

# Nursing Handover

A how-to guide for completing the Nursing Handover Form, generating a report, and printing the report on the nursing handover report template.

## Completing the Nursing Handover Form

### 1 There are two ways to access the individual client's handover form

The first and easiest way is to click '**Dashboard**' click, '**Locations**' and click "**Allowah**"

The screenshot shows the Allowah web application interface. On the left is a navigation menu with the Allowah logo at the top. The menu items are: Dashboard (circled in red), Clients, Correspondence, Followups, Locations (circled in red), Pre-admissions, Professional Contacts, and Providers. The main content area has a blue header with a building icon and the word 'Locations'. Below this is a section titled 'My Locations' containing a table with one row of data. The 'Name' cell in the table is circled in orange.

| Name                    | Description | Phone      | Address                     |
|-------------------------|-------------|------------|-----------------------------|
| <a href="#">Allowah</a> | Allowah     | 0288773400 | 8 Perry St,<br>DUNDAS VALLE |

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The occupancy page will display, locate your first client, and click **'Perform Handover'** from the drop-down box next to **'Move'**.

The screenshot shows the 'Allowah' application interface. The left sidebar contains navigation links: Dashboard, Locations, Allowah, Admission Coding, Assessments, Correspondence, Documents, Events, Followups, Occupancy, Pre-admissions, and Reports. The main content area is titled 'OCCUPANCY' and displays a table of client occupancy data. The table has columns for Room, Bed, Client Name, Date, Time, Status, and Actions. The client 'John Nixon' is highlighted in the table. A dropdown menu is open next to the 'Move' button, showing options: 'Unassign' and 'Perform Handover Assessment'. The 'Perform Handover Assessment' option is highlighted with an orange circle.

| Room   | Bed    | Client Name | Date       | Time        | Status | Actions                                     |
|--------|--------|-------------|------------|-------------|--------|---------------------------------------------|
| Room 5 | Bed 5c |             |            |             | Open   |                                             |
| Room 5 | Bed 5d |             |            |             | Open   |                                             |
| Room 6 | Bed 6a |             |            |             | Open   |                                             |
| Room 6 | Bed 6b |             |            |             | Open   |                                             |
| Room 6 | Bed 6c | John Nixon  | 01/12/2025 | at 07:00 AM | Open   | Move, Unassign, Perform Handover Assessment |
| Room 6 | Bed 6d |             |            |             | Open   |                                             |
| Room 7 | Bed 7a |             |            |             | Open   |                                             |
| Room 7 | Bed 7b |             |            |             | Open   |                                             |

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The second way is by clicking **'Assessments'** in the client dashboard, locating the Nursing Handover Form and selecting 'Perform' from the drop down box

The screenshot shows the 'Allowah' application interface. The left sidebar contains navigation links: Dashboard, Clients, John NIXON, Admissions, Alerts and Allergies, Assessments, Care Plan Tasks, Charts, Correspondence, Current admission, Diagnosis & History, Discharge Planning, Documents, Followups, Image Gallery, Measurements, Medications, and Notices. The 'Assessments' link is highlighted with a red circle. The main content area displays a list of assessments for John Nixon. The 'Nursing Handover Form 15' is highlighted with a red circle. A dropdown menu is open next to the 'Perform' button, showing options: 'Add Clinical Note', 'Add Task', 'Perform', 'Strike', and 'Archive'. The 'Perform' option is highlighted with an orange circle.

| Assessment                                       | Status   | Performed By    | Approved By     | Created             | Performed At        | Approved At         | Assessed At         | Actions                                                     |
|--------------------------------------------------|----------|-----------------|-----------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------------------------------|
| Kitchen Form 1 - Kitchen Form                    | Approved | Gail Williams   | Gail Williams   | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | Show                                                        |
| Care Plan 25 - Care Plan                         | Approved | Gail Williams   | Gail Williams   | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | 01/12/2025 at 17:29 | Show                                                        |
| Nursing Handover Form 15 - Nursing Handover Form | Approved | Check In out RN | Check In out RN | 27/11/2025 at 12:25 | 27/11/2025 at 12:25 | 27/11/2025 at 12:25 | 27/11/2025 at 12:25 | Show, Add Clinical Note, Add Task, Perform, Strike, Archive |
| Incident Report 14 - Incident Report             | Draft    | Gail Williams   |                 | 24/11/2025 at 14:36 | 24/11/2025 at 14:36 | 24/11/2025 at 14:36 | 24/11/2025 at 14:36 | Show                                                        |
| Incident Report 14 - Incident Report             | Struck   | Gail Williams   | Gail Williams   | 24/11/2025 at 14:30 | 24/11/2025 at 14:30 | 24/11/2025 at 14:34 | 24/11/2025 at 14:34 | Show                                                        |



