

<b>Graduate Medical Education Policy</b>	Transitions of Care
<b>Facility/Sponsor</b>	CMC/GMEC
<b>Policy Origin Date</b>	October 2012
<b>Revision Date</b>	November 2022

## **PURPOSE**

The transitioning of a patient's care from one medical provider to another is an important event in the progress of a patient through the medical system. Because information can be lost during these transitions, it is important that the handover process be done in a consistent and structured format that minimizes the probability of miscommunication. Programs must provide appropriate education and faculty supervision of the patient handover process to ensure that residents gain competency in the performance of safe and effective transitions of care.

## **SCOPE**

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

## **DEFINITIONS**

**Patient Handovers:** The structured process by which one medical provider conveys important patient information to another medical provider to allow the receiving provider to assume the care of a patient either for a brief period, such as an overnight shift, or to assume the care of the patient for the remainder of that patient's hospital stay.

**Resident:** Refers to all interns, residents, and fellows participating in CMC's accredited post-graduate medical education programs

## **PROCEDURE**

1. Programs should develop resident schedules so that the number of patient handovers will be minimized.
2. Each program must develop specific Transitions of Care policy that defines a structured patient handover process that, at a minimum, will:
  - a. Define the minimum clinical / psychosocial data to be communicated to the receiving resident / team.
  - b. Allow for the receiving resident / team to ask clarifying questions.
  - c. Occur in settings that afford minimal interruptions and distractions.
  - d. Identify when transitions should occur with a face-to-face meeting between the providers and when the Program will allow transitions to occur via telephone or other non-face-to-face communication methods.
  - e. Provide the receiving resident / team with privacy protected written information that can be referred to at a later time, if needed.
3. Programs will use the I-PASS tool, or a similar tool, to facilitate information transfer during transitions of care. I-PASS stands for:
  - a. Illness severity
  - b. Patient Information/Summary
  - c. Action List
  - d. Situational Awareness
  - e. Synthesis by the receiver.

4. The handover process will be monitored by the Program faculty to assure accuracy of patient information and fidelity of the communication process in order to ensure continuity of care and patient safety.
5. Schedules that identify the residents and attending physicians who are responsible for the care of patients on a given teaching service will be available to residents, attending physicians, nursing staff, and paging operators through the appropriate program-defined process.
6. Programs must provide feedback and develop an evaluation process using direct observation to ensure residents achieve competency in performing transitions of care. This competency assessment will be part of the resident's record.
7. All new residents will be trained in the use of the standardized process for transitioning patient care. This training may consist of both lecture and simulation-based education.
8. The GMEC will review each Program's Transition of Care Process on an annual basis as part of the assessment of the clinical learning environment.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	October 16, 2012
Donald W. Kees, MD	GMEC	April 2016
Donald W. Kees, MD	GMEC	July 16, 2019
Arthur Ollendorff, MD	GMEC	November 15, 2022