

Clinical Handover Organisational Readiness Checklist

1. Governance, Leadership and Culture

	Processes established and working effectively	Processes in place but need enhancement	Processes under development	No processes in place for this element
a. An organisation wide policy has been developed for clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. An organisation wide protocol / guideline has been developed for clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Board and staff have received education about the impact of clinical handover on patient safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Clinical leaders regularly reinforce and demonstrate commitment to effective clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Quality improvement process is applied to Key Performance Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. All units have implemented an escalation policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Resources have been allocated to facilitate effective clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Competence and Education

a. Clinical Handover is a component of orientation for all clinical staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clinical staff receive feedback about KPIs and are involved in improvement opportunities where these are identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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c. Senior staff provide mentoring of junior staff in clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. All staff are provided with an opportunity to clarify issues which arise during clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Responsibility to comply with organisational policy and protocol regarding clinical handover is stipulated in position descriptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Information Management and Reporting				
a. Key Performance Indicators (KPIs) have been developed and reporting mechanisms to Board Quality established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Minimum data set for the organisation has been agreed upon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Unit review of minimum data set has occurred and necessary additions made for specific units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Incident reporting system allows capture of adverse events related to clinical handover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Information Technology facilitates effective clinical handover, allowing access to results and reducing duplication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prepared by _____

Authorised by _____

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