

SBAR COMMUNICATION TOOL – AIDE MEMOIRE

Instructions for use

- 1) SBAR is a tool to ensure that communication is clear and purposeful. It can be adapted to any situation. The form above is a guide to help staff give relevant information. In all cases the health professional contacted is responsible for determining what action is required and for diagnosis of the problem.
- 2) The checklist can be used to help with describing symptoms. It is not exhaustive and if you notice other symptoms not listed or have other information please include this as well
- 3) Not every question will be relevant to every person.
- 4) Write it down before you ring! This helps you put the information together in a logical fashion, provides a written record and a record for other members staff to follow up if necessary.
- 5) Remember to include the outcome of the health professional contact in the individuals records as well as the information above that you gave to the health professional
- 6) **If you feel the situation is a life threatening emergency ring 999**