

Additional File 2: Data Observation Tool

# Observation of Maternity Handover CONFIDENTIAL

Date: .....

Day of week: Sun Mon Tues Wed Thu Fri Sat

Time of handover: .....

Duration (minutes): .....

Location of handover: .....

Hospital: .....

No. of patients handed over		No. of patients on ward	
No. of patients high-risk on ward		No. of patients with critical conditions on ward	
No. of staff present		No. of staff on ward	

Job titles of Health care professionals present:

	Please Circle:	Additional comments:
Handover delayed	YES/NO/NA	
Emergency during handover	YES/NO/NA	
Lead nominated (job role)	YES/NO/NA	
Information repeated to ensure accuracy	YES/NO/NA	
Access to lab results, notes, intranet	YES/NO/NA	

Communication method: Verbal Face-to-face / Verbal Phone / Written only / Mixed Verbal-Written

If handover notes provided: Handwritten / Electronic / Other

Any other comments:

Answer with Y/N unless otherwise indicated

Patient number	1	2	3	4	5
Patient is in active labour					
Patient is high risk*					
Reason for admission (Labour/Observation)**					
<b>Situation</b>	Woman's name				
	Woman's age				
	Gravidity/Parity				
	Gestation				
	Leading consultant/nurse indentified				
	Patient Location				
	Vital Signs				
	Resuscitation Status				
	Specific concerns				
	Key patient values/needs				
	<b>Total /10</b>				
<b>Background</b>	Date of admission				
	Present chief complaint				
	Diagnosis/ active problems				
	Brief history				
	Current Medications				
	Allergies				
	Laboratory Results				
	Physical examination results				
	Progress during admission				
	Response to treatment				
	Other information from charts				
<b>Total /11</b>					
<b>Assessment</b>	Clinical impression				
	Critical assessment of situation				
	Expression of concerns/problems				
	<b>Total /3</b>				
<b>Recommendations</b>	Management plan				
	Suggestions on requests/ tests				
	Suggestions on time frame				
	Critical management features recognised				
	<b>Total /4</b>				
Global Comment ***					
Distractions/Interruptions					
Confidentiality maintained					
Questions asked					
Written notes provided					
Standardised medical terminology					

\*Please complete reason for high-risk

\*\* Please answer as follows L=Labour O=Observation

\*\*\*Specific comment require