**Tip! The Nursing Handover Form has been created in line with the ISBAR handover tool**

**Clinical Handover**

- I**ntroduction
  - Introduce self
  - State & check patient's ID- name, DOB, MRN
- S**ituation
  - Current clinical status
  - Isolation status/ ICP/MRO'S
- B**ackground
  - Relevant med/surg history
  - Medical directives
  - Allergies
- A**ssessment
  - Obs recorded & BTF
  - Altered calling criteria
  - Skin integrity
  - Input/output
  - A-G assessment
- R**ecomendation
  - Plan/ changes to care
  - Appointments
  - Risks & management
  - Freq of vitals

Clear, concise communication

Allowah

**4 Introduction-** the client's DOB will automatically display

**Situation-** Type in the client's current issues summary

**Keep this concise!**

**Allowah**

- Dashboard
- Clients
- Admissions
- Alerts and Allergies
- Assessments
- Care Plan Tasks
- Charts
- Correspondence
- Current admission
- Diagnosis & History
- Discharge Planning
- Documents

**Nursing Handover Form**

Required fields marked with \*

**Introduction**

Date of birth: 12/06/2008

**Situation**

- Current Clinical Situation
- Incidents / Near misses occurring this shift
- Escalation of Care

Current Issues Summary: Broken standing frame, client stable

**Background**

Help

5

**Background-** The client's diagnosis, relevant medical and surgical history and infection status will automatically transfer to this space from the care plan

### **Background**

#### **Diagnosis:**

*Spastic Quadriplegic Cerebral Palsy GMFCS V, Perinatal hypoxic-Ischaemic encephalopathy*

#### **Relevant Medical & Surgical History**

*Obstructive Sleep Apnoea - on nocturnal Bipap, Gastrostomy and fundoplication 2009 - risk of aspiration, Epilepsy Neuromuscular scoliosis, Hip dysplasia.*

#### **Infections / MRO**

*\*Contact and Droplet Precautions: EBSL, MRSA (groin, urine), Pseudomonas (sputum)\**

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**Background-** Any allergies and adverse drug reactions will also automatically populate in this space from '**Alerts and allergies**'

### **Allergies and Adverse Drug reactions**

| <i>Substance</i> | <i>Category</i> | <i>Severity</i> | <i>Text</i> | <i>Onset<br/>Date/Time</i> | <i>User</i> | <i>Reaction<br/>Descriptions</i> | <i>Active</i> | <i>New</i> |
|------------------|-----------------|-----------------|-------------|----------------------------|-------------|----------------------------------|---------------|------------|
|                  |                 |                 |             |                            |             |                                  |               |            |

7

**Background-** All advanced care planning and resuscitation plans will be represented in this space from the care plan

### *Advanced Care Planning and Resuscitation*

☒ *Advanced Care Directive*

☒ *Palliative Plan*

☒ *Resuscitation Plan*

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**Background-** A risk assessment summary will transfer across to this space from the care plan

### *Risk Assessment*

☒ *Dysphagia*

☒ *Falling*

☒ *Pressure Area*

☒ *Respiratory Problems*

☒ *Seizure Activity*

☒ *Skin Problems*

☒ *Sleep Disorder*

☒ *Other (please specify below)*

- 9 **Assessments and interventions-** type in current assessment data and interventions for abnormal assessment findings

**Keep concise and relevant!**

### **Assessment and Interventions**

**Bed Type :** *Wooden Bed*

- Current A-G Assessment
- Observations outside the flags
- ACC and Changes to Frequency of obs
- Invasive devices / procedures
- BAS changes

**Assessment and Interventions:**

*Afebrile, BNO Day 1, Last voided 0730hrs (+), Toe taping done. Hand splint not attended.*

- 10 **Recommendations/ Plan-** Provide details on plan for the day.

