

Clinical Handover using physical distancing - Quick Reference Guide



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

Please adhere to physical distancing principles of 1.5m and room density quotients

Ensure all staff are wearing appropriate PPE in accordance with Western Health PPE guidelines

Group Handover (inpatient, ward based)

- Occurs at the shift change-over / start of shift
- Takes place in a designated area using a large screen if available
- Led by the “in charge” of the shift
- Use physical distancing principles for all involved – ensure a minimum of 1.5m physical distance between attendees
- Reduce handover time limit to 5 minutes – Prioritise risks, clinical deterioration, notices and plan for the day

Bedside Handover

- Occurs at the patient bedside at the shift change-over / start of shift and transfer of patients
- Led by the nurse that currently holds responsibility for care
- Explain to the patient you are using physical distancing principles for all involved – Using a triangle shape, avoiding handshakes to prevent transmission of infection
- Reduce handover time limit per patient as practical – Using ISBAR principles
- Minimise items stored on WOW and clean between patients & after physically touching the WOW
- Record handover in EMR

The screenshot shows an EMR interface with a checklist for handover communication. The checklist is titled "Handover Communication" and is located in the "Adult Quick View" section. The checklist items are:

Item	Completion
Handover Communication	
Safety Check	
VITAL SIGNS	
Pain Assessment	
Pain Interventions	
Measurements	
Comfort Measures	
Clinician Notification	
Handover Communication	
Safety Check	

The checklist is displayed in a table format with a search bar and filters at the top. The date and time are 17/03/2020 11:11.

Ward Rounds

- Can occur at different times
- Occurs at multiple patient bedsides
- Led by the medical team
- Restrict numbers of medical, nursing and allied health staff attending patient on round – ideally, 1 key person per discipline
- Explain to the patient you are using physical distancing principles for all involved – Using a triangle shape, avoiding handshakes to prevent transmission of infection
- Reduce time limit per patient as practical to ensure comprehensive review
- Minimise items stored on WOW and clean between patients & after physically touching the WOW

Case Conference (inpatient, ward based)

- Occurs at a pre-arranged time and date
- Takes place in a designated area with a large screen if available
- Led by the “key worker” for the patient
- Use physical distancing principles for all involved - ensure a minimum of 1.5m physical distance between attendees
- Restrict numbers of medical, nursing and allied health staff attending – ideally 1 key person per discipline
- Reduce discussion time limit as practical to ensure comprehensive review and plan – prioritise risks, actions, owner & timeline

Ensure you follow the WH guide to Cleaning of Computers and Associated Equipment for use in Clinical Areas