

## Nursing Handover Prompt Sheet

This Prompt tool has been developed to assist nursing staff to embed a structured routine which enhances the communication process, 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"> <li>• Persons Name</li> <li>• Age</li> <li>• Consultant               <ul style="list-style-type: none"> <li>○ <b>Safety : Nursing risk assessments (such as Infection status, DNR status, Allergies, Falls)</b></li> </ul> </li> </ul>
Medical Diagnosis	<ul style="list-style-type: none"> <li>• Date of admission and/ or date of surgery or days post op</li> <li>• List relevant medical /surgical history by priority</li> <li>• Expected date of discharge</li> </ul>
Medical Plan	<ul style="list-style-type: none"> <li>• Diet</li> <li>• Medications</li> <li>• Intravenous therapy (IVs), Treatments</li> <li>• Diagnostic tests and procedures ( including dates and results)</li> <li>• Consultations</li> </ul>
Assessment of needs	<ul style="list-style-type: none"> <li>• Acute</li> <li>~ The person's main problem /need is.....and he/she will need.....i.e. what is the plan of care during the next shift?</li> <li>~ Evaluate care to date and outline what change, progress or deterioration there has been</li> <li>~ The next problem/need is...etc.</li> </ul>
Plan of Care	<ul style="list-style-type: none"> <li>• Existing</li> <li>~ 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</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Emerging</li> <li>~ 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?</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Outstanding planned care yet to be delivered and Update on discharge plan</li> <li>• Summary of communication with family</li> </ul>