

Policies and Procedures

<i>Section:</i> School of Medicine (Phoenix)		<i>NO.</i>				
<i>Chapter:</i> Child and Adolescent Psychiatry Fellowship Training Program	<i>Issued:</i> 4/9/2013	<i>REV. A</i> 3/31/15	<i>REV. B</i> 8/30/16	<i>REV. C</i> 10/15/20		
<i>Policy: Transition of Care (Hand-off/Turnover) Procedures</i>		<i>Page 1 of 2</i>				

PURPOSE

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the handoff procedures for fellows of Creighton University.

SCOPE

This policy applies to all Child and Adolescent Psychiatry Fellows in the Creighton University School of Medicine (Phoenix) program.

POLICY

- I. Description:** A consistent procedure whereby salient information about specific patient needs and concerns identified by fellows/attendings/clinicians will be reliably and comprehensively transmitted when care of the patient is transferred to another fellows/attending/clinician.
- II. Purpose:** Physician sign-out and turnover communication is critical to assure appropriate and timely care for patients. Sign-out procedures will include person-to-person contact and discussion of patient needs and at times written communication of information critical to continued appropriate patient care.
- III. Procedure:** When a fellow transfers care of a patient to another fellow in the Valleywise Behavioral Health Child Outpatient Clinic:
 - A. The fellow will write an off-service/transfer note that will include patient's name, date of birth, brief treatment summary including initial problems, accomplishments related to treatment plan, any risk issues, major psychosocial/treatment issues, lab workups, school observations, psychological testing, diagnoses, treatment provided including medications, individual therapy (include type of therapy such as supportive, CBT, play therapy, and the frequency of those therapies), parent work, plans and rationale for further treatment, and a list of issues for further focus that has been developed with the patient.
 - B. The fellow will conduct a structured discussion during the team case collaboration with the Associate Clinical Director for Valleywise Behavioral Child Psychiatric Outpatient Services
 - C. The fellow may arrange for an in-person introduction such that the patient meets briefly with the new treatment provider, when possible.
- IV. Health Care appointments**
 - A. Notice for time off for routine health appointments (Well Care) should be given at least one month in advance. It is understood that notice time may be shorter for follow up care for an illness or health condition; the fellow's personal physician may request that the fellow follow-up in days to weeks. Notice for time off for urgent appointments can be given the same day.
 - B. Process for urgent/emergent health care appointments. The process for ensuring patients safety and continuity of care for urgent/emergent health care appointments should follow the same hand off process as for fellows needing to leave due to excessive fatigue or illness or family emergency.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.

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REFERENCES

ACGME,

Creighton University Policy

https://medschool.creighton.edu/sites/medschool.creighton.edu/files/toc_policy_gmec_approved_8.13.2020.pdf

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.