



Checklist: referrals, handovers and discharge summaries

Comprehensive referrals, handovers and discharge summaries promote continuity of care, enhance communication between healthcare providers, and ultimately improve outcomes for young people with intellectual disability.

Use this checklist to ensure your referrals, handovers and discharge summaries for young people with intellectual disability include:

- ☐ the reason for the referral/handover/discharge summary
- ☐ the urgency of the referral/handover/discharge summary to assist with triaging, if clinically warranted.

Clinical information

- ☐ diagnosis/es
- ☐ medical history, including allergies
- ☐ an outline of key investigations, treatments, and surgical history
- ☐ specific medication information and the medications that have been previously trialed – highlight if approvals are required or any prescribing arrangements in place
- ☐ examination findings
- ☐ other important information, such as social factors and other services involved
- ☐ investigation results.

Young person details

- ☐ current treatment objectives
- ☐ communication strategies, such as tools they use and approaches that work best
- ☐ interpreters used previously, if applicable
- ☐ psychosocial factors, if applicable
- ☐ parent/carer information.

Clinician details

- ☐ name of the clinician providing referral/handover/discharge summary, their role, and contact number
- ☐ young person's admitting team or consultant
- ☐ GP details.

