**Handover proceedings sheet** (please complete in block capitals)

- **Handover details**
  - Ward or unit
  - Handover venue
  - Date    Start time    Finish time    Duration
  - Handover lead

- **Ongoing chain of care**
  - Outgoing senior doctor (consultant/SpR/etc)
  - Incoming senior doctor (consultant/SpR/etc)
  - Outgoing senior nurse (ward manager/staff nurse/etc)
  - Incoming senior nurse (ward manager/staff nurse/etc)

- **Number of patients handed over**
  - Red
  - Amber
  - Green

- **Special attention**
  - Sick patient(s)
  - Patient transfers/death
  - Staffing/equipment concerns

- **Present**
  - Name    Role
  - Name    Role
  - Name    Role
  - Name    Role
  - Name    Role
  - Name    Role

- **Notes**
  - Prompt start? (within 2 mins of schedule)  Yes/No
  - Interruptions?  Yes/No
  - Relevant documentation available?  Yes/No