

Handover Evaluation

Date: _____

Subject: _____ Level: Student Intern Resident

Team: _____

Receiver: _____ Level: Student Intern Resident

Observer: _____ Level: Resident Chief Attending

*See back for help with rating

Content	Never	Sometimes	Always
Includes essential information	1 2 3	4 5 6	7 8 9
Clinical condition described	1 2 3	4 5 6	7 8 9
Omits key information	1 2 3	4 5 6	7 8 9
Includes extraneous information	1 2 3	4 5 6	7 8 9
"To dos" have plan	1 2 3	4 5 6	7 8 9
Contingency plans (if/then)	1 2 3	4 5 6	7 8 9

Clinical Judgment	Never	Sometimes	Always*
"Sick" patients identified	1 2 3	4 5 6	7 8 9
Anticipatory guidance	1 2 3	4 5 6	7 8 9
Seeks response/understanding	1 2 3	4 5 6	7 8 9

	Unsatisfactory	Satisfactory	Superior*
Organization/Communication	1 2 3	4 5 6	7 8 9
Professionalism	1 2 3	4 5 6	7 8 9
Setting	1 2 3	4 5 6	7 8 9
Overall	1 2 3	4 5 6	7 8 9

#Handovers observed this session: _____ Feedback Given: N Y

Comments:

CATEGORY	SUB-CATEGORY	EXAMPLES
Content	Essential information	DNR if applicable, brief summary, major changes last shift
	Clinical condition described	Changes in condition, respiratory distress, IV access
	Omits key information	Does not speak English, coded today
	Includes extraneous information	Describes home meds not relevant to current problem
	'To dos' have plan, rationale	Check labs at 6pm, if Na<126 change to normal saline
Clinical Judgment	Contingency plans ("if/then" statements)	If IV comes out, needs to be replaced
	Sick patients clearly identified	This is one I'm worried about; this one is really sick
	Anticipatory guidance provided with plan of action	May have post-op pain – okay to use Morphine
	Seeks response/understanding	Do you have any questions? What else would you like to know?

CATEGORY	UNSATISFACTORY	SUPERIOR
Organization/Communication/Efficiency	Disorganized; rambling; Not face to face; understanding not confirmed; no time for questions; responsibility for tasks unclear; vague language; takes too long	Standardized, concise, logical order; Face-to-face; understanding confirmed; questions elicited and answered appropriately; responsibility for tasks clearly assigned; concrete language
Professionalism	Hurried, inattentive inappropriate comments re: patients, family, staff	Focused on task; appropriate comments re: patients, family, staff
Setting	> 5 interruptions; noisy, chaotic	No interruptions; silent

