

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Surgical Critical Care	<i>Issued:</i>	<i>REV. A</i> 1/27/2020	<i>REV. B</i>	<i>REV. C</i>		
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PURPOSE

The purpose of the Transitions of Care (Check-out and Hand-Off) policy is to ensure that there is a continuum of care for all patients on all surgical services.

The Creighton University SOM/Valleywise Health Medical Center Surgical Critical Care Residency Program has designed clinical assignments to minimize the number of transitions in patient care. The program conducts two transitions of care each day.

Sponsoring institution and program will ensure and monitor effective, structured transitions processes to facilitate both continuity of care and patient safety. The transitions of care will be conducted by a senior ICU resident or fellow and supervised by faculty whenever possible or necessary.

The program will ensure that residents are competent in communicating with team members in the hand-off process. Specific training and simulation will be provided as part of the curriculum.

The sponsoring institution will ensure the availability of schedules that inform all members of the healthcare team of supervising faculty and residents currently responsible for each patient's care. All schedules are available 24 hours a day on The Vine.

SCOPE

This policy applies to all Creighton University SOM/Maricopa Medical Center Surgical Critical Care residents.

POLICY

1. Check-out rounds will occur at 0600 and 1700 every day, except Tuesday when the morning meeting will occur at 0530, and the evening meeting (sign-out) will occur at 1800.
2. All resident physicians on the ICU service are required to attend check-out rounds.
3. Every patient on ICU surgical service must be included in check-out rounds.
4. Both verbal and written communication must occur.
5. Updated patient lists are reviewed and passed on to the oncoming team.
6. Patient status, possible changes and the care plan will be addressed and documented.
7. The night ICU Resident will be in charge of AM Check-Out Rounds and will ensure participation by all team members.
8. The Fellow or Day ICU Resident will be in charge of PM Check-out Rounds and will ensure participation of by all team members.

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

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PROCESS FOR 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 fellows needing time off for these appointments should give the program seven days' notice for a personal half-day request.
- 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.

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.