



SOUTH AUSTRALIA

DOCTORS IN TRAINING

INTERN HANDOVER GUIDE

What does the weekly timetable look like?

- What time should you arrive to prepare for the ward round/day ahead (e.g. printing notes)?
- Timing of ward rounds, consultant ward rounds, huddles, pre-admission clinics, OPDs, theatre sessions, allied health meetings
- General idea of weekly hours
- What are the weekend/after-hours requirements for the rotation?
- When are the MDT/unit meetings?

What are your clinical responsibilities?

- What is your role required to do on the ward round?
- Is there a requirement to participate in pre-admission clinics?
- Post-operative reviews?
- Are there any weekend ward rounds you have to do alone/without direct oversight?
- Participating in MET shifts?
- Where do you drop off forms for morning bloods?
- Where/how do you hand over for COVER and NIGHTS?

What details should you know about patients you are taking over care for?

- Request a copy of the OACIS/EMR sheet with all current inpatients
- Discuss each patient making sure to take note of:
 1. Patient name/location
 2. Current diagnosis
 3. Key preceding/current events
 4. Past medical history/current problem list
 5. Outstanding tasks requiring completion in order of priority
 6. Expected length of stay (e.g. 24 hours,days,weeks,months)

Medical admin specific:

- Timesheets
 - Where and when to drop off/who to email
 - Process for applying for overtime approval
- Rosters
 - Who organises the roster?
 - When is it sent out?
 - How to arrange shift swaps?

What to do in preparation for a handover?

- Where can you find the handover docs/term descriptions?

What do we need to discuss regarding unit structure?

- Who is the term supervisor?
- Names and contact details of Consultants, Registrars and Residents on the team
- Names and contact details of specialty nurses and outline their role
- How does the team communicate e.g. WhatsApp or another messaging platform? Ask to be added as applicable!
- Name of the Nurse Clinic Unit Manager
- Introducing yourself prior to commencing or at the start of your rotation is highly recommended

What are the administrative responsibilities?

- What is your role in discharge planning?
- Do you have to chase any results for recently discharged patients?
- How to book outpatient appointments for patients being discharged both for your unit and other specialties
- Are there any meetings you are required to organise/book rooms for?
- Are there any outstanding discharge summaries not yet completed?
- Expectations regarding discharge summaries: patient leaves with summary in hand or within 24/48 hours?
- **Hot Tip:** does the unit have a specific template for D/C summaries

Unit Specific requirements:

- Does the unit prefer to use EMR/OACIS sheets for handover? Is there any specific information the unit needs included?
- If you're unfamiliar with how to set up lists, request your predecessor to show you!
- In your role, are you required to give any presentations at meetings during the rotation?
- Where is the morning bloods tray, what time is the bloods round, is there a weekend bloods round?
- Do a walkthrough: Where is the team office, the meeting rooms and where does the team meet for ward rounds etc.
- Assessments
 - Who is your supervisor?

Anything you feel is important:

- The team's favourite coffee spot
- Is food provided at unit meetings?
- Common patient problems/calls specific to the unit
- Acronym expansions (for Sunrise users)



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