

Patient transport handoff tool

Unit/Clinic Location: _____

Date: _____

Observer: _____

Patient transport

DEFINITION: When a patient is to be transported to the operating room or procedure area.

TRIGGER EVENTS:

- ✓ Transporter arrives on unit to take a patient to OR or procedure

Time	Patient's Room		Required steps/elements	Yes	No
			Patient escort has slip from the procedure area with patient name, medical record number, and name of procedure.		
			Escort and nurse together confirm the patient name and medical record number comparing the routing slip and the patient wrist band.		
			Nurse confirms the presence of a written order in the chart.		
			Nurse signs the transport slip.		
			Chart goes with patient.		

Comments: _____

Supplemental Figure 3 Observational tool used by undergraduate student volunteers to assess elements of handoff at the time a transporter arrives on a nursing unit to take a patient to the operating room or other procedural area from December 2005 to March 2007 at the UCLA Medical Center.