

PETS Pre-Operative Handover Checklist

- Pre-handover
- Equipment checks
- Time out
- Sign out

Pre – Handover

- ☐ ICU team ready for handover
 - ☐ Is ICU consultant presence required during handover? (ICU Team to decide)
- ☐ Anaesthesia team updated
- ☐ All pre-operative anaesthesia orders carried out (e.g. blood products)
- ☐ Surgeon informed
 - ☐ Are Surgeons presence required during handover? (ICU Team to decide)

Equipment checks

- ☐ Oxygen cylinder full
- ☐ Infusions (inotropes, and sedations) connected to patient and lines are open.
- ☐ Check 3-way taps and clips.
- ☐ Check infusion pump set up and concentration matches the syringe label.
- ☐ Lines set (IA, peripheral Central)– site, size
- ☐ Tracheal tube/tracheostomy– size, cuff/uncuff, length
- ☐ Others: e.g. pacemaker, ICP monitoring, ECMO

Time out for Handover (SBAR format)

Team Lead	Action	
ICU	S	<ul style="list-style-type: none"> Announce "Time out for Handover" Introduction of teams: <ul style="list-style-type: none"> PAN team Surgical Team (Required Yes/No) ICU team ICU nurse in charge AU nurse Respiratory Therapists (as required) Introduction of patient using name, IC number Surgical Diagnosis Surgical plan
ICU Nurse in Charge	B	<ul style="list-style-type: none"> Fasting (Time of last solid/fluid) Isolation precaution (MRSA, CE/VRE?) Check all lines – infusions and patency Fluids (glucose)/blood transfusion Blood products available and location Infusions (e.g. inotropes, pain control and sedation infusions) Medications due to give in OT (e.g. antibiotics) Drains and Tubes Family location Surgical consent and site marking done
ICU	A	<ul style="list-style-type: none"> Airway History of difficult airway? ETT type, size, position and blade used. Mode of ventilation High risk medications Significant lab/diagnostic imaging results Recent Hb/HCT, and coagulation if relevant
	R	<ul style="list-style-type: none"> Recommendations/Concerns Consultant in charge for contact: _____
PAN		<ul style="list-style-type: none"> Anaesthetic plan Expected airway management (If needed) Fluid/IV access management plan Pain management Discuss postop destination (go back to CICU/NICU? or HD?)

Sign out for Handover

Team lead:	Action:
ICU	<ul style="list-style-type: none"> Summarize concerns and plans Will ask for verification or questions about surgical course or plan. Will announce that pre-surgical handover is complete

Addendum:

1. After Pre-Operative Handover, the ICU Nurse in charge will document in flowsheet that the handover had taken place. Please include the name of the doctors who are present during handover.

HANDOVER		
Handover		
	Nurse Handing Off	Sister Linda/ Dr Anu
	Current Location	CICU
	Management Plan	For Surgery
	Receiving Nurse	Sister Dawn/ Dr Hee/Dr Yap TL
	Next Location	OT
Intra-Hospital Transfer Items Handover		NA
	Remarks	<i>Nil issues (For any issues please highlight)</i>

2. For any Handover related critical incident, please submit a report to IRS.