

PROCEDURE FOR: Change of Shift Patient Hand-Off Report

POLICY: The Change of Shift Patient Hand-Off report will be completed at the conclusion of each shift.

PROCEDURE:

ACTION

POINTS OF EMPHASIS

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| <ol style="list-style-type: none">1. At the end of each shift, a designated staff member from the outgoing shift and oncoming shift will round the unit for accountability of all patients.2. The Sharps Sign-Out Sheet will be reviewed for items not returned for accountability of such items.3. Staff will ensure that each patient has a Fifteen Minute Checklist Form initiated and review the Fifteen Minute Checklist to ensure each form is completed with 2 random checks per shift per patient.4. Deficiencies will be brought to the Assistant Nurse Manager and/or Nurse Manager's attention. | <ol style="list-style-type: none">1. The Change of Shift Patient Hand-Off Report will be filed in Assistant Nurse Manager's mailbox.<ol style="list-style-type: none">a. Appropriate comments or follow-up corresponding to any noted issues (e.g., patient off unit) should identify whereabouts of patient on the form.b. For patients unaccounted for, staff will immediately inform the Assistant Nurse Manager or Charge Nurse and initiate an immediate unit search.c. If follow up is necessary, the Assistant Nurse Manager or Charge Nurse will organize the appropriate staff to resolve any problems. |
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APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 1988

REVISION DATES: 12/97, 6/00, 10/03, 6/06, 6/07, 8/08