

Tips for End of Shift Reporting

Giving a comprehensive yet concise report for the oncoming shift takes time and practice. The following are some helpful tips in preparing your handoff communication.

1. Determine what time and type of report is given on your unit.
2. Have the nursing Kardex, your worksheet, and any special notations or flowsheets from the chart available. Check the nursing Kardex to be sure it reflects current information.
3. Use I-SBARR format (introduction-situation-background-assessment-recommendation-readback [if over the telephone])
4. Start your report with the room number and the patient's name.
5. Give a brief summary of the patient's past 24 hours and any significant changes on your shift.
6. Be sure to include the following information:
 - IV balances/credits
 - pain medications received and response
 - wound descriptions
 - special diagnostic tests
 - special consultations ordered
 - special teaching needs
7. Speak slowly and clearly.