

Procedure

Emergency Department Medical Handover Procedure	
Applicable to: Whanganui District Health Board	Authorised by: Dr Elizabeth Park
	Contact person: Head of Department and ED consultants

1. Purpose

End of shift handover practice to ensure appropriate continued patient care of the Emergency Department.

2. Scope

This procedure applies to all RMOs and SMOs working in the Emergency Department of Whanganui Hospital.

3. Definitions

ED – Emergency department

4. Shift times

a) ED consultant shift times are as follows: 0730-1530 (early), 1100-1900 (mid), and 1600-0000 (late).

b) RMO shift times are as follows: 0700-1700 (early), 1000-1800 (mid), 1400-0000 (late), 2200-0800 (night)

5. Procedure

There will be a "board round" discussion of all patients in ED (verbal discussion of the cases at the white board) at 0730, 1600, and 0000.

a) The morning board round at 0730 will be led by the off-going night RMOs for the morning consultant to continue patient management during the day.

b) The afternoon board round at 1600 is run by the mid consultant and remaining RMOs so the late consultant can further manage care for the rest of shift and be aware of all the patients in the department.

c) The late night board round at 0000 will be led by the ED consultant for the night RMOs on duty until 0800.

Following board rounds, the oncoming consultant will do a bedside round of the patients remaining in ED with the relevant doctors. Any patient whose care is being transferred to a new physician (ie: "handover") will have a handover form completed (see attached), especially by the night consultant off-going at 0000 to the night RMOs. At the end of shift, all patients seen by that particular physician should be handed over with the white board tracker updated by the new doctor taking over care. See Appendix 1 ED handover form.

6. Roles and responsibilities

It is the personal responsibility of each doctor in the department to ensure patient medical notes are up to date before leaving the department. All follow-up plans such as radiology orders, laboratory studies, IAT referral form, medication charts, CP notes, WebPAS diagnoses, and all verbal consultations with subspecialties must be done before the off-going doctor leaves the emergency department.

7. Related Whanganui District Health Board documents

WDHB-6002 Medical handover procedure

8. Key words

Change of shift; handover; ED medical handover; Emergency handover

Appendix 1 ED handover form

ED/AAU handover			
Date: ___/___/___		RMO signing out: _____	
		RMO accepting: _____	
BED:		BED:	
BRADMA		BRADMA	
Dx:	Plan: <input type="checkbox"/> Awaiting ride/transport <input type="checkbox"/> RMO review <input type="checkbox"/> SMO review <input type="checkbox"/> Speciality review _____ <input type="checkbox"/> IAT review <input type="checkbox"/> IAT form completed	Dx:	Plan: <input type="checkbox"/> Awaiting ride/transport <input type="checkbox"/> RMO review <input type="checkbox"/> SMO review <input type="checkbox"/> Speciality review _____ <input type="checkbox"/> IAT review <input type="checkbox"/> IAT form completed
<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics
BED:		BED:	
BRADMA		BRADMA	
Dx:	Plan: <input type="checkbox"/> Awaiting ride/transport <input type="checkbox"/> RMO review <input type="checkbox"/> SMO review <input type="checkbox"/> Speciality review _____ <input type="checkbox"/> IAT review <input type="checkbox"/> IAT form completed	Dx:	Plan: <input type="checkbox"/> Awaiting ride/transport <input type="checkbox"/> RMO review <input type="checkbox"/> SMO review <input type="checkbox"/> Speciality review _____ <input type="checkbox"/> IAT review <input type="checkbox"/> IAT form completed
<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics	<input type="checkbox"/> Regular meds charted <input type="checkbox"/> Analgesia <input type="checkbox"/> Antibiotics