GENTLETOOLS / FREE RESOURCE SERIES

FAMILY AND CAREGIVING / 8 PAGE EDITION

Caregiver Daily Handoff Log PDF

Help the next caregiver understand what happened, not guess.

NOT JUST AN EMPTY FORM

During a busy day, useful small details get lost between relatives or shifts. The purpose of this log is to carry forward factual observations and outstanding actions, while keeping speculation out of the record.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

CARE HANDOFF BRIEF

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Write the date and identify whose shift or report the information came from.

STEP 2 Record tasks and directly observed changes with times where known.

STEP 3 Highlight unfinished actions and use the agreed care instructions for follow-up.

STEP 4 Which fact or document still needs checking?

CARE HANDOFF BRIEF

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

OBSERVED DATE / TIME	FACTUAL OBSERVATION / TASK	PERSON TO INFORM	FOLLOW-UP STATUS	SOURCE / CONTEXT

Outstanding question or record to confirm

CARE HANDOFF BRIEF

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

OBSERVED DATE / TIME	FACTUAL OBSERVATION / TASK	PERSON TO INFORM	FOLLOW-UP STATUS	SOURCE / CONTEXT

Outstanding question or record to confirm

CARE HANDOFF BRIEF

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

During a busy day, useful small details get lost between relatives or shifts. The purpose of this log is to carry forward factual observations and outstanding actions, while keeping speculation out of the record.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

CARE HANDOFF BRIEF

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Write the date and identify whose shift or report the information came from.

Concrete next action	Owner / due

ACTION 2 Record tasks and directly observed changes with times where known.

Concrete next action	Owner / due

ACTION 3 Highlight unfinished actions and use the agreed care instructions for follow-up.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Not a medication administration order, diagnosis or emergency protocol. Follow the current care plan and protect personal information.

- [ ] Source checked
- [ ] Next action assigned

CARE HANDOFF BRIEF

Review a worked example

FICTIONAL EXAMPLE

Illustration: 1:00 PM - lunch offered, about half eaten. 2:10 PM - family member notified. This provides usable detail without making a medical inference.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Not a medication administration order, diagnosis or emergency protocol. Follow the current care plan and protect personal information.

CARE HANDOFF BRIEF

Care handoff

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	OBSERVED	FOLLOW-UP
Meals and fluids		
Mobility support		
Appointments		
Communications		
Open questions		

One additional item to check