

NSQHS Standard 6 Clinical Handover

Definitions sheet



Clinical Handover Audit Tools Definitions

The following definitions and examples apply to the Clinical Handover Audit Tools:

- **Shift to shift clinical handover** involves communication of critical patient-care related information between or among members of the healthcare team during shift changes. Shift to shift handover is done in two stages:
 - **Stage 1** is away from the bedside and is setting the scene - The stage 1 meeting is intended to be a short snapshot of patient care. This meeting also provides a chance for confidential patient information to be discussed, which would not otherwise be discussed at the bedside. This stage of handover should be brief and take no longer than 10 minutes.
 - **Stage 2** occurs at the bedside.
- **Handover Summary Sheet** is a briefing that promotes situation awareness and contains sensitive information e.g. test results, psychiatric issues, communicable diseases, NFR orders, social/family issues etc.
- **Bedside Safety Scan** involves call bell in reach, equipment functioning, mobility aids in reach, check lines/tubes, review med chart, review bedside chart

For Queensland Health staff, please go to QHEPS for further information on clinical handover.

We recognise and appreciate that there may be gaps in the scope and questions included in these tools, however, as this is a '**Work in Progress**', future versions will build upon the existing scope and questions, and incorporate staff feedback and suggestions for improvement.

The Patient Safety and Quality Improvement Service, Clinical Excellence Division, welcomes feedback on the audit tools and the measurement plans, to ensure the tools meet the needs of Hospital and Health Services. We appreciate any feedback you can provide for the next version.

Please email Patient Safety and Quality Improvement Service on PSQIS_Comms@health.qld.gov.au for feedback or comments.

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For further information contact Patient Safety and Quality Improvement Service, Clinical Excellence Division, Department of Health, PO Box 2368, Fortitude Valley, BC, Qld 4006, email PSQIS_Comms@health.qld.gov.au, phone (07) 3328 9430. For permissions beyond the scope of this licence contact: Intellectual Property Officer, Department of Health, GPO Box 48, Brisbane Qld 4001, email ip_officer@health.qld.gov.au.