postal Code _____		
	17. Complete Mailing Address _____		Telephone Number () _____		Postal Code _____		
	18. Legal Marital Status of Birth Mother <input type="checkbox"/> Never Married <input type="checkbox"/> Legally Married and Not Separated <input type="checkbox"/> Legally Married but Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Unknown						
	19. Living Arrangements of Birth Parents <input type="checkbox"/> Living Together as a Couple <input type="checkbox"/> Not Living Together as a Couple <input type="checkbox"/> Unknown				20. Marital Relationship of Birth Parents of this delivery (Legally Married to Each Other) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
21. Education <input type="checkbox"/> Has not Graduated High School <input type="checkbox"/> Graduated High School <input type="checkbox"/> Beyond High School <input type="checkbox"/> College or University Degree (including trade) <input type="checkbox"/> Unknown							
OTHER PARENT	22. Surname, Full Given Name(s) _____				23. Date of Birth MM/DD/YYYY		
	24. Birth Place (Province/Territory-Country if Outside Canada) _____				25. Age _____		
HEALTH HISTORY AND MEDICAL CERTIFICATION OF BIRTH							
27. Total Number of Children Ever Born to this Mother (including this delivery)		Number Liveborn _____		Number Stillborn _____		28. Complete Date of Last Delivery (prior to this delivery) MM/DD/YYYY _____	
29. Total Number of Infants in this Delivery (including Live & Stillborn)		<input type="checkbox"/> Single birth <input type="checkbox"/> Twin <input type="checkbox"/> Triplet <input type="checkbox"/> Quadruplet <input type="checkbox"/> Quintuplet		30. Number of Stillborn in this Delivery		<input type="checkbox"/> None <input type="checkbox"/> Number: _____	
31. Multiple Birth-Order: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Other (Specify) _____		32. Gestational Age _____ weeks _____ days					
33. Was this Birth due to Medical Termination of Pregnancy? <input type="checkbox"/> Yes <input type="checkbox"/> No		34. Birth Weight _____ grams		35. Delivered by (Surname, Given Name) - Identify Only One Person			
36. Designation of Attendant (Select one only) <input type="checkbox"/> Medical Doctor <input type="checkbox"/> Midwife <input type="checkbox"/> RN <input type="checkbox"/> Unknown <input type="checkbox"/> Other (Specify) _____		37. Signature for Certification of Birth _____			38. Date MM/DD/YYYY _____		
39. Prior C/Section(s) <input type="checkbox"/> Yes <input type="checkbox"/> No		40. Substance Use During Pregnancy <input type="checkbox"/> Cigarette Smoking <input type="checkbox"/> Alcohol <input type="checkbox"/> Methadone/ Suboxone <input type="checkbox"/> Inhalants/ Solvents <input type="checkbox"/> Other <input type="checkbox"/> Vaping (nicotine/non-nicotine) <input type="checkbox"/> Cannabis/ Cannabinoids <input type="checkbox"/> Opioids <input type="checkbox"/> Stimulants <input type="checkbox"/> None				41. Prenatal Care begun at Num. of Weeks _____	
42. Supports Available (check one only) <input type="checkbox"/> Husband / Partner <input type="checkbox"/> Living with Parents / Other supports <input type="checkbox"/> Lives Alone		43. Physician Specialist for Prenatal Care (Not Family Doctor/GP/RN/Midwife) <input type="checkbox"/> None <input type="checkbox"/> OB/GYN <input type="checkbox"/> Other (Specialty) _____					
44. Maternal Risk Factors <input type="checkbox"/> None <input type="checkbox"/> Anemia (<100g/L) <input type="checkbox"/> Pre-pregnancy BMI: <input type="checkbox"/> 25.0 - 29.9 <input type="checkbox"/> 30+ <input type="checkbox"/> Gestational Diabetes <input type="checkbox"/> Violence during pregnancy <input type="checkbox"/> Immunization <input type="checkbox"/> Pre-existing Diabetes <input type="checkbox"/> Antepartum Hemorrhage <input type="checkbox"/> IUOR <input type="checkbox"/> Hypertension (Chronic) <input type="checkbox"/> Depression <input type="checkbox"/> UTI <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Hypertension (Assoc. Pregnancy)		45. Labour Onset (check one only) <input type="checkbox"/> Spontaneous <input type="checkbox"/> Induction <input type="checkbox"/> No labour					
46. Delivery Presentation <input type="checkbox"/> Vertex <input type="checkbox"/> Breech <input type="checkbox"/> Other (Specify) _____		47. Method of Delivery <input type="checkbox"/> Vaginal Spontaneous <input type="checkbox"/> Vaginal Assisted <input type="checkbox"/> C/Section > Reason(s) for C/Section: _____					
48. Interventions / Complications of Delivery (check all that apply) Delivery Interventions <input type="checkbox"/> None <input type="checkbox"/> Episiotomy <input type="checkbox"/> Forceps <input type="checkbox"/> Vacuum Extraction		Delivery Complications <input type="checkbox"/> None <input type="checkbox"/> 3 rd Degree Tear <input type="checkbox"/> 4 th Degree Tear <input type="checkbox"/> Postpartum Hemorrhage <input type="checkbox"/> Other (Specify) _____ (Do not record 1 st and 2 nd degree tears)					
49. Apgar Score At 1 _____ At 5 _____		50. Mother's Admit Number _____		51. Mother's Chart Number _____			

