

Newham

Core trainee on-call handover protocol

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Version Control Summary

Version	Date	Author	Status	Comment
1	16.01.13	Dr Kuljit Hunjan	Final	New protocol

Newham Duty Doctor Handover Protocol

Introduction

This handover protocol is for all doctors with on-call working commitments both during normal working hours and out of hours. It has been designed to make handover between doctors as effective and safe as possible.

Procedure

Formal handover should occur in the Duty Doctor's Office (2nd floor, opposite Sapphire ward) at the start and end of each shift (9am, 5pm, 9pm).

Verbal handover should be accompanied by a written handover which should be documented in the handover folder. This folder is to remain in the Duty Doctor's Office and should not be removed from there. The handover sheet should be completed by the doctor finishing their shift ready for the incoming doctor.

The doctor on-call for the day and night shift should also call the Duty Senior Nurse for a handover at the beginning of each shift (new admissions, seclusions etc). *Please note this is in addition to the handover between doctors.*

Items to be Handed Over

- New admissions
- Seclusion reviews
- Patients placed on Section 5(2) [MHA '83] or pending MHA e.g. S136
- Physical health issues or comorbidities
- Outstanding physical examinations
- Requests for medication reviews
- Patients transferred or pending transfer to NUH
- Patients referred for a psychiatric review from NUH (these should be discussed with the higher trainee on-call before they are accepted)

New admissions

Please ensure following are completed:

- CPAT
- Physical
- ECG
- Bloods
- Treatment to consent form
- Medication chart
- HoNos score (consultants will cluster)

Please document clearly if any of the above are not possible and handover as necessary