

Policies and Procedures

<i>Section:</i> School of Medicine (Phoenix)		<i>NO.</i>				
<i>Chapter:</i> Obstetrics and Gynecology	<i>Issued:</i> 8/20/2007	<i>REV. A</i> 11/17/11	<i>REV. B</i> 12/8/11	<i>REV. C</i> 2/7/2020 3/12/2020 10/11/2020		
<i>Policy:</i> Transitions of Care		<i>Page 1 of 2</i>				

PURPOSE

This policy shall provide a general framework for the communication that occurs between residents leaving the hospital and those with on-call responsibilities.

SCOPE

This policy applies to all residents in Obstetrics and Gynecology as part of Creighton University School of Medicine Center (Phoenix).

POLICY

The Obstetrics and Gynecology (Phoenix) departmental policy on Transitions of Care (patient hand-off, sign-out, or check-out) is outlined below, along with a link to access Creighton University GME policy.

Physician transition of care and sign out communication is critical to ensure appropriate and timely care for patients. Resident sign out shall be constructed in a way to convey salient information by person to person contact and discussion of the patient needs. Telephone communication may be appropriate in some circumstances.

Procedure:

- A. Information which must be conveyed will vary by subspecialty and department. Some information can be obtained from designated folders in institutional shared drives. Hand-off sessions can be supervised by supervising faculty or chief resident. Generally, the following information should be considered as relevant:
 1. Patient Name/PID or Medical Record Number
 2. Current Patient Room Number
 3. Patient's Admission Diagnosis and Current Problem List
 4. Patient's Code Status/Allergies and appropriate family contacts (if pertinent)
 5. Present Medication list
 6. Any specific issues to be followed (i.e. pending labs, imaging studies, special characteristics of patient, other import issues to watch for)

- B. At both institutions, morning check-out of obstetrical patients will occur at 7:00 AM on weekdays, evening check-out will occur at 6:00 PM on weekdays. Weekend check-out will occur at a similar time with some variation dependent on clinical care responsibilities. Evening check-out will include discussion of all patients on the departmental service (see below)
 1. Information as outlined in section "A" above will be communicated
 2. Morning and evening check-outs will typically include attending involvement

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

Policies and Procedures

<i>Section:</i> School of Medicine (Phoenix)		<i>NO.</i>				
<i>Chapter:</i> Obstetrics and Gynecology	<i>Issued:</i> 8/20/2007	<i>REV. A</i> 11/17/11	<i>REV. B</i> 12/8/11	<i>REV. C</i> 2/7/2020 3/12/2020 10/11/2020		
<i>Policy:</i> Transitions of Care		<i>Page 2 of 2</i>				

3. Gyn patients will be discussed with the covering night team at the evening check-out. At morning transition, a less formal, verbal communication will occur between the covering night team and the gyn service. This process will occur for subspecialty patients not covered by the core gyn service as indicated.
4. Postpartum patients will not be individually reviewed. Unusual situations, ill patients or any potential problems will be addressed, however.

Health Care appointments:

- Process for routine health care appointments. It is recognized that many routine health care appointments need to occur during the workday. In recognition of the primacy of patient welfare in these situations and the impact on the program's other residents needing time off for these appointments should give the program 7 days' notice to their program.
- 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 residents needing to leave due to excessive fatigue or illness or family emergency.

Check-out, or Departmental Transition of Care, will be HIPAA compliant.

REFERENCES

ACGME

Creighton University GME Policy link:

https://medschool.creighton.edu/sites/medschool.creighton.edu/files/media/graduate_medical_education_transition_of_care_policy.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.