

## Appendix 1 – Electronic Handover Guidance (CG20 Handover Clinical Guideline)

### Interim Electronic Handover Guidance

**Aim:** The ultimate aim is to improve patient safety by assessing (testing in practice) the use of electronic handover processes and:

- To ensure one consistent approach is applied to handover and clinical case note entries on the Electronic Patient Record (EPR – Mobius, Paris, etc)
- Remove the need to duplicate the clinical case note entry (progress notes on Mobius/Paris) for handover
- Reduce printing and scanning of handover documents
- Provide clear guidance on what should be included in a clinical case note.
- Provide a template for Handover to support concise sharing of clinical information underpinning patient safety and promoting effective communication.

The Clinical Notes guidance is fundamental as the format supports the handover of clinical information for each patient. Refer to Clinical Handover Guideline CG20.

### Resources Required:

Guidance (Page 3-4 below) for Clinical Case Entries (Progress Notes) on Mobius/Paris

Electronic Handover Form

Access to 2 devices, PC or Laptops, during the Handover

Shared Drive Folder

### Electronic Handover

Handover will be conducted by using the patient information system to access the patient clinical information and clinical case note to remove the need to duplicate the information for Handover. To do this a PC or laptop will be required to access the clinical information system (Paris/Mobius) during handover.

### Using the Template

1. **Pages 1 – 3 are completed during the shift by the Nurse in Charge** in preparation for handover at the end of the shift. This is handed over at the end of your shift to provide an overview of the ward. At Handover the completed sections are signed by both nurses to demonstrate that the information has been handed over to the shift commencing.
2. **Pages 4 – 5 are complete during the Handover by the Nurse in Charge receiving Handover.** Complete all sections/spaces and ensure you **add the NHS Number** – this is a national requirement to ensure the patient can be identified across different patient information systems. This acts to confirm that the important clinical information has been handed over for each individual patient.

### Where to store/save the forms

Electronic Handover Form – completed each shift and saved on the ward shared drive until the patient information system is updated with a handover section (in development).