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<th>Assessments</th>
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<tr>
<td>6.1.1 Clinical handover</td>
<td>- Has a procedure for shift to shift clinical handover? (CH_Ward_Q1.1)</td>
<td>1. If yes to 1.0: Is the procedure described in the local hospital policy? Yes; No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1.2</td>
<td>- Has a clinical handover procedure in place? (CH_Ward_Q1.2)</td>
<td>1. If yes to 1.0: Is the clinical handover procedure audited for routine audits of clinical bedside handover? Yes; No</td>
<td></td>
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</tr>
<tr>
<td>6.1.3</td>
<td>- Has a designated time and place for shift to shift clinical handover? (CH_Ward_Q1.3)</td>
<td>1. If yes to 1.0: Is the facility transfer guidelines / forms available on shift to shift clinical handover? Yes; No</td>
<td></td>
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<tr>
<td>6.1.4</td>
<td>- Has a designated time and place for shift to shift clinical handover? (CH_Ward_Q1.4)</td>
<td>1. If yes to 1.0: Is the facility transfer guidelines / forms available on shift to shift clinical handover? Yes; No</td>
<td></td>
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</tr>
<tr>
<td>6.1.5</td>
<td>- Has a designated time and place for shift to shift clinical handover? (CH_Ward_Q1.5)</td>
<td>1. If yes to 1.0: Is the facility transfer guidelines / forms available on shift to shift clinical handover? Yes; No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1.6</td>
<td>- Has a designated time and place for shift to shift clinical handover? (CH_Ward_Q1.6)</td>
<td>1. If yes to 1.0: Is the facility transfer guidelines / forms available on shift to shift clinical handover? Yes; No</td>
<td></td>
<td></td>
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**Note:** The measurements are based on the criteria, action, and question responses that correspond to the indicators. Each question may be used by the facility to demonstrate evidence for other actions, or in addition to the action it has been aligned with.
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<tr>
<td>1.0 Is there evidence that the ward/unit has a shift to shift clinical handover procedure in place?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.1 Is the procedure/protocol for clinical handover and/or maintenance of clinical handover procedures documented?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.2 If yes to 1.1: Does the procedure/protocol for clinical handover work for all ward/unit or setting? (select all options)</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td>Medical; Nursing; Allied health</td>
<td></td>
</tr>
<tr>
<td>1.3 Is the procedure/protocol available and easily accessible?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.4 If yes to 1.3: Does the procedure/protocol more than one page?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.5 If yes to 1.4: Does the procedure/protocol detail the date it became effective?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.6 If yes to 1.5: Does the procedure/protocol detail the date of the next review?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.7 If yes to 1.0: Outline details of the document, where kept, review date and how often they are reviewed.</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.8 Is the procedure/protocol reviewed at least once every 2 years?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.9 If yes to 1.8: Is the revised procedure/protocol reviewed and accepted?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
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<tr>
<td>1.10 Is there evidence that the ward/unit has a shift to shift clinical handover evaluation and quality improvement plan in place?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.11 Is the plan aimed at patients/carers?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.12 Is it aimed at staff?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.13 Is it aimed at the 'owner'?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
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<tr>
<td>1.14 Is the plan aimed at improving the safety of clinical handover?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.15 Is the plan aimed at developing an accountable for care system?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.16 Is the plan aimed at facilitating shift handover (whiteboard &amp; bedside)?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.17 Is the plan aimed at improving safety and knowledge of deteriorating patients; OH&amp;S issues; staffing allocation?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
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<tr>
<td>1.18 Is the plan aimed at improving the scheduling of ward/unit rounds?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
</tr>
<tr>
<td>1.19 Is the plan aimed at improving the prioritisation of deteriorating patients; OH&amp;S issues; staffing allocation?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
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<tr>
<td>1.20 Is the plan aimed at improving the prioritisation of deterioration of patients?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td></td>
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<tr>
<td>1.21 Is the plan aimed at improving the prioritisation of other patients?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
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<tr>
<td>1.22 Is the plan aimed at improving the prioritisation of patients?</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
<td>Yes; No</td>
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</table>
Goal: Exclusions

Question on Audit Tool

Exclusions

Response

Number of patients that had oncoming staff introduced to oncoming shift clinical handover documented (CH_Patient_Q5.1)

- If yes, what is the number of patients/carers who were introduced to oncoming staff during clinical handover?

- Are office staff involved in the orientation process?

- If yes to 4.4: Are the reports tabled at a governance committee/group for discussion?

- If yes to 4.4: Are the reports used to identify frequency and gaps?

- If yes to 4.2: Is this regularly monitored?

- Is there evidence that the facility (or at service level) has an incident investigation process for clinical handover incidents?

- Evidence the facility has undertaken Quality Improvement activities to prevent clinical handover incidents?

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This criterion will be achieved by:

Audit Tool

**NSQHS Standard 6 Clinical Handover V3.0 8/12/2014**

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