

## Closing the Loop: Staff Survey

(to be completed by the receiving care setting after a transition)

Date: \_\_\_\_\_

Discharged from: \_\_\_\_\_

Patient's Name/identifier: \_\_\_\_\_

Staff Name/Title/Department: \_\_\_\_\_

Family Caregiver's Name: \_\_\_\_\_

**1) What information was received regarding the patient?**

		PRIOR TO admission	AT admission	Not sent	ILLEGIBLE
<b>A</b>	Copy of the caregivers needs assessment (i.e. What Do I Need as a Family Caregiver?)				
<b>B</b>	Diagnoses				
<b>C</b>	Reason for care at the previous setting				
<b>D</b>	List of procedures and tests done, with results				
<b>E</b>	List of tests done with results pending				
<b>F</b>	List of current medications, including OTCs, supplements, and herbals				
<b>G</b>	Recommendations of diet, activity level, and symptom management				
<b>H</b>	Schedule of doctor visits				
<b>I</b>	List of medical equipment ordered, with provider and delivery information				
<b>J</b>	Name and telephone number of a person at the previous setting to contact with questions				

Other (Please Specify): \_\_\_\_\_

\_\_\_\_\_

**2) On a scale of 1–5, with 5 being the best, please rate the following**

- a) How timely was the handoff information?  
1   2   3   4   5
- b) How useful was the handoff information?  
1   2   3   4   5
- c) How effectively was the information critical to understanding the patient's condition communicated?  
1   2   3   4   5
- d) How effectively was the information critical to understanding the family caregiver's role, availability, other responsibilities, and training needs communicated?  
1   2   3   4   5

**3) Was the description of the care situation accurate?**

**YES**                      **NO**

**If NO, did this affect your ability to provide care?** (e.g. did the patient and family caregiver need a different care schedule, different/more services than presented, or services that you do not provide?)

**YES**                      **NO**

**4) What would have made it easier to start care? What else would have been helpful to know, either about the patient or about the family caregiver?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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