

Admission Checklist for Critical Care

Aim To provide safe and effective handover of clinical information on admission to Critical Care
Scope All patients admitted to Critical Care from locations other than theatre

For all admissions from theatres, use the DCCQ Theatre Handover Checklist instead

1 Establish on ICU monitor & ventilator (if needed) & check:

- Breathing / ventilating OK?
- Monitoring OK?
- Haemodynamically stable?
- Adequate analgesia / sedation?

2 Ensure key staff are present for handover

- Bedside Nurse
- Responsible SHO?
- Admitting Reg/Cons?
- Nurse in Charge

3 Follow DCCQ Admission Checklist (overleaf)

Handing-over Registrar/Consultant is the team leader for this handover

This is a Hands-Off Handover – all staff should pause & listen

4 Ensure all questions are answered

Handing over team:

- Is the Registrars handover complete?
- Is the Nursing Staff's handover complete?

Receiving team:

- Is the receiving Nursing Team's plan complete?
- Is the receiving Medical Team's plan complete?

DCCQ Admission Handover Checklist

Patient Information

- Name & Age
- Medical history
- Allergies
- Working diagnosis
- Admitting specialty and consultant

Current Plan

- Treatment so far – antibiotics / fluids / vasopressors
- Sedation plan
- Ventilation plan
- Limits already set
- Relatives – location / communication so far
- Property – located and documented appropriately
- Current infusions running

Future Plan

- Lines to be inserted
- X-rays / Scans needed
- ABG and bloods to be sent
- Antibiotic plan
- Inotropes / vasopressors need prescribing
- ICNARC and MCA assessment
- NG tube & feeding plan
- Research Studies to be considered

Other Information

- Are infusions properly labelled?
- Is the correct fluid in the transducer bag?