

Start using the new forms from 30 April 2019!

# Clinical Handover

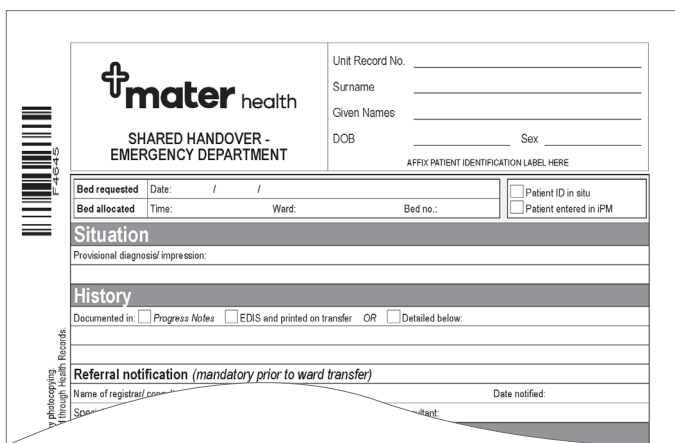
# New handover forms

We are re-introducing a form for when patients are transferred from one area to another to **ensure critical information is SHARED**. This process is going to **standardise clinical handover** within Mater and **reduce the variation** that exists.

## Familiarise yourself with the new documents

### SHARED Handover - Emergency Department

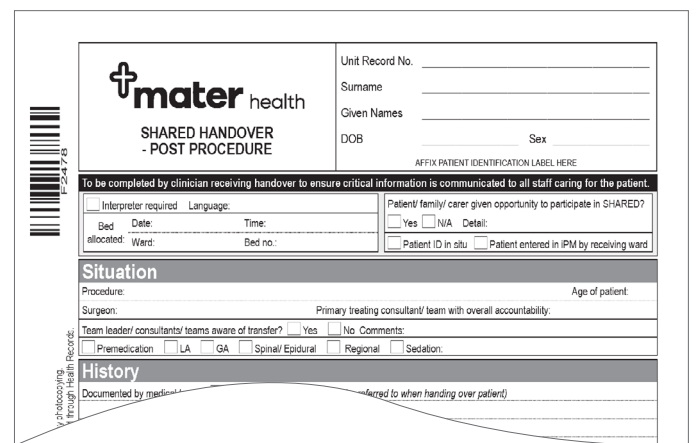
Use this form when transferring patients from the Emergency Department (ED)



This form includes fields for patient identification (Unit Record No., Surname, Given Names, DOB, Sex), transfer details (Bed requested/allocated, Date, Time, Ward, Bed no.), and checkboxes for 'Patient ID in situ' and 'Patient entered in iPM'. It also contains sections for 'Situation' (Provisional diagnosis/impression), 'History' (Documented in Progress Notes, EDIS and printed on transfer, or Detailed below), and 'Referral notification' (Name of registrar/consultant, Date notified).

### SHARED Handover - Post Procedure

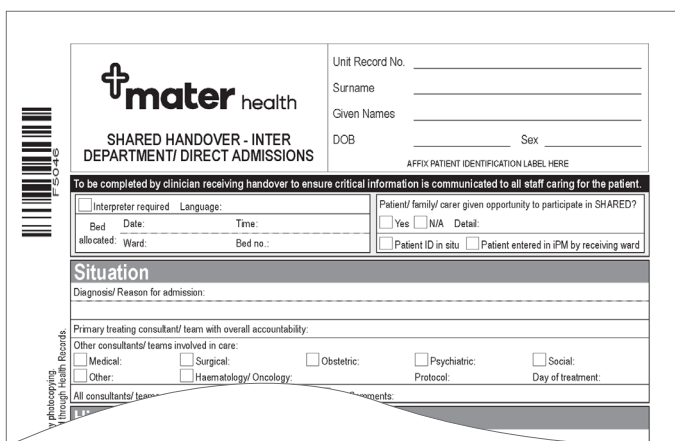
Use this form when transferring patients from the operating theatre (PACU)



This form includes patient identification fields and checkboxes for 'Patient ID in situ' and 'Patient entered in iPM by receiving ward'. It features a 'Situation' section for 'To be completed by clinician receiving handover to ensure critical information is communicated to all staff caring for the patient', with checkboxes for 'Interpreter required' and 'Patient/family/carer given opportunity to participate in SHARED?'. The 'History' section includes checkboxes for 'Premedication', 'LA', 'GA', 'Spinal/Epidural', 'Regional', and 'Sedation'.

### SHARED Handover - Inter Department / Direct Admissions

Use this form when transferring patients from any other area (i.e. not ED or PACU)



This form includes patient identification fields and checkboxes for 'Patient ID in situ' and 'Patient entered in iPM by receiving ward'. The 'Situation' section includes 'Diagnosis/Reason for admission' and 'Primary treating consultant/ team with overall accountability'. The 'History' section includes checkboxes for 'Medical', 'Surgical', 'Obstetric', 'Psychiatric', 'Social', 'Other', and 'Haematology/ Oncology', along with 'Protocol' and 'Day of treatment'.

