Recording and Handover Practice Sheets

FICTIONAL FACTS: at 10:15, Alex declined breakfast and said “I feel sick”. Water was offered under the agreed plan. The shift lead was informed at 10:20 and asked for a review. No review outcome is known yet. Replace the phrase “awkward and would not eat”.

Write an objective entry using the given times, words and action.

Your response: _____

Which statement would be an assumption rather than a fact?

Your response: _____

Give a concise handover including the outstanding review.

Your response: _____

How should a later correction or late entry be identified?

Your response: _____

What should never be signed as completed?

Your response: _____

Learning guidance

Record observed events and attributed words, not motives. State that review is outstanding. Follow the employer’s recording policy and preserve the audit trail.

This is a learning worksheet, not workplace competency sign-off.