

5 Minute Hand-Off Report Rubric

Student Name _____ Total Score _____

Criteria	Ratings		
Complete Picture/Client Presentation	<p>10.0 pts Exceeds expectations Gives background information of client using medical terminology. Provides 1) detailed and organized information regarding presenting diagnosis, signs/symptoms, traumatic injuries for this admission 2) past medical and past surgical history 3) specific surgical procedures (as noted in operative reports) completed this admission</p>	<p>6.0 pts Meets expectations Provides background information regarding client but the information is not presented using medical terminology, is disorganized and difficult to understand (by the listener), incomplete medical and surgical history and/or is missing procedures performed during this admission</p>	<p>0.0 pts Does not meet expectations Client presentation is incomplete, inaccurate and/or it is not possible for the listener to understand and obtain an adequate and clear picture of the client's situation</p>
Head to Toe Physical Assessment	<p>10.0 pts Exceeds expectations Provides full head to toe assessment. All aspects of head to toe report are organized (in order), clear and concise. Assessment must be communicated in an organized and objective head to toe manner</p>	<p>6.0 pts Meets expectations Completes head to toe assessment and all material is communicated but material is not presented in order, is disorganized and/or disjointed in presentation</p>	<p>0.0 pts Does not meet expectations Head to toe assessment is incomplete and needs improvement. Does not communicate findings in a way that can be understood</p>
Laboratory and Diagnostic Testing	<p>10.0 pts Exceeds expectations Communicates abnormal Laboratory and Diagnostic Testing using specific medical language and specific numbers and then relates these findings to the client diagnosis/presentation</p>	<p>6.0 pts Meets expectation Communicates client laboratory and diagnostic findings but is not specific. For example, may state hemoglobin "low" without referencing specific number or why it is abnormal</p>	<p>0.0 pts Does not meet expectations Neglects to address laboratory findings and/or diagnostic tests</p>
Communication and Prioritization of Patient Care	<p>10.0 pts Exceeds expectations Communicates and prioritizes any outstanding client issues and the plan of care. Any specific outstanding issues and plan of care reviewed. Examples include 1) patient having change in mental status would explain stat CT ordered 2) Pain or hypertension - what is the plan of care to manage these issues 3) Discharge planning - what is the plan of care to discharge this client? 4) Client teaching 5) Family issues</p>	<p>6.0 pts Meets expectations Communicates all information regarding outstanding client issues and/or prioritization, but is slightly disorganized and disjointed in presentation</p>	<p>0.0 pts Does not meet expectations Neglects to address outstanding client issues and prioritization of care</p>

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Overall report communication skills	10.0 pts Exceeds expectations Demonstrates superior communication skills giving organized, clear, concise explanation in completing report	6.0 pts Meets expectations Communicates all information but is slightly disorganized and disjointed in presentation	0.0 pts Does not meet expectations Overall communication of hand-off report needs improvement. Material incomplete and/or disorganized in presentation
Safety Focus-patient safety as well as safety for the HCP team	10.0 pts Exceeds expectations Demonstrates effective reporting, clearly communicating observations and safety concerns	6.0 pts Meets expectations Communicates most of safety concerns in the care of the client	0.0 pts Does not meet expectations Does not address safety concerns in the care of the client
Professionalism	10.0 pts Exceeds expectations Demonstrates professionalism and acts with integrity. Shows attention to appearance, demeanor, respect for patient, self and others	6.0 pts Meets expectations Meets most professionalism criteria	0.0 pts Does not meet expectations Does not meet professionalism standards
Critical Thinking/Clinical Judgement employing Evidence Based Practice	10.0 pts Exceeds expectations Demonstrates a good understanding of the client with elements of critical thinking, clinical judgement using Evidence Based Practice (EBP) and/or research knowledge in the care of the patient	6.0 pts Meets expectations Has an adequate grasp/understanding regarding the client but not a complete understanding and lacking research evidence/knowledge regarding care of the patient	0.0 pts Does not meet expectations Critical thinking, clinical judgement and research knowledge base lacking or absent
Completes report in allotted time	10.0 pts Exceeds expectations Completes a thorough report in 5 minute time period	6.0 pts Meets expectations Required more than 5 minutes to complete report or completed an incomplete report in 5 minutes or less time	0.0 pts Does not meet expectations Unable to complete report in 5 minute time frame and report was inadequate, disorganized and/or missing major categories of material
Respectful and interactive with peer presentations	10.0 pts Exceeds expectations Is an active listener and asks appropriate questions to clarify information upon receiving client report from colleague	6.0 pts Meets expectations Actively listens to report but does not identify or ask questions of colleague giving report regarding areas that clearly require clarification	0.0 pts Does not meet expectations Appears unengaged, disrespectful of colleague and/or does not ask questions to clarify information presented by colleague that clearly requires clarification
Additional Notes			