

The ABC of Handover

Implementation guide For use with The ABC of Handover Tool

Training / supervision for Handover

- Provide dedicated training on the principles of good handover, promoting pro-active not reactive problem solving
- Provide training on the use of the ABC of Handover Tool, demonstrating importance of each of the items at handover.
- Consultant supervision for handover whenever possible
- Provide visual aids to the ABC of Handover (laminated cards/posters)
- Provide a written record of the ABC of Handover (included). The content under the ABC headings can be modified to suit local needs.
- Use Handover as an opportunity to train junior doctors both in clinical and management skills.

Recommendations for good handover

- Design rotas to have an overlapping hour for handover
- Dedicated room for handover to ensure confidentiality
- I.T. support and access to patient software / Radiology systems
- Carry out Handover every time shift responsibility changes hands
- Prevent interruptions during handover to ensure accurate transfer of information
- Correct disposal of any written material in confidential bins.

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