

Nursing Handover Prompt Sheet (Private Nursing Homes)

This Prompt tool has been adapted from that which was developed to assist nursing staff to embed a structured routine which enhances communication processes, therefore improving patient safety and eliminating loss of data at nursing handover. Nursing Handover *refers to the explicit transfer of professional responsibility and accountability for a patient, or a group of person, to another person or professional group, on a temporary or permanent basis* (Randell 2011).

Professional Management of Nursing Handover

- Identify the Senior Nurse who will provide leadership throughout the Handover
- Commence on time
- Finish on time
- Everyone who needs to be attending, is there on time
- All information required is available before the Handover commences
- Arrangements on how to manage interruptions are agreed

The Person	<ul style="list-style-type: none"> • Person's Name • Age • Location • Dependency/ frailty
Safety	<ul style="list-style-type: none"> • List relevant medical history by priority • Safety : Nursing risk assessments such as Infection status, DNACPR status, Allergies, Falls
Nursing Plan	<ul style="list-style-type: none"> • Diet • Medications management – including warfarin and insulin therapies • Treatments • Diagnostic tests and procedures (including dates and results) • Consultations
Assessment of needs	<ul style="list-style-type: none"> • Acute <ul style="list-style-type: none"> ~ The person's main problem /need is.....and he/she will need.....i.e. what is the plan of care during the next shift? ~ Evaluate care to date and outline what change, progress or deterioration there has been ~ The next problem/need is...etc.
Plan of Care	<ul style="list-style-type: none"> • Existing <ul style="list-style-type: none"> ~ The person other problem/needs is.... and he/she will need.....i.e. what is the plan of care during the next shift? Outline what change, progress or deterioration there has been
Evaluation	<ul style="list-style-type: none"> • Emerging <ul style="list-style-type: none"> ~ A new problem/need for the person is...and he/she will need. ...i.e. What is the plan of care during the next shift?
Review	<ul style="list-style-type: none"> • Outstanding planned care yet to be delivered • Summary of communication with family and other healthcare professionals