Nursing shift report

LETTER

Adult med-surg / One patient per sheet / Blank working handoff organizer

01 IDENTIFY & TIME THE SNAPSHOT

Date / shift: _____ Unit / location: _____

Unit-approved patient identifiers: _____

Sender: _____ Snapshot verified at: _____

02 WHAT MATTERS THIS SHIFT

Admission / current priority; relevant history and source:

Allergies + reactions / verification; current alerts + order source:

Patient goal / communication needs / who may hear the report:

03 CURRENT BEDSIDE STATUS - INCLUDE TIMES & SOURCES

Relevant findings / trends / pain and response:

Mobility + assistance / safety / skin, wounds, lines or drains:

Intake / output / diet or procedure instructions: verify current orders:

Time-critical medication / reassessment: verify MAR, order and actual status:

04 PENDING WORK - RECEIPT IS NOT COMPLETION

Action + if delayed / backup	Owner	Due / recheck	Actual status + time

05 CLOSE THE HANDOFF & RECORD LATER CHANGES

Receiving nurse / accepted at: _____

Receiver's repeat-back / open questions / unaccepted work + escalation:

Later update: event time / change / notified person + response / chart entry:

Use your unit's approved handoff and escalation process. Do not wait for a form in an emergency.
Verify orders, MAR and the clinical record. No field implies a normal finding or completed action.
Protect completed sheets; retain or securely dispose under local policy. RN review/user testing pending.