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Goal being to catch and clarify the small (even miniscule) changes and events that later may have the potential for significant impact. It was proved that by leveraging the structured template, operators were prompted to recall all important and relevant information that would have otherwise been forgotten, or been left to fall through the cracks.

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Handover times - the rota should be planned so that a daily handover can take place, for example, staff starting and finishing times should be planned in such a way that there is an overlap of at least half an hour to ensure that proper considered discussion can take place and effective planning made between the shift team (see Shift Handovers and Daily Checks Between Staff below);

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Rostering and Staff Handover, including Daily Checks ...

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