

## ***Policies and Procedures***

<i>Section:</i> <b>School of Medicine (Phoenix)</b>		<i>NO.</i>				
<i>Chapter:</i> <b>Internal Medicine Residency</b>	<i>Issued:</i> <i>3.17.2020</i>	<i>REV. A</i> <i>12.1.2020</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Transitions of Care</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 process for performing Transitions of Care for the residents in the Internal Medicine Residency Program at Creighton University School of Medicine (Phoenix).

### **SCOPE**

This policy applies to all residents in the Internal Medicine Residency Program at Creighton University School of Medicine (Phoenix).

### **POLICY**

The departmental policy on Transitions of Care, also know has patient handoff, is outlined below, along with a link to access Creighton University GME policy.

### **PATIENT HANDOFF/TRANSITIONS OF CARE**

- A. Interns, or the resident if the intern is off duty, will handoff all patients under their care to the on-call interns.
- B. Patient handoff will be done face-to-face, with the entire team (Residents and Interns handing off patients and accepting patients).
- C. Morning handoff will occur daily under attending supervision. Afternoon handoff to the on-call team will take place for each team prior to the leaving the hospital.
- D. Patient handoff will be documented in the electronic health record..
- E. Any patient encounters, labs or radiology follow-ups done on cross coverage patients must be clearly documented in the patient's chart.
- F. Under no circumstances may a resident leave duty without ensuring that their patients have been handed off to a resident in-house.
- G. See Appendices A and B for additional information regarding institution-specific procedures.

### **HEALTH CARE APPOINTMENTS**

- A. Process for routine health care appointments: It is recognized that many routine health care appointments need to occur during the workday. Residents wishing to schedule routine appointments during their "Wellness Half-Days" must give the chief residents 90 days' notice and receive approval before scheduling the appointment. Before leaving, the resident must handoff patients to their co-resident, attending, or on-call resident.
- 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 handoff process as for residents 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 Program Requirements: <https://www.acgme.org/Specialties/Program-Requirements-and-FAQs-and-Applications/pfcatid/2/Internal%20Medicine>

Creighton University GME Policy link:

[https://medschool.creighton.edu/sites/medschool.creighton.edu/files/toc\\_policy\\_gmec\\_approved\\_8.13.2020.pdf](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.

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