

Appendix 2 – Interim Handover Template (CG20 Handover Clinical Guideline)

<b>Handover Checklist</b>		<b>Page 1 – 3</b>		<b>Completed by Nurse in Charge during shift -</b>		to prepare for handover	
<b>Date at time of handover:</b>				<b>Ward:</b>			
<b>Long Day or Long Night – Specify</b>							
<b>Nurse in Charge Long Day</b>		<b>FULL NAME: (please delete) LONG DAY OR LONG NIGHT</b>		<b>Nurse in Charge Long Night</b>		<b>FULL NAME: (please delete) LONG DAY OR LONG NIGHT</b>	
<b>Signature</b>				<b>Signature</b>			
<b>Review Nurse</b>		<b>Name:</b>		<b>Covid Marshall</b>		<b>Name:</b>	
						<b>Hospitality/Security Nurse</b>	
						<b>Name:</b>	
<b>Total No of Patients</b>		<b>Patients on the ward</b>		<b>Patients on Leave</b>		<b>AWOL</b>	
						<b>General Hospital</b>	
						<b>Patients due in</b>	
<b>Level 4 Obs</b>		<b>Level 3 Obs</b>		<b>Level 2 Obs</b>		<b>Level 1 Obs</b>	
						<b>Seclusion</b>	
						<b>Long Term Segregation</b>	
						<b>Total No. DOLs</b>	
<b>Section 3 Total</b>		<b>Section 2 Total</b>		<b>Section 5(4) Total</b>		<b>Section 5(2) Total</b>	
						<b>Section 4 Total</b>	
						<b>Section 37/41 Total</b>	
						<b>Informal Total</b>	

<b>Important Areas to consider during handover</b>	<b>Fire Protocol</b>	<b>Cardiac / Medical Emergency</b>
	<p>Allocate Fire Warden Role for shift (Trained Fire Warden or Qualified)                  Fire Warden jacket to be worn and floor plan of unit to be used                  Gather all patients in main lounge                  Fire Warden to head count and rooms to be checked by staff                  Fire Warden to attend main reception and await instructions from Fire services and keep ward updated on whether to evacuate the building via fire exits.</p>	<p>Raise Alarm, Dial 9999 from any phone and provide information – emergency details and location.                  Grab bag and follow resus procedures                  Document timeline of event.                  Contact the doctor                  Inform security and staff to man doors for Ambulance arrival. Inform Next of Kin if required</p>
	<b>Observations</b>	<b>Hospitality/Security Nurse Role</b>
	<p>Observations allocated for shift and staff all aware of their responsibility to complete paperwork and clearly document the level of observations and the risks.                  Observation documentation to be completed in a timely manner and staff taking over to highlight any gaps.                  Environmental checks completed including garden checks are documented. The Nurse in Charge to ensure staff completing the garden duty is aware of the garden protocol and competencies are completed.                  Escalate concerns and report any missing persons to Nurse in Charge.</p>	<p>Member of staff with the Security Guard or second staff member where possible to sign patients.                  Restricted items Searching using metal detector                  COVID Marshall                  No contraband items. Risk assessment                  To check any companies or staff from other teams name badges                  Ensuring all contractors must show their ID cards</p> <p style="text-align: center;"><b>Signing Patients out</b></p> <p>All leave risk assessments completed, updated and signed by a qualified staff member on Paris before leave taken. Qualified unfamiliar with patients to include staff member familiar with the patients.                  Document risks, plan for the leave and take an accurate description of service users' clothes.</p>

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Shift Handover Sheet – Page 4 -5 **Completed by Nurse receiving handover** - to confirm what has been handed over for each patient

Date: \_\_\_\_\_ Ward: \_\_\_\_\_

Long Day or Night - specify

*Below enter the patient details and then tick to show all that has been discussed.*

Rm	Patient Name	Patient NHS number	Reason for admission	Legal Status & Observation level	Leave plans	Today's presentation & Mental State	Current Risks & Incidents	Physical Health & Vital Signs	Whereabouts known Tick if yes	Comments Any additional information
1	Joe Bloggs	12345678	✓	✓	✓	✓	✓	✓	✓	

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Staff Present at Handover – Full names, designation and bank/agency

Staff handing over	Staff taking Shift

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The list below details the prohibited items for visitors and patients. Prohibited items cannot be retained by patients under any circumstances. Certain items may be returned to patients on the ward depending on the risk and at nurse's discretion

**Prohibited items include (list is not exhaustive refer to CLP75 and Appendix 4 for more information)**

Illicit drugs including 'legal highs' Medicines (unless agreed that the patient can hold such medication) or Medical equipment e.g. stethoscopes and tourniquets Torches Cash exceeding the amount specified in Trust Policy (currently £50) Radios exceeding 150 MHz max volume, electrical surveillance equipment Super Glue or similar epoxy / thiocyanate based adhesives Knives, bladed articles, firearms and other weapons including replicas and home-made or manufactured items	Protein and other nutritional supplements unless prescribed by a doctor Alcohol (and any liquid containing alcohol) Survival equipment which could be used to assist in an escape Scissors, including rounded nose Covert listening devices, recording equipment or transmitting devices, e.g. Dictaphone type Satellite dishes and receivers Chewing gum, Blu-Tac, or similar substances Belts, Clothing ties or items that present a risk of ligature
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Next Section is to be completed during the shift to support patient safety by continuation of tasks and duties.

PROMPT		Staff Name	Designation	Signature	Comment
Check Diary <ul style="list-style-type: none"> <li>• Tasks completed</li> <li>• Tasks allocated</li> <li>• To Do List</li> </ul>					
MDT/Ward Review Actions					
24 hour day report					
Covid-19 Huddle					
Seclusion / Long Team Segregation Paperwork completed					
Ward Acuity Discussed					
Unregistered clinical notes approved by Registered staff					

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PROMPT		Staff Name	Designation	Signature	Comment
MEWS Charts/Physical Health					
Diabetes monitoring (where appropriate)					
Drug Charts signed with no gaps					
Drug keys	Y / N				
CD drugs signed/check	Y / N				
Allocation of Pin Points, Access Cards and Fire Keys					
Fluid Charts					
Observation and Engagement charts complete with no gaps					
Safer Staffing Completed	Y / N				
Bank/Agency required	Y / N				
Fit to work book signed	Y / N				
Change Safer Staffing Board					
Update 'Who's on Shift' Board Emergency response roles					
Night staff changed/changed Grab bag					
Oxihealth – staff competent and admissions informed					