Shift handoff

Handoff	
Date and time	
From	
To	

Topic	Notes
How they were today	
Medicine log filled in? (yes or no)	
Eating and drinking	
Changes noticed (also on the symptom log)	
Appointments or visits coming up	
Calls made or waiting on	
Supplies running low	
Promised to do (and for whom)	
Questions for the next person	

Anything else