A hospital handoff that identifies the next task

At transfer, the receiving team needs to know what is due first. Give the task, its timing and the person who has agreed to follow it.

01

Explain why this transfer is being considered

Describe the active problem, the treatment response and what still needs hospital oversight. Share the patient's own goal with the receiving team.

02

At the bedside handoff

Give the last dose and next due time for time-sensitive medicines. Review devices, precautions, airway care and assistance with movement.

03

Before the sending team signs off

Assign each pending result to a clinician. Agree how the receiving team will get it and who will speak with the patient or family.

Read back one task

Have the receiver confirm one concrete responsibility: "The next dose is due at ____. I will check ____." Clarify gaps before the handoff ends.

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