**Keep this concise and current! Any changes to plan of care, need to be updated in the care plan and removed from the nursing handover form on a shift-by-shift basis.**

### **Recommendations / Plan**

- Tests / investigations
- Changes to medication order
- Wound dressings
- Chest percussion
- Therapies
- Supervision
- Appointments today
- Current carer concerns

**Plan for the day:**

*Hand stretching- refer to video on Allowah mobile. Refer to Care plan for duration of hand splints use.*

11 Click "**Approve**" to submit entry

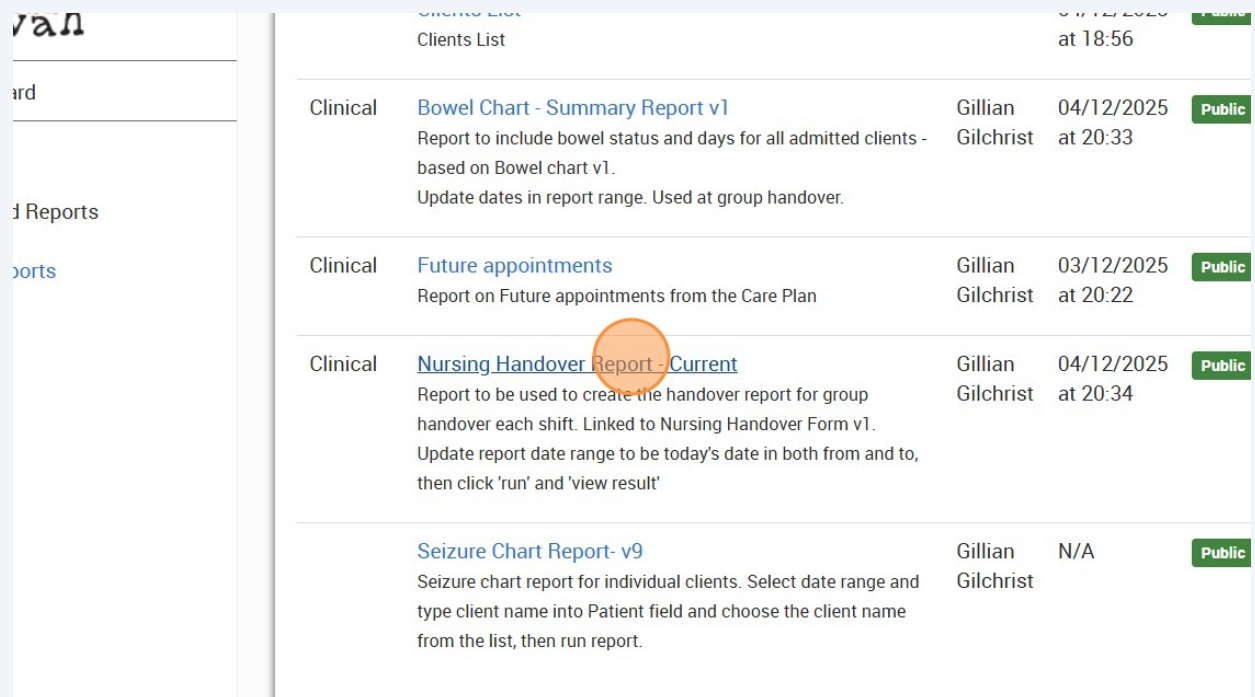
The screenshot shows a web application interface for a nursing handover report. On the left is a sidebar menu with items: 'missions', 'rts and Allergies', 'essments', 'e Plan Tasks', 'arts', 'respondence', 'rent admission', and 'agnosis & History'. The main content area has a header '- Current carer concerns'. Below it is a section titled 'Plan for the day:' with a text box containing 'Hand stretching- refer t' and 'for duration of hand sp'. At the bottom of this section is an orange 'Approve' button.

