NIMOLI MEDICAL

HANDING OVER SOPS

1. SIGN IN THE CLOCK IN BOOK.

2. MOVE TO THE RESPECTIVE DEPARTMENTS

3. VERBAL AND BRIEF REPORT OF THE SHIFTS ACTIVITIES

4. PHYSICAL HAND OVER EACH PATIENT AND PROCEDURES WITH THE INVOLVEMENT OF THE PATIENTS IN THE WARD / OBSERVATIONS.

5. DOCUMENT THE CRITICAL ISSUES IN THE REPORT BOOK AT THE TIME OF HAND OVER.

6. SIGN OUT THE CLOCK IN BOOK FOR THE STAFF LEAVING.