

Handoff checklist for nurses

Nurses deal with many different handoff scenarios, and all of them require close attention to detail. Clear and thorough communication is essential for ensuring effective handoffs, and effective handoffs are key to providing timely, high-quality patient care.



Be sure to include the following information in your verbal, written, or face-to-face care transition communications:

- ☐ Patient care instructions
- ☐ Treatment description
- ☐ Medication history
- ☐ Services received
- ☐ Any recent or anticipated changes
- ☐ Patient's name and age
- ☐ Reason for admission and pertinent comorbidities
- ☐ Code status
- ☐ Current isolation or precautions
- ☐ Elopement risk
- ☐ Lab results, including pending and/or abnormal findings
- ☐ Relevant diagnostic studies
- ☐ Any assessment findings that are appropriate to the patient's current health
- ☐ Fall risk assessment
- ☐ Your personal assessment and recommendations