

Date: \_\_\_\_\_  
 Unit: \_\_\_\_\_  
 Room Number: \_\_\_\_\_  
 Outgoing RN: \_\_\_\_\_  
 Oncoming RN: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_

**Bedside Shift Report Training Tool:  
 Essential Elements of a Successful Bedside Handover**

Element	Observed During Check Off?	
	Yes	No
<b>PREP:</b> Was the patient/family notified and educated about upcoming report (the night before or 20-30 minutes prior)?		
<b>INTRODUCTION:</b> Did the outgoing nurse introduce the oncoming nurse?		
Did the outgoing nurse 'manage up' the oncoming nurse?		
<b>REVIEW:</b> Was a brief history of the last shift reviewed in the room, allowing for pt/family participation as appropriate?		
Were safety issues addressed? (e.g. IV sites, drains, catheters, safety concerns, etc.)		
<b>ENGAGEMENT/ MUTUAL EXPECTATIONS:</b> Was the patient/family included in a plan of care discussion?		
Was pain/pain management discussed with the pt/family?		
Did the pt/family have the opportunity to ask questions?		
Were the goals reviewed and set for the day in collaboration with the patient/ family?		
Was the whiteboard updated with all items relevant to the patient?		
Was the patient told when the nurse would be back and to use the call light if needed before? (and assure call light in reach?)		

Comments:

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