

Bedside Shift/Handover Report Checklist

- Utilize AIDET to explain the process to the patient and family.
 - A = Acknowledge.** Greet the patient, verify PPID, and consult with the patient to share information if the family or friends are present (HIPAA Compliance)
 - I = Introduce.** Introduce all staff, and state the purpose of the interaction (bedside report/handover)
 - D = Duration.** Estimate about how long you expect report to take
 - E = Explanation.** The report itself - make sure to use words the patient and family can understand
 - T = Thank You.** Thank the patient and family for participating

- Conduct a verbal SBAR report utilizing words the patient/family can understand
 - S = Situation.** Reason for admission/diagnosis, current VS, any recent changes
 - B = Background.** Significant medical history, quick review of systems
 - A = Assessment.** Current condition of the patient, plan of care, disposition plan
 - R = Recommendations.** Tasks that need to be done, scheduled treatments or procedures, things that need follow up

- Conduct a focused assessment of the patient and a safety assessment of the room (including IV sites/tubing, dual signature for drips, wounds, etc)
- Identify if the patient's and family's needs or concerns and if they have anything to add
- Follow up with the family to see if the goal for the previous shift was met and set up a goal for the next shift (patient's goal, not the nurses)
- Update whiteboard while in room

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