 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>CARE DELIVERY PROTOCOL</p>	<p>CARE DELIVERY – NURSING AND MIDWIFERY SHIFT HANDOVER</p>	<p>Policy 7.104.1 Protocol 2</p>
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STANDARDS TO BE MET

A clinical handover of nursing and midwifery care from one (1) shift to another will occur to ensure co-ordinated and safe care delivery to the patient / client.

A brief, yet consistent, co-ordinated verbal shift handover process will take place using the SBARR framework to maintain safe, client and family centred nursing or midwifery care.

1. Handover Process

1.1 It is the responsibility of all nursing and midwifery staff to review their patients' health record, including the plan of care, each duty.

1.2 Nursing & Midwifery

- a) Client information must be updated each shift on the Trendcare handover sheet by the assigned nurse. This should only include:
 - i. IV status, infusions / CVL / Epidural
 - ii. Resuscitation status if appropriate
 - iii. Mobility / falls risk
 - iv. Dietary restrictions
 - v. Procedures pending
 - vi. Significant known risks
- b) An overall brief 10 minute verbal handover is given at the commencement of a shift by the CN /MM / Shift Leader. This updates any significant events or information not already included on the Trendcare handover sheet.
- c) A team bedside handover, including review of documentation, will take place after the brief overall handover.

1.3 Mental Health & Addiction Services


- a) Client information must be updated each shift on the client's health record by the assigned nurse. This should only include:
 - i. Current mental health, risk and legal status
 - ii. Progress report
 - iii. Leave status
 - iv. Any discharge planning information
 - v. Medication updates
 - vi. Any other significant change
 - vii. Mobility / falls risk
 - viii. Dietary restrictions
 - ix. Procedures pending
- b) A verbal handover is given at the commencement of a shift by the designated nurse with the exception of night duty where the Afternoon Shift Co-ordinator hands over all clients.
- c) Oncoming staff will ensure that they are introduced to, or have an opportunity to sight, clients unknown to them.

1.4 Team allocation is completed by the CN /MM / Shift Leader.

1.5 Any informal handover notes (including the Trendcare handover sheet, where applicable) must be placed in the shredder at the end of the shift.

1.6 A verbal handover does not replace any requirement for accurate and complete written documentation in the client health record e.g. care plan and A to D Planner.

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<p>Protocol Steward: Hospital Co-ordinator</p>	<p>Authorised by: Director of Nursing</p>	

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ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 7.104.1 protocol 1 Care Delivery – Team Nursing Guidelines
- Bay of Plenty District Health Board policy 7.104.1 protocol 3 Care Delivery - Observing Patients
- Bay of Plenty District Health Board policy 7.104.1 protocol 4 Care Delivery – Nursing and Midwifery Plan of Care
- Bay of Plenty District Health Board policy 7.104.1 protocol 5 Care Delivery - Nursing and Midwifery Assessment Standards
- Bay of Plenty District Health Board policy 7.104.1 protocol 7 Care Delivery – Patient Call System – Principles and Standards
- Bay of Plenty District Health Board policy 7.104.1 protocol 8 Care Delivery – Physiological Observation Standards for Inpatients (Adult)
- Bay of Plenty District Health Board policy 7.104.5 Safe Staffing
- Bay of Plenty District Health Board policy 6.3.5 protocol 1 Falls – Risk Reduction and Management of Inpatient Falls
- Bay of Plenty District Health Board policy 6.5.1 Discharge Planning - Inpatient
- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) protocol IOC.B1.1 Business Continuity - Variance Response Management (VRM) - Ward / Unit
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) protocol IOC.S1.1 SOP - Acute Patient Journey
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) protocol IOC.S1.2 SOP - Acute Patient Journey - ED, Inpatient Teams, Bed Management and Wards
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) protocol IOC.S1.3 SOP - Acute Patient Journey - Diagnostics, Allied Health and Hospital Support Services
- Bay of Plenty District Health Board Integrated Operations Centre (IOC) protocol IOC.S1.4 SOP - Acute Patient Journey - Daily Operations Management
- Bay of Plenty District Health Board Daily Safety Watch Form (8103) – *viewable only. Order through Design & Print Centre*
- Bay of Plenty District Health Board Nursing / Midwifery Assessment Form
- Bay of Plenty District Health Board Nursing / Midwifery Plan of Care Form
- Bay of Plenty District Health Board Reportable Event Input form
- Bay of Plenty District Health Board policy 6.10.2 protocol 1 Clinical Communication Standards

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