

Checklist: Taking and Giving Patient Reports

Taking and Giving Patient Reports	Able to Perform	Unable to Perform
1. Perform hand hygiene before and after patient care activities as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
2. Review the patient's care plan, chart, and recent documentation before giving or receiving report.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure patient confidentiality is maintained according to HIPAA and facility policy during all report exchanges.	<input type="checkbox"/>	<input type="checkbox"/>
4. Participate in report at the designated time and location according to facility procedures.	<input type="checkbox"/>	<input type="checkbox"/>
5. Use clear, accurate, and professional communication when taking or giving report.	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify patient identification information during report as required by facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicate important patient information including: <ul style="list-style-type: none"> ● Current condition and level of alertness ● Vital signs and pain status ● Mobility and transfer assistance needs ● Diet, hydration, and swallowing precautions ● Elimination status and intake/output ● Skin condition and pressure injury concerns ● Safety precautions such as fall risk or infection-control measures ● Behavioral observations or emotional status ● Changes in condition or unusual events ● Treatments, procedures, or care completed 	<input type="checkbox"/>	<input type="checkbox"/>
8. Report any abnormal findings, safety concerns, or significant changes promptly to the supervising nurse.	<input type="checkbox"/>	<input type="checkbox"/>
9. Ask questions or clarify information that is unclear or incomplete.	<input type="checkbox"/>	<input type="checkbox"/>
10. Record or update required documentation according to facility policy after report if needed.	<input type="checkbox"/>	<input type="checkbox"/>
11. Avoid discussing patient information in public areas or where unauthorized individuals may overhear.	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintain respectful and professional communication with coworkers during report exchanges.	<input type="checkbox"/>	<input type="checkbox"/>
13. Ensure urgent patient needs are communicated immediately and not delayed until routine report times.	<input type="checkbox"/>	<input type="checkbox"/>
14. Follow chain-of-command procedures for reporting concerns or emergencies according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
15. Perform hand hygiene after completing report activities if additional patient care will occur.	<input type="checkbox"/>	<input type="checkbox"/>