

Aged care shift handover checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Shift handover At the end of every shift, outgoing to incoming team

TASK	TIME	INITIALS
Before handover		
☐ Complete the progress notes for every person you supported this shift		
☐ Complete any incident reports from this shift		
☐ Update the handover sheet or board with anything new		
Each person's condition		
☐ Report any change in health, behavior, mood, eating, drinking or sleep		
☐ Report any new pain, skin damage, wounds or pressure areas		
☐ Report anyone unwell, on observation, or newly admitted or returned from hospital		
☐ Report any change to the care plan, diet, or mobility and transfer needs		
Incidents and risks		
☐ Report falls, near misses and incidents this shift, and what was done		
☐ Report anyone at high risk of falls, wandering or choking		
☐ Report any concern about abuse or neglect, and that it was escalated		
Medication and clinical care		
☐ Report medication given, missed, refused or changed, and any due soon		
☐ Report clinical tasks due next shift, such as wound care or observations		
Tasks and appointments		
☐ Report appointments, outings and transport booked for next shift		
☐ Report families or doctors expected, and messages to pass on		
☐ Report equipment faults, supplies running low and maintenance requests		
Sign-off		
☐ Give the incoming team the chance to ask questions		
☐ Both shift leaders sign the handover record		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____