BEDSIDE HANDOFF COMPETENCY CHECK LIST

DATE		
NAME		
DEPARTMENT		
EVALUATOR		
INTRODUCTIONS	**OBSERVED**	**COMMENTS**
Knock on door prior to entering - ask permission		
Foam In		
Manage up - off-duty nurse will introduce and manage up, using AIDET format, the oncoming nurse and PCA "very good care"		
Use good eye contact		
EXPLAIN BEDSIDE HANDOFF UPON ADMISSION		
Explain the purpose of bedside handoff (initial visit)		
Use key words "very good" care		
If visitors are at the bedside have them leave prior to information exchange to maintain HIPPA regulations.		
SAFETY		
Both nurses check name and allergy bands prior to any care, using key words "for your safety."		
Inform armband checks by all staff prior to any care, tests or treatments.		
Bring patient into conversation. Encourage to express concerns. Do not talk around patient.		
Check IV sites, solution & tubing.		
INFORMED		
Update names, date, nursing plan, tests & treatments on white board. Use layman's terms.		
Use key words "keep you informed" plan of care, tests & treatments, etc.		
Ask what questions can I answer?		
ADDRESS 4 P'S PAIN...POSITION...POTTY...Possessions		
How is your pain?		
Are you comfortable?		
Do you need to go to the bathroom?		
**Adding observation of Pain Tool Kit		
ASSESS ENVIRONMENT		
Move items within reach (table, call bell/ TV remote, phone, water and garbage can) Can you reach everything you need?		
CLOSING - THANK YOU		
We will round again in about an hour		
Is there anything else that I can do for you? I have the time		
Foam Out (if patient has C-Diff then use soap & water)		

Goal: 100% Bedside Report is to be given for all patients.

If possible report is to be written for oncoming shift.

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