## Generating and Printing a Nursing Handover Report

12 Click '**Dashboard**' to navigate to the global dashboard and click "**Reports**".

The screenshot shows the 'Allowah' Dashboard. The left sidebar menu includes: 'Dashboard' (selected), 'Clients', 'Correspondence', 'Followups', 'Locations', 'Pre-admissions', 'Professional Contacts', 'Providers', 'Reports' (highlighted with an orange circle), and 'Tasks'. The main content area has a blue header 'Dashboard' with a home icon. Below the header is a search bar with the text 'Enter Client name', a 'Search' button, and a checkbox 'Include inactive clients?'. There is a link for 'Advanced Search'. Below the search bar is a section titled 'My Tasks' with a table header: 'Task Type', 'Location', 'Author', 'Assigned To', 'Client/Contact', 'Note', and 'Start Date'. Below this is a section titled 'Group Tasks' with a table header: 'Assignment Group Name' and 'Tasks Count'. A 'Help' button is in the bottom right corner.

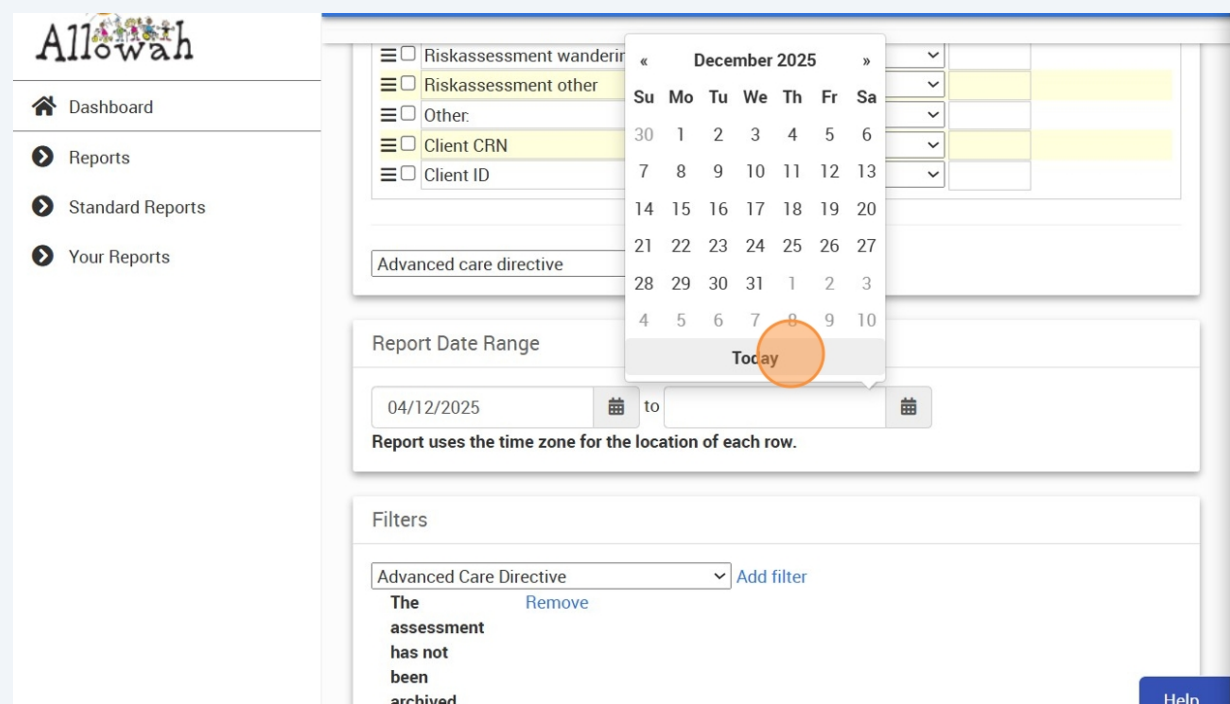
### 13 Click "Nursing Handover Report - Current"



The screenshot shows the Allowah interface with a sidebar on the left containing 'van', 'ard', 'd Reports', and 'ports'. The main content area displays a list of reports:

| Category | Report Name                                                                                                                                                                                                                                                                    | Author            | Date/Time           | Status |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|--------|
| Clinical | <a href="#">Bowel Chart - Summary Report v1</a><br>Report to include bowel status and days for all admitted clients - based on Bowel chart v1.<br>Update dates in report range. Used at group handover.                                                                        | Gillian Gilchrist | 04/12/2025 at 20:33 | Public |
| Clinical | <a href="#">Future appointments</a><br>Report on Future appointments from the Care Plan                                                                                                                                                                                        | Gillian Gilchrist | 03/12/2025 at 20:22 | Public |
| Clinical | <a href="#">Nursing Handover Report - Current</a><br>Report to be used to create the handover report for group handover each shift. Linked to Nursing Handover Form v1.<br>Update report date range to be today's date in both from and to, then click 'run' and 'view result' | Gillian Gilchrist | 04/12/2025 at 20:34 | Public |
|          | <a href="#">Seizure Chart Report- v9</a><br>Seizure chart report for individual clients. Select date range and type client name into Patient field and choose the client name from the list, then run report.                                                                  | Gillian Gilchrist | N/A                 | Public |

