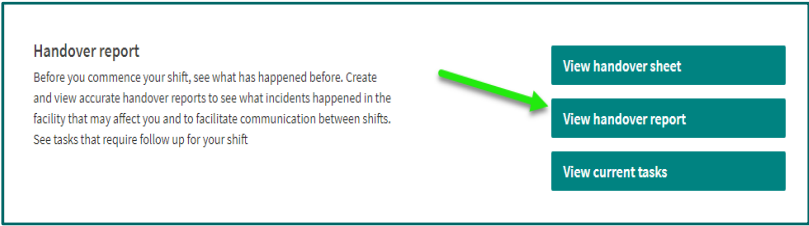
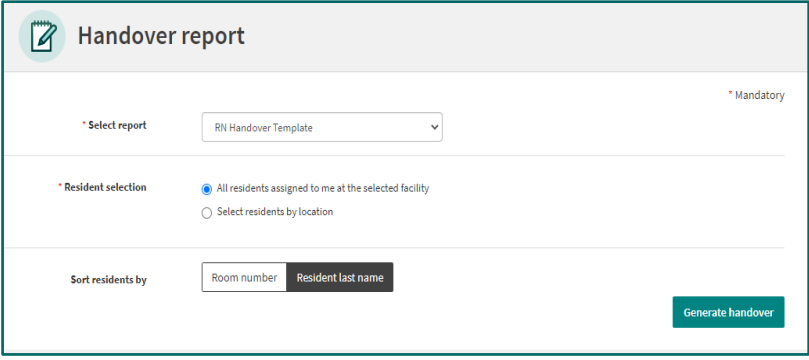


# Quick Reference Guide – Generating a Handover Report

## View Handover Report

<p>From the <b>Documentation</b> menu, select <b>View handover report</b> from the Handover report section.</p>	 <p><b>Handover report</b> Before you commence your shift, see what has happened before. Create and view accurate handover reports to see what incidents happened in the facility that may affect you and to facilitate communication between shifts. See tasks that require follow up for your shift.</p> <p><a href="#">View handover sheet</a></p> <p><a href="#">View handover report</a></p> <p><a href="#">View current tasks</a></p>
<p>Select a handover template using 'select report' drop down. The list will display any active handover templates assigned to the logged-in facility.</p> <p>Run the report on all residents at the facility or by location. Only residents assigned to the logged-in user will display in the report.</p> <p>Choose to sort residents by room number or resident's last name.</p> <p>Select 'Generate handover' to run the report.</p>	 <p><b>Handover report</b></p> <p>* Select report <span style="float: right;">* Mandatory</span>  <input type="text" value="RIN Handover Template"/></p> <p>* Resident selection  <input checked="" type="radio"/> All residents assigned to me at the selected facility  <input type="radio"/> Select residents by location</p> <p>Sort residents by <input type="text" value="Room number"/> <input type="text" value="Resident last name"/></p> <p><a href="#">Generate handover</a></p>

The **Handover report** will display based on the template selected to run.

The information displayed is based on the configuration of the handover template.


If progress notes have been included in the report, the user can choose to collapse or expand to hide and show progress notes by clicking on the chevron next to the resident name and/or photo.


The data for assessment forms will only display if the assessment form is completed against the resident.

The response group name will always display, even if there are no forms or questions linked to that group.

If a mapped question is linked to the handover template, but has not been answered for that resident, a hyphen (-) will display.

If a checkbox is ticked on an assessment form, the text of the question will display in the handover report.


