At every clinical handover, ensure you have...

SITUATION

Who you are
Why you are communicating
Who you are communicating about

ASSESSMENT

Relevant to current presentation; observations, tests, assessments and results

EXPECTATION

What needs to be done
In what timeframe and by whom
As well as anticipated responses and outcomes

HISTORY

Important information relevant to patients' current presentation

RISK

Important and relevant information to keep the patient safe

DOCUMENTATION

Important and relevant information written down in appropriate clinical record

AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTHCARE

Mater
Exceptional People. Exceptional Care.