



Hospital Based Newborn Screening Coordinator Responsibilities

The responsibilities of the hospital based newborn screening coordinator are:

1. Perform Quality Assurance Activities
 - a. Establish a protocol to assure that every baby born at or transferred to their facility is appropriately screened.
 - b. Maintain a log to track newborn screening specimens collected and sent, and to document test results.
 - c. Maintain adequate inventory of blood collection cards
 - d. Establish a protocol for monitoring demographic data, blood collection quality, and timeliness of specimen submission.
 - e. Implement blood collection protocols (based upon screening program guidelines) for:
 - i. Transfusion
 - ii. TPN administration
 - iii. Early discharges
 - iv. Transferred
 - v. Premature / Extended stay babies
 - f. Establish a physician/parent notification process if the specimen is unsatisfactory for testing
 - g. Establish a process to assure timely receipt of newborn screening results on all babies screened.
2. Educational activities:
 - a. Serve as a contact person and facilitator between the state screening program and the birthing facility staff.
 - i. Inform and educate facility staff about new program guidelines and protocol changes (new disorders added to test panel, changes in specimen collection requirements, administrative rule changes and other newborn screening information, as necessary).
 - ii. Disseminate information (newsletters, QA reports, etc.) received from the newborn screening program to the appropriate facility staff (nursing, laboratory, clinicians).
 - b. Document competency of blood drawing staff on an annual basis (new and existing staff).
 - c. Document competency of staff completing demographic information on an annual basis (new and existing staff).
 - d. Maintain adequate supply of "parent" brochures/pamphlets
 - e. Establish a dissemination process for the "parent" brochure/pamphlet before the blood collection.
3. Collect and report missing/incorrect demographic information requested by the newborn screening laboratory (program) via telephone or fax within an appropriate period (established by the newborn screening program).
4. Establish a procedure for witnessing and recording those parents who refuse newborn screening testing on their baby.