

Taking Over A Ward

1. Great staff on duty
2. Ask for oral information on major happening on the ward from the outgoing nurse
3. Read written ward report
4. Take over ward from bed to bed verifying state of all patient especially very ill ones
5. Establishes rapport with patients during taking over and ask about state of health
6. Receive sensitive information about patient at the nurses' office
7. Conduct inspection of ward with an outstanding staff
8. Ensure resource needed for work available and adequate and take over controlled drugs
9. Counter- sign written ward report
10. Note important issues in the ward diary
11. Congratulate outgoing staff

SIGNATORIES

Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)

Name:

sign.....

Date:

Department in charge

Name:.....

sign.....

Date:

Nursing Officer in charge

Name:.....

sign.....

Date:

Hospital Administrator

Name:.....

sign.....

Date: