**Handover proceedings sheet** (please complete in block capitals)

### Handover details
- Ward or unit
- Handover venue
- Date    Start time    Finish time    Duration
- Handover lead

### Ongoing chain of care
- Outgoing senior doctor (consultant/SpR/etc)
- Incoming senior doctor (consultant/SpR/etc)
- Outgoing senior nurse (ward manager/staff nurse/etc)
- Incoming senior nurse (ward manager/staff nurse/etc)

### Number of patients handed over
- Red
- Amber
- Green

### Special attention
- Sick patient(s)
- Patient transfers/death
- Staffing/equipment concerns

### Present
- Name    Role
- Name    Role
- Name    Role
- Name    Role
- Name    Role
- Name    Role

### Notes
- Prompt start? (within 2 mins of schedule)  Yes/No
- Interruptions? Yes/No
- Relevant documentation available? Yes/No