



Service Priorities and Programmes Electronic Presentations

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Standardized Workflow for Safe and Effective Peri-operative Nursing Handover

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Introduction

Effective patient information handover and transfer is crucial to maintain continuity of peri-operative nursing care. However, the information transfer is often in chaotic and busy circumstances that hinder the smooth handover. Also, the frequently used documents are taken out from patient's file which increases the possibility of loss. A designated clipboard, apart from patient's file, serves as a tool to carry concerned documents throughout peri-operative patient journey, where it starts from Operating Theatre admission area to Recovery Room. A consensus has been met among peri-operative nurses to standardize the various documents to be kept in the clipboard. There are 2 information sheets posted on both sides of board respectively which are the cue card to remind nursing staff to keep related documents in the board. A handover checklist is posted on the other side of clipboard. The checklist guides nurses to handover patient's information in standardized and logical flow. In addition, it reduces the failure of information transfer. The clipboard helps to minimize the loss of document and to standardize the content of document being kept in the board.

Objectives

1. A designated clipboard is devised for properly keeping patient's documents to facilitate handover process. 2. Standardized the documents contents are being kept in the clipboard.

Methodology

All patients underwent surgical procedures whose related documents are maintained in a designed clipboard throughout the journey.

Result

Since the improvement project has been started on 1st February 2016, the result is not obtained.