



Shift handover sheet

The department first, then the patients



EM Orbit

Hand over in protected time, face to face, with this sheet in the incoming leader's hand. Patients are identified by bay only on this sheet.

Date and time

Handing over

Taking over

The department

Patients in department

Waiting to be seen

Waiting for a bed

Escalation level

Staff on the next shift

Equipment or system faults

Patients who need a named owner

Bay	Problem in a line	How sick	Waiting for	To do, and by when	Owner

Before you leave

- ☐ Every sick patient has a named clinician on the new shift
- ☐ Results awaited are written down with who will check them
- ☐ Referrals made, and those not yet accepted
- ☐ Anything you are worried about has been said out loud

