

Summary of Admission Roles and Responsibilities

Charge RN

- Assign admitting nurse and roles as needed below
- Fill in as Runner/assistant PRN
- Obtain blood culture from umbilical cord segment if available

Admission RN (remains at bedside throughout admission)

- Manage airway/secure respiratory device
 - Verify tube depth/placement if ETT present
- Monitor vital signs throughout admission
- Perform bedside tasks per Admission Checklist
- Delegate tasks as needed to Runner or Charge RN
- Prime tubing during line placement
- Assist physician with lab draw from lines
- Connect and start fluids once lines are placed
- Administer medications
- Complete physical assessment

Documentation/Timekeeper RN

- Track important times listed on Admission Checklist
- Record temps as noted on Thermoregulation flowchart
- Alert team if lines not placed within 30 min. of starting
- Alert team when approaching 1 hr from arrival (end of golden hour)
- Document vitals/admission assessment information in EPIC
- Check EPIC orders and ask for missing orders if needed

Runner/assistant RN (as available)

- Obtain meds from Omnicell PRN
- Call/notify providers when necessary
- Verify lab tubes labelled correctly and send to lab
- Support/unit guide for family members

RT

- Ventilator/FiO2 management
- Assist with securement of ETT/FlexiTrunk PRN
- Observe sats and HR and alert team PRN
- Run blood gas as indicated

Provider

- Line insertion
 - Perform **time-out** prior to starting
- Orders if not part of pre-admission order set
 - Labs
 - Fluids
 - Vent orders
 - Surfactant
 - Heparin flush
 - Colostrum
- Complete admission assessment