



Specialist
Obstetrician
Locum
Scheme

Guidelines on effective patient handover for SOLS applicants and locums

The SOLS funding agreement requires that the SOLS applicant provide a preliminary briefing to the locum on clinical, professional, personal, and other issues prior to commencement of the placement to ensure continuity of care for patients and orientation to the practice. The SOLS locum must brief the applicant on clinical issues on completion of the placement to ensure continuity of care for patients.

Given this recognition of handover as a vital aspect of continuity of care, the SOLS Management aims through these guidelines to clarify best handover practice for all SOLS placements.

Time for handover

Prior to the commencement of the placement, the applicant and locum should agree on a time and date to conduct the formal handover. The handover should be for one full day and occur on the day before the locum is to commence duties.

SOLS will fully fund the applicant and locum for this handover time (at a flat rate of \$500 to the applicant and locum for the full day).

Content of handover

The formal handover should occur in person, with a written document in support. The information should include:

- practice/hospital details (including relevant contact details of colleagues names and phone numbers, security codes etc);
- introduction to all relevant staff and patients, including:
 - CEO's and DON's at all Hospitals;
 - relevant clinical staff in all areas the services of the locum may be required
 - relevant patients (all inpatients, with outpatients at the discretion of the applicant);
- orientation to theatre and equipment;
- a list of presenting patients and their notes;
- current inpatients;
- accurate location of all patients;
- patients with anticipated problems;
- outstanding tasks and their required time for completion;
- other operational matters directly related to clinical care.

At the conclusion of the placement, the locum should provide a written report to the applicant to include:

- complications;
- current clinical problems.