### 14 Scroll down the report and select 'Today' as the start and end dates.



The screenshot shows the Allowah interface with a sidebar on the left containing 'Allowah', 'Dashboard', 'Reports', 'Standard Reports', and 'Your Reports'. The main content area displays the 'Nursing Handover Report - Current' form:

**Report Date Range**

04/12/2025 to [Today]

Report uses the time zone for the location of each row.

**Filters**

Advanced Care Directive [The assessment has not been archived] [Add filter](#) [Remove](#)

- 15 Confirm the '**Current Admission State**' is selected as '**Admitted**.'

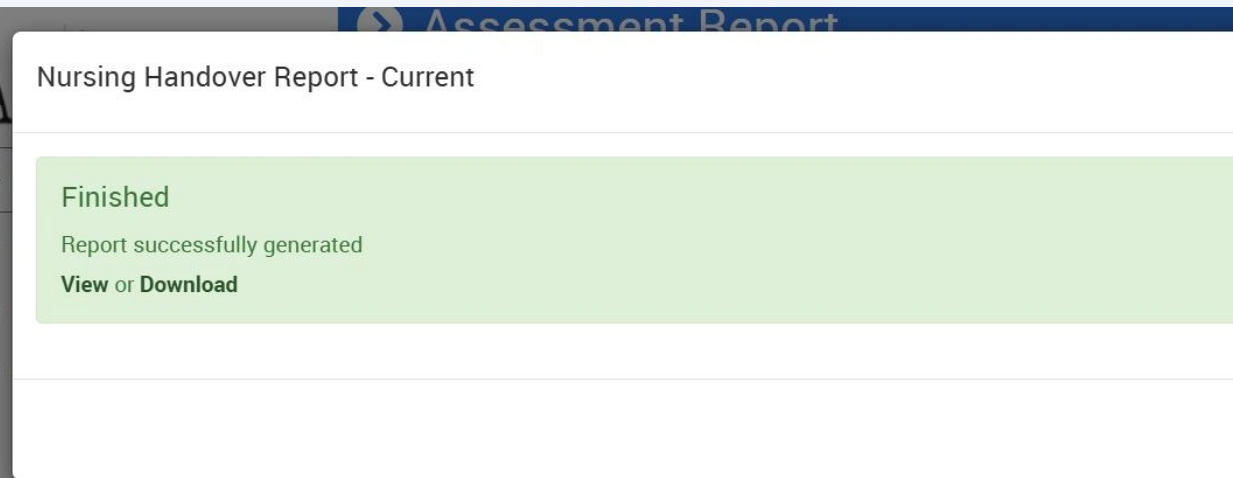
The screenshot shows a 'Filters' section with two filters. The first filter is 'Advanced Care Directive' with a dropdown menu showing 'The assessment has not been archived' and a 'Remove' button. The second filter is 'Current Admission State' (circled in red) with a dropdown menu showing 'Admitted' and a 'Remove' button. Below the filters is a 'Settings' section.

- 16 '**Current Admission State**' will be preselected as '**Admitted**'. Report format will be pre-selected as '**Excel Worksheet**' and report orientation set as '**Landscape**'.

Click '**Run**' to generate the report.\*\*

The screenshot shows a 'Your Reports' section with a 'Run' button (highlighted with an orange circle). To the right is a 'Settings' section with three dropdown menus: 'Report logic' set to 'Show assessments', 'Report format' set to 'Excel Worksheet', and 'Report Orientation' set to 'Landscape'. Below the settings is a note: 'NOTE: report data will be truncated to the first 1000 items unless explicitly set to CSV'.

