

General Circular No : 02-72/2011

7th April 2011.

Ministry of Health,

“Suwasiripaya”, 385,

Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

Circular Letter No;

All DDGs Ministry of Health,

All Directors of Ministry of Health,

All Provincial Directors of Health Services,

All Directors of Teaching Hospitals,

All Regional Directors of Health Services,

All Heads of Institutions,

All Medical Officers of Health,

Formats on Newborn Care

This circular replaces the previous General Circular No;01-10/2007 of the Ministry of Health.

Ministry of Health has decided to introduce a standard set of formats on newborn care to all the maternity and newborn care institutions in the country in order to facilitate improvement of services. Standard formats would strengthen the maintenance and flow of information on newborn care at different levels.

The set of formats to be introduced include Neonatal Examination Format, NICU/SCBU Admission Register, NICU/SCBU History Record Sheet, Neonatal Diagnosis Card, Neonatal Transfer Form, Neonatal Admission Sheet and Neonatal Monthly Return. These formats were developed by the Family Health Bureau of the Ministry of Health with representatives from Perinatal Society of Sri Lanka, Sri Lanka College of Obstetricians and Gynecologists and Sri Lanka College of Paediatricians.

Heads of Institutions should make arrangements to create awareness amongst staff attached to Maternity/Neonatal care units and OPD regarding these formats and ensure its usage appropriately. Sisters in charge of following units should keep adequate stocks of formats indicated for each unit and ensure that they are appropriately utilized.

Labour Room

-Neonatal Examination Format –H :1162

-NICU/SCBU History Record Sheet –H :1164

-Neonatal Transfer Form – H :1166

Neonatal Intensive Care
Unit/Special Care Baby
Unit (NICU/SCBU)

- NICU/SCBU Admission Register

- Neonatal Diagnosis Card –H:1165

- Neonatal Transfer Form – H :1166

-Neonatal Monthly Return - H : 1168

Post natal ward

- NICU/SCBU History Records Sheet – H : 1164

- Neonatal Diagnosis Card –H:1165

- Neonatal Transfer Form – H :1166

OPD

-Neonatal Admission Sheet – H :1167

All officers concerned should comply with the above instructions and make every effort to successfully use these formats in all the maternal and neonatal care units in the country.



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Dr. Ajith Mendis,
Director General of Health services/ Ministry of Health

Cc; Secretary – Ministry of Health,
Add. Secretary / Medical Services,
All Provincial Secretaries of Health Services,
President/ Sri Lanka College of Medical Administrators,
President/ Sri Lanka College of Paediatricians,
President/ College of Community Physicians of Sri Lanka,
President/ Sri Lanka College of Obstetricians and Gynecologists,
President/ Perinatal Society of Sri Lanka,
President/ Government Medical Officers Association.