

# Healthcare

## Handover meetings discussion

### Purpose

These are discussion questions that you can use to guide a discussion around the effectiveness of handover meetings.

### Instructions

This resource works well with the teaching and learning sequence [Healthcare: Listening skills for meetings.](#)

## Handover Meetings Discussion

### **1. Purpose of the meeting.**

- What is a handover meeting?
- What is the reason for having it?

### **2. Roles in the meeting.**

- Who is usually there?
- What are these people's roles?
- What do these people do / say in the meetings?

### **3. Information in the meeting.**

- What is discussed?
- What is the usual order of information?

### **4. Problems, difficulties, issues.**

- What do you find challenging about these meetings?
- How could the meetings be more successful?