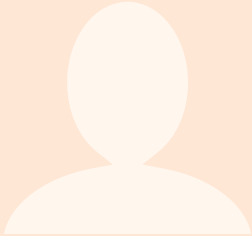


New Staff Handover Summary – Remote Area Aboriginal Health Service

	Site:		Site ordering manual location:
	Clinic manager:		Location of Standard Drug List (SDL)/Imprest medication:
	Pharmacy name:		Ordering system:
	Pharmacist(s):		Username:
	Pharmacy contact number:		Password:
	Contacts for medicine information if pharmacist is unavailable:		Orders are placed: <input type="radio"/> weekly <input type="radio"/> fortnightly <input type="radio"/> monthly
	Regional:		Last order placed:
	State/federal:		Expected date of arrival of current order:
	General: Therapeutic Advice and Information Service (TAIS): 1300 138 677		Non-refrigerated stock transport time:
	S8 & S4R MEDICINES REGISTER CHECK DUE DATE:		Cold chain transport time:
	or N/A		Transport company:
	<i>(Should be performed by two clinicians if applicable)</i>		Contact person:
	Information technology (IT support) contact:		Transport company contact number:
	Phone number:		
	DOSE ADMINISTRATION AIDS <i>(if applicable)</i>		
	Storage location:		
	Procedure manual location:		
	Handover: <i>(specifics about client orders, recent pack change etc)</i>		
	RESOURCES:		
	▶ NPS MedicineWise Medicines use in remote Australia: www.nps.org.au/RAAHS		
	▶ Cold chain breach protocol: https://www.health.gov.au/sites/default/files/strive-for-5-cold-chain-breach-protocol-poster.pdf		
	▶ Local Aboriginal or Torres Strait Islander health service contact number: <i>(for new starter to connect with community members if not working at IHSPS site for cultural guidance)</i>		
	▶ For cultural guidance: www.nps.org.au/remote-area-aboriginal-health-services-qum-hub/cultural-support		

New Staff Handover Summary – Remote Area Aboriginal Health Service

The (Healthcare site name) team:



Insert photo



Insert photo



Insert photo



Insert photo



Insert photo

Manager:

(eg. AHW/AHP, Nurse,
Prescriber)

(eg. AHW/AHP, Nurse,
Prescriber)

(eg. AHW/AHP, Nurse,
Prescriber)

(eg. AHW/AHP, Nurse,
Prescriber)

Roles and
Responsibilities:

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Responsibilities:

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Responsibilities:

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Responsibilities:

Content for this resource was developed in consultation with, and has been reviewed for cultural appropriateness by, indigenous health professionals.