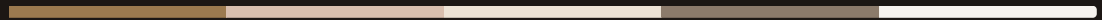


Interdisciplinary Communication *Toolkit.*

Practical checklists for handoffs, family conversations, and care conferences that stay consistent across disciplines.



WHAT'S INSIDE

- Shift handoff checklist
- Family & caregiver conversation checklist
- Care conference preparation checklist
- Why cross-discipline consistency matters

Keeping the Whole Team — and the Family — on the Same Page

Communication breakdowns between disciplines are as risky as breakdowns with patients. This toolkit gives your team a shared, repeatable way to hand off and align.

SHIFT HANDOFF CHECKLIST

- ☐ Patient's communication baseline and any change from prior shift
- ☐ Preferred communication method and any supports in use (device, board, interpreter)
- ☐ Known risk factors: aspiration signs, confusion episodes, agitation triggers
- ☐ Outstanding referrals or evaluations related to communication or cognition

FAMILY & CAREGIVER CONVERSATIONS

- ☐ Confirm what the family already understands before adding new information
- ☐ Use plain language first; introduce clinical terms only with explanation
- ☐ Check understanding by asking the family to summarize, not just "any questions?"
- ☐ Document who was present and what was communicated, especially for major updates

CARE CONFERENCE PREPARATION

- ☐ Communication and cognitive status summarized in plain, consistent language across disciplines
- ☐ Any discrepancies between disciplines' observations flagged and discussed beforehand
- ☐ A single point of contact identified for follow-up questions after the conference
- ☐ Patient's own communicated preferences included, not just clinical assessment

WHY CONSISTENCY MATTERS

Families notice when disciplines describe the same patient differently. Aligning language across the team before a family conversation reduces confusion — and reduces complaints.

DO

Use one shared, plain-language description of communication status across the whole team.

DON'T

Let each discipline document and explain cognitive-communication status in isolation.

Let's talk

EJT

Want this toolkit adapted to your *unit's* workflow?

I work with interdisciplinary teams to adapt tools like this one to real handoff structures and documentation systems, with training built around your team's actual pace.

M.S., CCC-SLP

ASHA CERTIFIED

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10+ Years

CLINICAL EXPERIENCE

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