

Caregiver Handover Companion

Companion guide for what to do and when. Record actual data in the other templates.

When	What to do	Record in template	Done
Start of shift (0-10 min)	Read previous handover, check pending tasks, confirm escalation contacts.	Caregiver Handover + Daily Health Log	%i
Medicine rounds	Give due medicines, mark given/delayed/missed, and note exceptions.	Medicine Schedule	%i
Vitals windows	Capture BP, sugar, pulse, SpO2, temperature/weight per care plan timing.	Daily Health Log + BP and Sugar Log	%i
Symptom checks	Track pain, sleep, appetite, mobility, behavior, and red-flag changes.	Daily Health Log	%i
If thresholds cross	Follow escalation plan, call family/doctor, and document what action was taken.	Caregiver Handover	%i
Before handover (last 20 min)	Summarize completed tasks, pending items, and priorities for next shift.	Caregiver Handover	%i
At handover	Walk through key updates verbally and confirm next caregiver understands risks/tasks.	Caregiver Handover	%i
After handover	Incoming caregiver verifies first due task and starts from the shared plan.	Caregiver Handover	%i

Two-line handover script:

- 1) What changed this shift (measurements, medicines, symptoms, escalations).
- 2) What must happen next (due tasks, timing, and risk watch items).

DISCLAIMER

This document is for personal care coordination and recordkeeping only. It is not medical advice, a diagnosis, treatment plan, or a substitute for care from a licensed clinician. In a medical emergency, contact your local emergency number immediately. HomeCare by fit-byte is not an emergency service and does not provide remote diagnosis or telemedicine.