



When a paid caregiver's shift changes

Protect the handoff so a staffing change does not become a care gap.

A note from Victoria

A shift change may look like a scheduling detail to an agency. To you and the person receiving care, it can change the whole day. It is reasonable to ask for a clear handoff.

What to do

Confirm who is coming, arrival time, training for required tasks, and who covers a delay. Tell the care recipient about the change in the way they prefer. Provide only the information the new worker needs and confirm that the current written plan is available. Ask how concerns will be reported and whom to call if the worker does not arrive. For skilled care, verify appropriate training rather than teaching a task beyond your role.

Words you can use

"Please confirm the replacement caregiver, arrival time, task qualifications, and the number to call if coverage changes again."

One useful step I can take today:

I could start with: Write the shift owner, backup contact, and the essential task that cannot be missed.

The strength I see in you

You are making continuity visible before anyone has to scramble.



CAREGIVING | WORKSHEET

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Use this page in your own words. You can leave any part blank.

The new worker and arrival time

An essential task that cannot wait

The backup number for a missed shift

My next manageable step

A person, service, or place I can turn to (if useful)

Peer support and organization, not medical or legal advice. Follow the treating team's instructions. For urgent danger or symptoms, contact emergency services or the clinician.