

# FirstNet - ED to Inpatient Nursing Handover



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Complete an ED to Inpatient Handover, including required documentation.

### Overview

- The cubicle nurse will receive notification of impending transfer of patient (imminent or within next 30-60mins) from NIC of the day (or Floor Coordinator at SHED).
- SSU NIC in conjunction with SSU consultant will stream appropriate patients flagged for admission. The NIC will alert the cubicle nurse.
- The Cubicle/Bedside nurse to complete any outstanding tasks for the patient. Ensuring the patient has inpatient admission notes/4HR plan document, COVID Screenings, Risk Assessments, Altered Observations if required and the patient is ready to transfer to the ward.

1. LaunchPoint Nursing Activities will display outstanding tasks. Open the relevant icon to view further information.



2. When the patient is ready to be handed over to the inpatient ward. Locate the patient on **LaunchPoint** and open the patient chart.

3. Navigate to the **ED to Inpatient Handover Page**

Priority	Problem Name	Code	Onset	Classification	Actions
--	Bite (venomous) of ankle	3CCB4AD0-F3FC-46DE...	--	Clinical History	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic
--	Ischaemic heart disease - angina	4F5B2DF7-44B3-4720-9...	2019	Clinical History	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic Resolved
--	Trisomy 18, translocation	1F10DD9A-0D12-4E8E...	--	Clinical History	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic
--	MS - Multiple sclerosis	--	2015	Clinical History	<input type="checkbox"/> This Visit <input checked="" type="checkbox"/> Chronic Resolved

- Using the blue banner bar you will see patient identifiers. The inpatient nurse will access the patient chart at the same time while receiving handover.

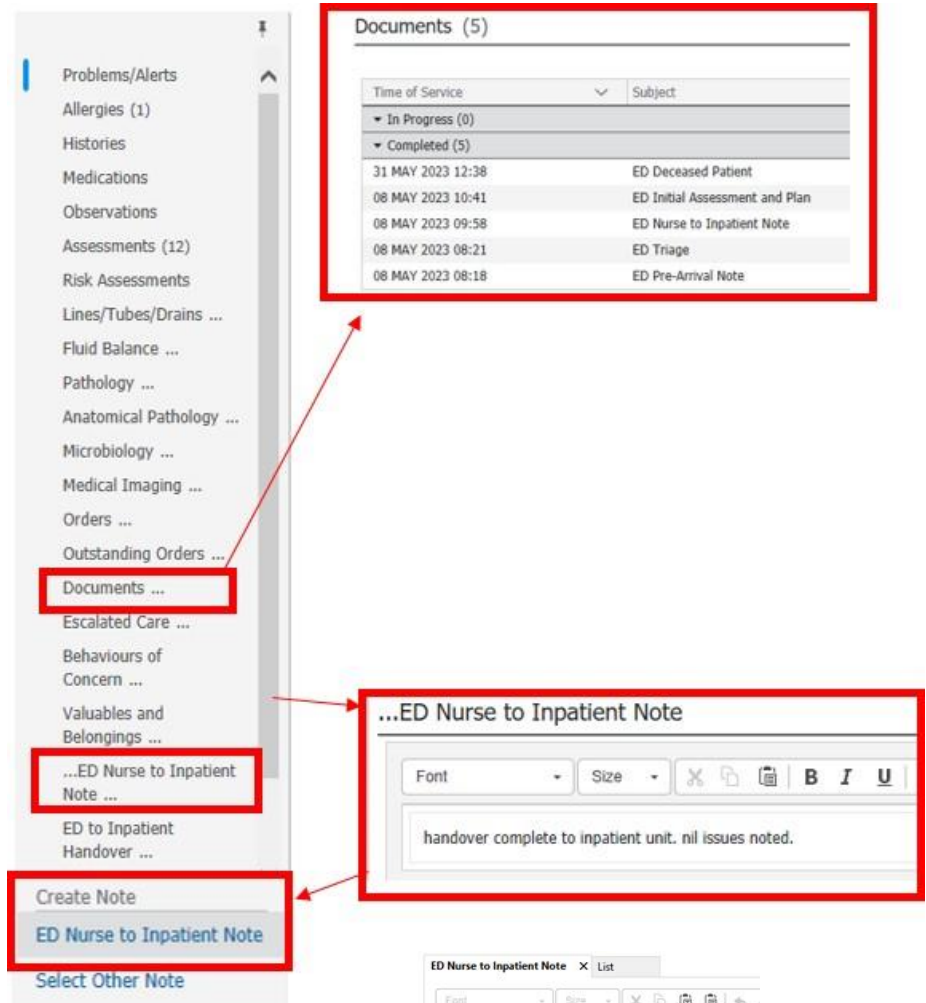


- The sections on the side of the page contains relevant patient information for handover. Including the patient situation, background, assessments and results.

The **documents** section will include all documents saved in the patient chart. Ensure the Risk Assessment is completed for the patient

The **ED Nurse to Inpatient Note** is a space to write any final note for the patient before transfer.

- The freetext box note will save to the patient record once it is signed and submitted. Click on the blue hyperlink 'ED Nurse to Inpatient Note' in the **create note** section



- This will open a template that includes the 'ED Nurse to Inpatient Note' written in the box and any valuables and belongings documentation. Edit anything required on the note. Select **Sign/Submit** and this will save to the patient record. You can view the note in the documentation section of the chart.