 Handover Report
Back to handover report options

Collapse all Print view 

### RN Handover Template

To be reviewed by RN on shift change handover.  
05 Nov 2021 11:25 by Sarah Winwood (Organisation Manager)  
63 residents, All residents assigned to me at Telstra Health  
Sorted by Resident last name

« Prev
1
2
3
4
5
6
7
Next »

Resident identifiers	Resident details	Form responses
<div style="display: flex; align-items: center;">  <div> <p><b>BARDON, Martin (Marty)</b></p> <p>DOB: 89yo 10 Oct 1932</p> <p>Location: Wattle Wing   Room: 15   Bed: -</p> </div> </div>	<p><b>Active alerts:</b> Blood glucose (1), Change in allergies (1), Weight (11)</p> <p><b>Active pain locations:</b> Right shoulder</p> <p><b>Active wound locations:</b> -</p> <p><b>Advance care directive:</b> Yes.</p> <p><b>Allergens and reactions:</b> Morphine (Nausea)</p> <p><b>COVID-19 status:</b> -</p> <p><b>Diet:</b> The resident has an intolerance to eggs The resident has a low fat diet The resident requires a soft and bite-sized diet The resident requires a thin fluid consistency</p> <p><b>Emergency response:</b> -</p> <p><b>Special needs/diagnosis:</b> -</p> <p><b>Medication note (special instructions):</b> -</p>	<p><b>Mobility</b></p> <p><input type="checkbox"/> The resident requires a 4 wheel walker</p> <p><input type="checkbox"/> The resident requires assistance from 1 staff with ambulation</p> <p><b>Nutrition &amp; Hydration</b></p> <p><input type="checkbox"/> The resident has an intolerance to eggs</p> <p><input type="checkbox"/> The resident uses R) angled cutlery, The resident uses a double-handed cup</p> <p><input type="checkbox"/> The resident requires a soft and bite-sized diet</p> <p><input type="checkbox"/> The resident requires a thin fluid consistency</p> <p><input type="checkbox"/> The resident requires cutlery to be arranged, The resident requires meal arrangement, The resident requires fluids to be poured</p> <p><b>Personal Hygiene</b></p> <p><input type="checkbox"/> The resident prefers a daily shower</p> <p><input type="checkbox"/> The resident requires staff to assist with undoing and doing up zips, buttons, bra clips, velcro etc, The resident requires full assistance with fitting and removing of hip protectors, slings, cuffs, splints, prostheses, The resident requires full assistance with dressing and undressing of clothing</p> <p><input type="checkbox"/> The resident requires full assistance with washing and/or drying the body</p> <p><input type="checkbox"/> -</p> <p><input type="checkbox"/> The resident prefers hygiene to be attended in AM</p> <p><b>Toileting &amp; Continence</b></p> <p><input type="checkbox"/> The resident requires physical assistance with ambulation to the toilet</p> <p><input type="checkbox"/> The resident requires the use of a urinal, The resident requires the use of a commode</p> <p><input type="checkbox"/> The resident requires supervision to set up toileting aids</p>

Progress Notes (Custom) in last 24 hours: BARDON, Martin (Marty), 10 Oct 1932 (89yo)

Sarah Winwood (Organisation Manager) wrote on 05 Nov 2021, 11:36  
Nutrition and Hydration Assessment Form was completed by Sarah Winwood (Organisation Manager) on 05-Nov-2021 at 11:36.

Sarah Winwood (Organisation Manager) wrote on 05 Nov 2021, 11:25  
An Observation has been added to Weight Chart by Sarah Winwood (Organisation Manager) on 05-Nov-2021 at 11:25.

Sarah Winwood (Organisation Manager) wrote on 05 Nov 2021, 11:24  
An Observation has been added to Blood Glucose Chart by Sarah Winwood (Organisation Manager) on 05-Nov-2021 at 11:24.

Sarah Winwood (Organisation Manager) wrote on 05 Nov 2021, 11:24  
An Observation has been added to ADL Chart by Sarah Winwood (Organisation Manager) on 05-Nov-2021 at 11:24.

Sarah Winwood (Organisation Manager) wrote on 05 Nov 2021, 11:23  
An Observation has been added to Bowel Chart by Sarah Winwood (Organisation Manager) on 05-Nov-2021 at 11:23.

## Print Handover Report

When a user clicks on the **Print View** button, the handover report can be printed with or without progress notes.

