

Please note that clinical key documents are not designed to be printed, but to be viewed on-line. This is to ensure that the correct and most up to date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours

DAILY HANDOVER CHECKLIST AND SAFETY CHECKS – TRANSITIONAL CARE UNIT

Key Document code:	WAHT-TP- 055	
Key Documents Owner:	Dana Picken	Consultant Paediatrician
Approved by:	Paediatric Quality Improvement meeting	
Date of Approval:	26 th March 2021	
Date of review: This is the most current version and should be used until a revised document is in place	26 th March 2024	

Key Amendment

Date	Amendment	Approved by
26th March 2021	Approved with no amendments	Paediatric QIM

Affix Patient Label here

DAILY HANDOVER CHECKLIST AND SAFETY CHECKS – TRANSITIONAL CARE UNIT

Week commencing:

Gestation at birth:

Birth weight:g

Current weight:g

NGT inserted/size.....

O2 prongs change due:

Cot change due:

Weekly weight updates:

.....

.....

.....

.....

S	
B	
A	
R	

Investigations:

Bilirubin:

Blood spot day 5:

Blood spot day 28:

ROP:

Hearing:

IMMS due:

Frequency of all cares:

Other:

.....

.....

Checks must be completed and signed for each shift.

Monday:

Date:.....

Day shift sign:	Night shift sign:

Individual checks
Call bell working
X2 name bands
Observation monitor limits/alarm settings if applicable
Bedside stocked and bed space damp dusted
Baby Tag no:
Prescription chart
Daily feed requirement checked

Tuesday:

Date:.....

Day shift sign:	Night shift sign:

Wednesday:

Date:.....

Day shift sign:	Night shift sign:

Thursday:

Date:.....

Day shift sign:	Night shift sign:

Friday:

Date:.....

Day shift sign:	Night shift sign:

Saturday:

Date:.....

Day shift sign:	Night shift sign:

Sunday:

Date:.....

Day shift sign:	Night shift sign: