

Policy: <b>Transitions of Care</b>		Effective Date: 10/2017
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Authorized by: Graduate Medical Education Committee		Page 1 of 2

**PURPOSE**

To establish standards within the GME programs to ensure the quality and safety of patient care during transfers of responsibility occurring during duty hour shift changes, location or service transfers, or other scheduled or unscheduled circumstances.

**SCOPE**

1. Department of Medical Education
2. Baptist Health Medical Center - North Little Rock
3. Baptist Health Medical Center - Little Rock
4. Baptist Health Medical Center - Conway

**POLICY**

1. Each program is required to design schedules and clinical assignments to ensure quality of care and patient safety while maximizing the learning experience for residents.
2. Programs will adhere to institutional policies and standards regarding transitions in care. Programs are required to have a written handoff policy and must provide instruction to their residents in the conduction of safe and effective handoffs.
3. Programs must systematically monitor the residents' handoff process to ensure their residents are competent in the transition of care process. This will include in-person attending review of each resident's handoff skills as designated by the Program.
4. The transition of care process should include, at a minimum, the following information applicable across all services:
  - a. Identification of patient, including name, medical record number, and date of birth
  - b. Identification of admitting/primary/supervising physician with contact information
  - c. Diagnosis and current status/condition (level of acuity) of patient
  - d. Code status of patient
  - e. Recent events, including changes in condition or treatment, current medication status, recent lab tests, allergies, anticipated procedures and actions to be taken
  - f. Outstanding tasks – what needs to be completed in immediate future
  - g. Outstanding laboratories/studies – what needs follow up during shift
  - h. Changes in patient condition that may occur requiring interventions or contingency plans
5. Each residency program will include education in safe and effective transitions of care in its curriculum.

## RELATED POLICIES

*Created* 10/2016  
*Reviewed* 10/2019  
*Revised* 10/2017