



CLINICAL HANDOVER...

...is the transfer of professional responsibility and accountability for some or all aspects of care for a patient, or group of patients, to another person or professional group, on a temporary or permanent basis

UK NPSA, SEVEN STEPS TO PATIENT SAFETY (2004); AND
AMA, SAFE HANDOVER: SAFE PATIENTS' GUIDELINE (2006).

PRINCIPLES FOR HANDOVER

PRINCIPLE 1

PREPARING FOR HANDOVER

- Clearly allocating staff roles is essential to reduce disruptions and ensure safe patient care during handover.
- Ensure all participants, the venue and the time of handover are nominated.
- Prior to handover the clinicians should obtain all relevant documents.

PRINCIPLE 3

BEING AWARE OF THE CLINICAL CONTEXT AND NEEDS

- Handover should include notification about patients who might require significant levels of care or immediate attention; are deteriorating or might deteriorate; or present occupational safety issues.

PRINCIPLE 2

ORGANISING THE RELEVANT WORKFORCE MEMBERS TO PARTICIPATE

- Make sure all participants have arrived before starting the handover.
- Handover of patients should be supervised by a designated leader.

PRINCIPLE 4

PARTICIPATING IN EFFECTIVE HANDOVER RESULTING IN TRANSFER OF RESPONSIBILITY AND ACCOUNTABILITY FOR CARE

- The handover of individual patients must be achieved through a standardised content delivery and should include the transfer of accountability and responsibility