

MED-1006	Medical Handover Policy
Version No.	1
Content Owner	Vikand Technology Solutions, LLC.

1. The purpose of the handover process is to ensure continuity of smooth medical operations and provides medical staff the full status of the Medical Center, medical team and to ensure they can provide safe and efficient medical services upon completion of the handover.
2. It is a requirement of all medical staff members to perform a detailed handover when joining/leaving a vessel. Any instance where a handover listed below cannot be provided must be approved by Vikand Manager, Shipboard Medical Operations (MSMO).
3. The minimum recommended handover times for Vikand medical staff are as follows:

<u>Staff Category</u>	<u>Position</u>	<u>Situation</u>	<u>Minimum Handover period</u>
<u>Doctors</u>	Senior Doctor	Returning	6 Hours
	Senior Doctor	Newly Promoted	3 days
	Additional Doctor	Returning	6 Hours
	Additional Doctor	New to Sea	3 days
<u>Nurses</u>	Lead Nurse	Returning	6 Hours
	Lead Nurse	Newly Promoted	3 days
	Additional Nurse	New to Sea	3 days
	Additional Nurse	Returning	5h

4. Note: These times may be increased at the request of the Company. However, they may only be reduced with the approval of the Vikand MSMO due to operational challenges with staff travel and vessel itineraries. In such cases the MSMO will take into consideration staff members experience and previous contracts and, if necessary, add alternative requirements such as further instructions from on board medical staff or the MSMO directly to confirm sufficient knowledge and understanding before taking up their full duties.

5. Travel Requirements

5.1 Arriving doctors and nurses must arrive 1 day prior (unless joining in home country) to the changeover port to ensure early embarkation of new doctor/nurse (preferably not later than

9.00 am).

5.2 Outgoing medical staff flights must be arranged in such a way to allow maximum handover time onboard prior to disembarking the vessel. Leaving Doctor shall only leave the vessel not before two hours of departure of the vessel.

6. Disembarking and Handover Procedure

6.1 Disembarking medical staff should not leave the vessel prior to providing a full handover to the joining medical staff member.

- Written / electronic handover notes must be exchanged between the leaving and joining medical staff member (see attachment).

6.2 Disembarking medical staff flight and travel arrangements should be arranged in such a way to allow for adequate handover to take place. When not possible, VIKAND MSMO must be notified.

6.3 Should immigration or travel issues prevent a medical staff member from providing an adequate handover onboard, The Lead doctor or Lead Nurse may provide handover on the staff members behalf with prior approval from Vikand. This should be under special circumstances only and be approved by the Vikand MSMO.

6.4 Both parties are to sign handover documentation to declare that a thorough handover encompassing all key areas has been conducted.

6.5 A copy of the handover documentation must be sent to Vikand MSMO for review and record keeping purposes. An electronic or scanned copy needs to be maintained on the medical drive onboard for a period of at least 12 months.

6.6 The Senior Doctor / Lead Nurse is responsible for communicating any discrepancies or breaches hindering handover of medical personnel to the Vikand Manager, Shipboard Medical Operations.

6.7 Handovers should include but is not limited to the following:

- Medical Center and ship tour
- All relevant password and login details
- Emergency response procedures
- Access to Vikand Medical SOPs and Company specific SOPs
- Covid Response Procedures
- Emergency duties
- Emergency equipment
- Secondary medical Centre location
- Controlled substance / Narcotic count
- Sexual assault kit location
- Serious Marine incident kit

- OPRP supplies
- Discrepancies in inventory & equipment
- Significant clinical cases
- Communicable disease logs AGE/ILI and iCLI

See Handover Form MED-1006 A1