17



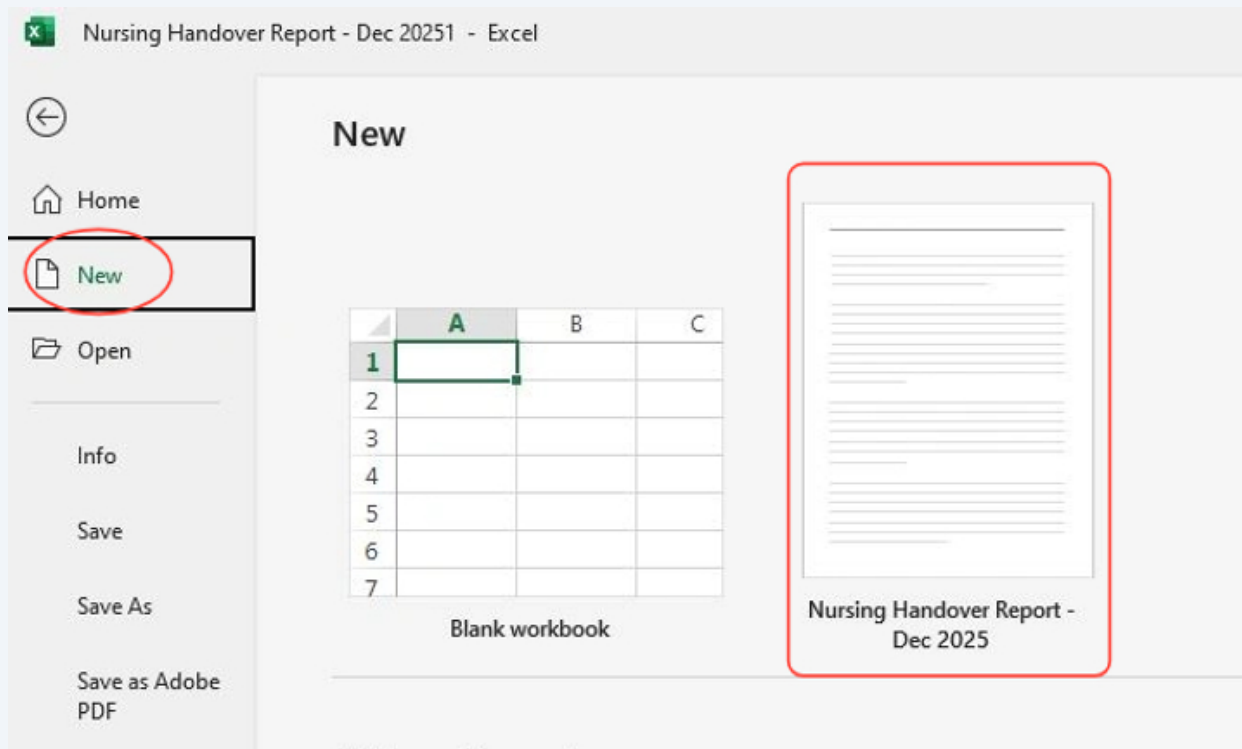
18

**TIP!** Ensure the writing in the '**green box**' is **NOT** highlighted to copy

| Patient | Client MRN | Date of birth: | Current Issues Summary                                               | Diagnosis:                 |
|---------|------------|----------------|----------------------------------------------------------------------|----------------------------|
|         |            | 26-Feb-92      | Wound on right big toe- on wound management plan & daily wound chart | Intellectual disability (c |
|         |            | 21-Jan-03      | Haemorrhoid still present - intact, nil pain noted.                  | Rett Syndrome              |
|         |            | 24-Mar-06      | Standing frame R front brake broken. Can still be used               | Severe hypoxic ischemic    |
|         |            | 7-May-08       |                                                                      | PP2R5D gene abnormal       |
|         |            | 12-Jun-08      | Augmentin course finished + Hypersal now BD; still on Ventolin TDS.  | Spastic Quadriplegic Cer   |

19

Once the data has been copied, select '**New**' and click '**Nursing Handover Report Dec 2025**' template