DISTRIBUTION: White and Green - Vital Statistics; Gold and Red - Hospital Pink - Health and Community Services

2019
PART B LIVE BIRTH NOTIFICATION
Referral to HEALTH AND COMMUNITY SERVICES



MUST accompany Part A, B&FDIR sending to Community Health Nursing

Mother's Name: _____ Mother's MCP#: _____

Mother's DOB: _____

Infant's Name: _____ Infant DOB: _____

Infant's Time of Birth: _____ ☐ AM ☐ PM

Address: _____ Alternate/Temporary Address: _____

Phone Number: (home) _____ (cell) _____ Alternate Address Phone: _____

67. Infant Status: ☐ Home ☐ Alternate address ☐ Hospital ☐ Deceased

☐ In Care/Adoption Address: _____ ☐ Transferred to: _____

HOSPITAL NURSING DISCHARGE SUMMARY

68. Infant Weight: Birth: _____ Discharge: _____ 69. Head Circumference: (at discharge) _____ 70. Length at Birth: _____	81. Infant Feeding: <input type="checkbox"/> Exclusive Breastfeeding <input type="checkbox"/> Non-exclusive Breastfeeding <input type="checkbox"/> Breastmilk substitute 82. Previous Breastfeeding Experience: <input type="checkbox"/> Yes duration (weeks) _____ <input type="checkbox"/> No <input type="checkbox"/> Unknown	83. Jaundice: <input type="checkbox"/> Yes <input type="checkbox"/> No Bilirubin Peak level: _____ Bilirubin Level at D/C: _____ Phototherapy received: <input type="checkbox"/> Yes <input type="checkbox"/> No
84. Congenital Anomalies: Confirmed by Discharge <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ Familial Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No Specify: _____	85. Neo-natal Screening: Bloodwork completed <input type="checkbox"/> Yes <input type="checkbox"/> No 86. Critical Congenital Heart Disease Screening: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Result: <input type="checkbox"/> Pass <input type="checkbox"/> Refer Appt Date: _____	87. Newborn Hearing Screening: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pass <input type="checkbox"/> Refer Audiology F/U Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Appt date: _____
88. Mother's Condition on D/C: <input type="checkbox"/> Incision <input type="checkbox"/> Suture/Staples <input type="checkbox"/> Tubal Ligation BVP _____ ROP _____ BA Group _____ Rhogam: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Date Given: _____ Subella status : <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune 89. Post Delivery Length of Stay: _____		90. PP8P Record of Parent Learning completed? <input type="checkbox"/> Yes <input type="checkbox"/> No 91. Prenatal Education and Support Received? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ 92. Has the mother taken immunosuppressive therapy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes has Mom discussed live vaccine administration for this baby with her doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

73. Community Health Nurse Contact in Hospital ☐ Yes ☐ No

74. Follow up Recommendations (Include incision care, follow up for blood work and other medical orders on discharge if needed)

75. Priority (contact required) ☐ No ☐ Yes Comment required: _____

76. Family Physician/Other Provider: _____ 77. Date of Discharge: _____

78. Referral sent via: ☐ Fax ☐ Phone ☐ Mail ☐ E-Mail

79. Nurse's Name (Print): _____ Signature: _____ 80. Date: _____

Comments

All comments and questions concerning the LBN form and the Reference Manual are welcome. All suggestions will be considered for the next revision.

Please **do not** mail comments with the LBN form.

Please mail your comments to:
Manager, Clinical Standards and Information
Health Analytics and Evaluation Services
Newfoundland and Labrador Centre for Health Information
70 O'Leary Avenue
St. John's, NL A1B 2C7

Optional:

Name: _____ Facility: _____ Date: _____

Newfoundland and Labrador Centre for Health Information
www.nlchi.nl.ca
70 O'Leary Avenue, St. John's, NL A1B 2C7