

# SOP Template: Notification and Handover to Assigned Nurse/Physician

This SOP describes the **notification and handover to assigned nurse/physician** process, detailing the standardized communication procedures for effectively transferring patient information. It includes guidelines for timely and accurate notification of the healthcare professional, essential documentation requirements, critical patient status updates, coordination of care responsibilities, and verification methods to ensure continuity and safety in patient management during shift changes or transitions of care.

## 1. Purpose

To ensure a standardized and effective communication process for the safe transfer of care responsibilities to the assigned nurse or physician.

## 2. Scope

This SOP applies to all healthcare staff involved in patient care handovers within the facility, including nurses, physicians, and allied health professionals.

## 3. Responsibilities

- **Outgoing Staff:** To provide accurate and complete patient information during handover.
- **Incoming Staff:** To receive, clarify, and confirm understanding of patient information and care plans.
- **Supervisors/Charge Nurse:** To oversee the handover process, ensuring compliance with the SOP.

## 4. Procedure

1. **Notification**
  - Notify the assigned nurse/physician according to the established shift-change or transition schedule.
  - Notification may be verbal (face-to-face, phone, or secure intercom) or written (handover form, electronic record).
2. **Preparation**
  - Gather and review all relevant and up-to-date patient records, including medication charts, recent observations, and care plans.
3. **Communication**
  - Use the approved structured handover tool (e.g., SBAR: Situation, Background, Assessment, Recommendation) for communication.
  - Highlight any immediate or anticipated changes in patient status.
4. **Documentation**
  - Complete the handover documentation, including date, time, staff involved, and summary of key patient information transferred.
  - Ensure all relevant documents are updated and accessible to incoming staff.
5. **Verification**
  - The incoming staff must review, ask clarifying questions, and acknowledge receipt of handover information.
  - Both parties sign or electronically verify the handover, if required.
6. **Follow-Up**
  - Ensure a clear point of contact for post-handover queries.
  - Document any follow-up actions or unaddressed items, if needed.

## 5. Handover Checklist

Item	Details/Completed (Yes/No)
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Patient identification confirmed	
Current diagnosis and clinical status provided	
Outstanding investigations/results	
Medication review completed	
Pending procedures or treatments outlined	
Infection control precautions discussed	
Family/next of kin communication status	
Special needs or concerns identified	

## 6. References

- Hospital Policy: Clinical Handover Guidelines
- SBAR Communication Framework
- International Patient Safety Goals

## 7. Review and Revision

This SOP will be reviewed annually or sooner if required by changes in practice, regulation, or incident review findings.