

Nurse in Charge shift to shift handover operational handover.

(Standard operating procedure)

Date:

To ensure the safe running of the department **ALL** the actions below need completing and signing daily

Please sign each completed action,

N.B. by each signing an action you are confirming that you are confirming the action has been completed and that as the receiving nurse you are happy to take responsibility happy to take responsibility for the department.

	Daily CD check, errors & missing signatures Checked <i>Complete at least twice daily</i>	No loose strips in Drug cupboard	All drug keys handed over <i>Completed when handing over</i>	All Agency staff attendance confirmed on Safecare <i>(see how to guide)</i>	Daily or monthly CDU Crash trolley check completed	Daily SOPs completed	Fridge & Fluid Warmer temperatures recorded	All Equipment cleaned <i>Green stickered</i>
Night to Early								
Early to Late								
Late to Night								

