

# Adelaide Metro Mental Health JMO End of Term Handover checklist



Be familiar with the Term Description for the forthcoming rotation.

Shortly before the changeover, meet face-to-face with the JMO currently on the Unit that you are to rotate to. Discuss the following,

- Unit structure and function – names and contact details of residents, registrars, consultants, nursing and allied health staff.
- Unit weekly timetable (ward rounds, meetings, outpatients, weekend requirements, after hours on call, ECT on call etc.).
- Administrative responsibilities (discharge planning and summary writing, chasing results, consults, organising meetings, HONOS completion etc).
- Clinical responsibilities – review expected roles and responsibilities relating to patient care and undertake a formal clinical handover (see below).
- Review the number of discharge summaries yet to be completed (if applicable).
- Any “tips and tricks” that makes working on the unit as efficient as possible.

Introduce yourself to the Term Supervisor prior to, or shortly after commencing on the Unit. Discuss any specific requirements you may have relating to your learning and training.

Clinical handover will take place at your hand over meetings each morning but before you commence obtain a brief patient handover from the out-going JMO.

1. Name, age, gender and location of the patient.
2. Concise summary of clinical condition(s).
3. Relevant and accurate problem list.
4. Management plan (should be documented in case notes).
5. Prioritised task list for completion.

Don't forget there are always people to ask for help if you don't know something, ask the other staff in your team if you are unsure.