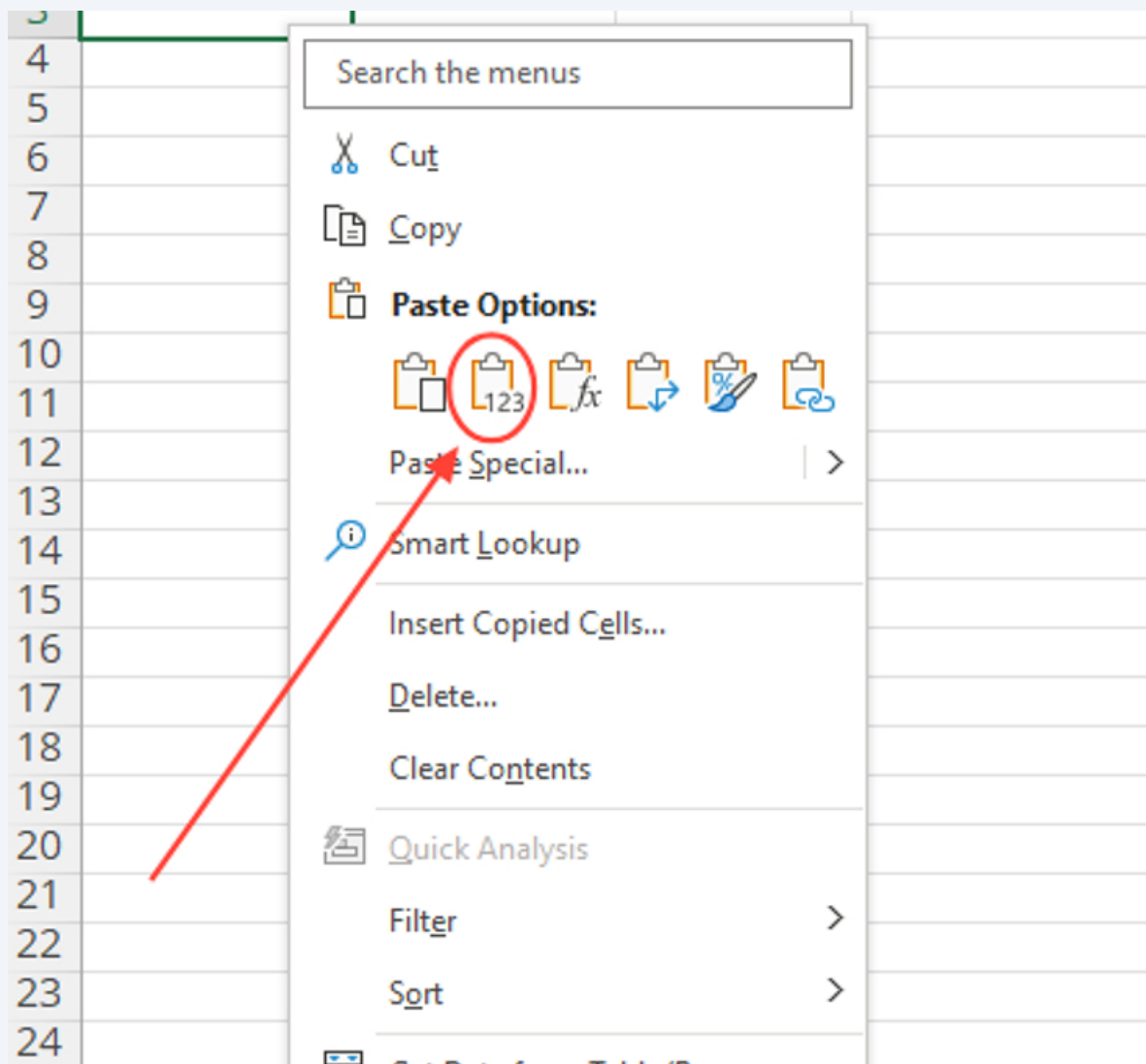


20

This will open the 'ISBAR' template. Click the first white box under 'Patient' and **right click paste**

| Introduction |     |                        |            |                                     |                  |                             |  |
|--------------|-----|------------------------|------------|-------------------------------------|------------------|-----------------------------|--|
| Patient      |     | Situation              |            | Background                          |                  | Assessment and Intervention |  |
| Client MRN   | DOB | Current Issues Summary | Diagnosis: | Relevant Medical & Surgical History | Infections / MRO | Assessment and Intervention |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |
|              |     |                        |            |                                     |                  |                             |  |

