

Care Group 1 (Medicine) Nurse in Charge Handover Checklist			
<b>Expectations:</b> The Nurse in Charge Handover Checklist must be completed at each Nurse in Charge handover Ward Manager to review daily, Matron to review weekly and share at the monthly Quality Meeting with HON/DHON. Form to be scanned and saved to the ward shared drive.			
<b>Date:</b>	<b>Time:</b>	<b>Lead From:</b>	
		<b>Lead To:</b>	
		<b>Yes – provide details</b>	<b>No – what action/escalation</b>
Have staff being allocated to patient areas? (Please give details of where staff are allocated and NIC)			
Is the health roster up to date? (State if any sickness has occurred, review 24 hours in advance and escalate)			
Has the emergency equipment being checked?			
Is there any Tendable Audits that need completing? (Include results below 80% that need to occur weekly)			
Has board round being completed following SHOP principles? (Identify lead and attendees, escalations to site rep and MOD)			
Is there any referrals that need to be made? (Therapy, speciality reviews, dietician, SALT, TVN, admiral nurse)			
Are there any deteriorating patients or patients you are concerned about? (discuss NEWS, RESPECT, escalation and plan)			
Are there any outstanding jobs on the nursing assessment board?			
Identify patients who are MFFD and Golden Patients for discharge.			
Has the Criteria to reside being reviewed?			
Has there been any incidents? Have these been reported via datix?			
Is there any family meetings/communication needing to be arranged or arranged? (including DOC)			
Is there any patient on a DOLS, patients who lack capacity or requiring enhanced care supervision and have the request forms being sent to MOD inbox? Ring the MOD on 8357 to inform them an enhanced care has been submitted or at weekend to ring staffing 8386			
Are there any complex patients identified on the ward requiring input from other services?			

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Is there any family meetings/communication needing to be arranged or arranged? (including DOC)			
Is there any patient on a DOLS, patients who lack capacity or requiring 1-1 supervision and have the request forms being sent to MOD inbox?			
Are there any complex patients identified on the ward requiring input from other services?			