

Clinical handover template for ward patients

Compulsory fields listed below

- optional fields to be determined by organisation/treating unit/discipline based

Critical that the clinical handover template set is:

- supported by policy / guidelines / key performance indicators

Format of template – to be adapted by organisation

Item
Name
Age
Location
UR
Treating Unit
Admission date
*Escalation plan
Working diagnosis
Procedures/date
Results Pending Abnormal
Ongoing management plan (include issues, reason review required, time frame for review)
Resuscitation plan
Alerts (includes allergies, clinical risk factors)
Signature and position
Date

*Where escalation refers to when to contact more senior staff and who should be contacted.

Additional fields for consideration

Relevant past history
Relevant examination findings (include vital sign trend)
Discharge planning