**21** Select the 'paste values' option



22

This will now display the '**Nursing Handover Form**' in ISBAR format. Save onto the '**S**' drive and print for oncoming staff members

|              |  |            |  |           |           |                                                                                                                                                                                                                                                                                                                        |        |                                                                                                                                                                                          |       |                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                           |  |
|--------------|--|------------|--|-----------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Undo         |  | Clipboard  |  | Font      | Alignment | Size                                                                                                                                                                                                                                                                                                                   | Number | Styles                                                                                                                                                                                   | Cells | Editing                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                           |  |
| 14           |  |            |  |           |           |                                                                                                                                                                                                                                                                                                                        |        |                                                                                                                                                                                          |       |                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                           |  |
| A            |  | B          |  | C         |           | D                                                                                                                                                                                                                                                                                                                      |        | E                                                                                                                                                                                        |       | F                                                                                                                                                                                                                                                                                                                                                                                    |  | G                                                                |  | H                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | I                                                                                                                                                                                                                                         |  |
| Introduction |  |            |  | Situation |           |                                                                                                                                                                                                                                                                                                                        |        | Background                                                                                                                                                                               |       |                                                                                                                                                                                                                                                                                                                                                                                      |  | Assessment and Interventions                                     |  | Recommendations / Plan                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                           |  |
| Patient      |  | Client MRN |  | DOB       |           | Current Issues Summary                                                                                                                                                                                                                                                                                                 |        | Diagnosis:                                                                                                                                                                               |       | Relevant Medical & Surgical History                                                                                                                                                                                                                                                                                                                                                  |  | Infections / MRO                                                 |  | Assessment and Interventions:                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Plan for the day:                                                                                                                                                                                                                         |  |
| a            |  |            |  |           |           | Wound on right big toe- on wound management plan & daily wound chart<br><br>Right ear very high risk of pressure injury- monitor<br><br>Hyoscine patch received (1 patch only).<br><br>Yanker suctioning PRN - Remains at high risk of aspiration pneumonia<br><br>Haemorrhoid still present - intact, nil pain noted. |        | Intellectual disability (cause unknown), Cerebellar atrophy, Dystonic Quadriplegic CP, Osteoporosis, Hip/foot contractures with severe muscle atrophy, Chronic pain<br><br>Rett Syndrome |       | PEG 2007, Recurrent aspiration pneumonia, Silent aspiration (FEES 2021), Left proximal femur stress fracture 2017, Dual incontinence, Sialorrhea<br><br>Increasing dystonia since end-2019, responsive to botox. Stereotypies including repetitive upper limb movements. Midgut malrotation - at risk of acute gastrointestinal obstruction. Mild scoliosis. Breath-holding episodes |  |                                                                  |  | Obs BTF, voided, BO in the morning, Hyoscine patch intact on R.ear, mild redness on Lt.elbow and Rt.ear, applied sudocream, 1 x suction performed, ACC updated by Dr.Hart, but it still appears in red<br><br>OBS BTF, BNO Day 1, last void 1930hr. PEG intact- observed to be slightly slow during feeds. 3 x breath holding episodes. Hand splints tolerated for 1 hr. only (unsettled). Anusol cream applied for haemorrhoid, repositioning regularly |  | Comfort chair is to be charged overnight every Wednesday and Sunday.<br><br>trialling Eye gaze device- ensure charged overnight. Use with Hensinger neck support. Refer to instructions<br><br>Refer to Care Plan for Hand Splint regime. |  |
|              |  |            |  |           |           | Standing frame R front brake broken. Can still be used                                                                                                                                                                                                                                                                 |        | Severe hypoxic ischemic encephalopathy; Spastic Dystonic quadriplegic Cerebral Palsy (GMFCS level V); Intellectual Disability                                                            |       | Septo-optic dysplasia, Vision Impairment, Silent Gagging, GOR-fundoplication.                                                                                                                                                                                                                                                                                                        |  | Contact & Droplet Precautions: CPE (stool), Pseudomonas (sputum) |  | OBS BTF, dystonia noted for 10mins at 1740hrs while S/F. BNO Day 1, voided. 1800 Hand splints applied                                                                                                                                                                                                                                                                                                                                                    |  | Document in Behaviour Chart tolerance and signs of stress or discomfort during standing frame sessions.<br><br>Refer to Care Plan for hand splint regime.<br><br>Medicardors rotate and move gastro tube in and out a least TDS           |  |