

safe and appropriate discharge to your chosen residence.

The multi-disciplinary team will meet at least weekly to review your progress and identify any additional strategies or care needs.

Some or all of the multi-disciplinary team may conduct a bedside clinical handover after the team meetings.

This is to inform you of any proposed changes to your care and provide you with the opportunity to ask further questions or voice any concerns you may have.

#### About Calvary

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.



Mater Newcastle

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*Source: Hunter New England Local Health District  
Clinical Handover brochure*

# Clinical Handover



Mater Newcastle

Continuing the Mission of the Sisters of the Little Company of Mary

Calvary Mater Newcastle is a public hospital and a major cancer care centre within the Hunter New England Local Health District network.

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Clinical Handover is the transfer of responsibility and accountability of patient care from one health professional to another.

This should occur across shifts, across disciplines (for example medical officers, nurses and allied health which includes physiotherapists, dieticians, social workers) and between care settings for example hospital to nursing home.

As an inpatient, clinical handover occurs:

- Whenever there is a shift change.
- Whenever there is a change in treating teams.
- If you are transferred to another unit or facility.

Clinical Handover provides an opportunity for you and your family/ carer to:

- Be actively involved in the decision making process.

- Be kept informed of care needs and proposed treatments.
- Discuss any concerns or issues with the health care team.
- Be aware of discharge plans and your proposed discharge date.

### What to expect during Nursing Bedside Clinical Handover

The nursing clinical handover occurs at each change of shift to ensure essential care needs and information is communicated to the next team.

This information can include:

- Specific treatments such as medications due at a specific time.
- Scheduled tests or treatment.
- Results of treatment for example pain relief.
- Anticipated needs such as assistance with meals, mobilisation, wound care and falls prevention.
- You should expect to see nursing bedside handover occur at your bedside at least once a day.

- The team should introduce themselves to you at the commencement of the handover and verbally check with you your ID band or ask you your name and date of birth.
- The Patient Care Board located near your bed should also be updated at this time or shortly after handover, to show the names of the staff looking after you. The care board is used as a patient information board to record any special instructions or information relevant to your care.

You can also request information to be written here that you would like the staff to know. You and your family/ carers are invited to write your needs on the care board.

### Multi-disciplinary Team Clinical Handover

Sometimes more than one health care member is involved in your care.

When this occurs, the health care team in consultation with you and your family/carer will discuss your care needs, your goals and potential discharge date. This assists you and the care team to work together towards a