

Please write down any questions you have about your plan of care.

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### Halton Healthcare Services

**Georgetown District Hospital**  
1 Princess Anne Drive  
Georgetown, Ontario  
L7G 2B8  
905-873-0111

**Milton District Hospital**  
7030 Derry Road  
Milton, Ontario  
L9T 7H6  
905-878-2383

**Oakville-Trafalgar Memorial Hospital**  
327 Reynolds Street  
Oakville, Ontario  
L6J 3L7  
905-845-2571



[www.haltonhealthcare.com](http://www.haltonhealthcare.com)



## Shift Handover at the Patient Bedside



## Welcome to Halton Healthcare Services!

During your stay at the hospital, the nurses taking care of you will be giving reports to each other at your bedside.

This way of reporting means that all information about your care is given in front of you and/or your family who are present in your room.

During this time, you may ask questions about your care and make sure the information the nurses have is correct (e.g., if you have allergies).

At Halton Healthcare Services, we value patients and families being part of the reporting process. Patients and families play a key role in helping us keep them safe. ***Patient safety is important to our health care team!***



### What is a Nursing Report?

A nursing report is the information given from one nurse to another when a new nurse takes over your care at shift change.

### Who will give the Nursing Report?

The nurse going home and the nurse taking over your care will be giving the report. You may also be part of the report when you ask questions and give information needed to the nurses. However, it is recommended that you communicate with your nurse throughout the day.

### How does this make me safer?

Reporting at your bedside allows nurses to clarify information about your plan of care. Good communication is important so that all the correct information about your care (e.g., tests, lab work, and allergy information) can be shared and understood during report.

### Why will it happen at my bedside?

When nurses report to each other at your bedside, you hear the information being passed along. We believe that this helps you to feel more comfortable about your care. You and your family are important partners of our healthcare team.

### What about my privacy?

We believe in patient-centered care. If you are not comfortable with a nursing report being given at your bedside or only want certain information to be shared in the presence of others, we respect your choice. If you have further questions about privacy, please contact our Privacy Officer at extension 6711.

### What to expect:

Every time the nurses give a report, you can expect the following steps:

- Two nurses will come to your bedside
- They will introduce the nurse who is starting her shift
- The nurses will ask you if it is okay to give report at your bedside
- The nurses will ask permission for your family/friends to be present
- The nurses will begin report
- The incoming nurse will make sure you are okay before she/he leaves the room for the next patient report

#### ASK A NURSE

If you or your family have any questions about nursing report at your bedside, or any other information about your plan of care, please ask your nurse.