



**NURSE TO NURSE REPORTING**

Policy History			Document Information	
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### **Nurse to Nurse Reporting**

#### **Policy Statement:**

**All nurses, who share care of patients and clients with others, must ensure proper hand-over arrangements are facilitated whether this be within the team on duty, the end of the shift, a transfer within Brent tPCT or externally to another organisation.**

#### **Rationale:**

**It is essential to ensure safe, accurate and timely communication on behalf of all patients in order that further care is not compromised.**

#### **Criteria for Performing the Role:**

**All nursing staff, of all grades, on all types of contract, including agency.**

#### **Expectation of the Nurse by the Trust:**

- **At any point of hand-over, there should be a verbal report, which is confidential and consistent with that which is written in the patient's notes and entered on CIS.**
- **All record keeping should conform to the NMC guidelines contained within the Code of Conduct.**
- **All registered nurses are expected to be familiar with and keep themselves up-to-date with the most current version of this documentation.**
- **All nursing care assessed as required should be documented in a care plan which may include levels of observation as well as clinical care and activities.**
- **Nurses, while adhering to the care plan should fully document any deviations from this and/or untoward incidents and where necessary inform their line manager and complete supplementary report forms**
- **All verbal transfers of information should be followed up in writing and sent in sealed envelopes marked "Confidential". Where this relates to Child**

**Protection – additional procedures are required and liaison with social workers and Child Protection Advisors is essential.**

- **Where this relates to a bedded service, this should be followed by a 'round' of the patients. Care should be taken that confidentiality is not breached during such a round**
- **Where the nurse taking over a shift or caseload is unfamiliar with the ward or area, the nurse providing the hand-over should orientate the new nurse before going off duty.**
- **All nurse recording and reporting must ensure that details always promote and protect the interests and dignity of patients and clients, irrespective of gender, age, race, ability, sexuality, economic status, lifestyle, culture and religious or political beliefs.**

**Review date: By July 2007**