Purposes and Procedures

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<th>Chapter: Internal Medicine Residency – St. Joseph’s Hospital and Medical Center</th>
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**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/St. Joseph’s Hospital and Medical Center.

**SCOPE**
This policy applies to all residents in the Internal Medicine Residency Program at Creighton University School of Medicine/St. Joseph’s Hospital and Medical Center (Phoenix).

**POLICY**
The departmental policy on Transitions of Care 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 hand off 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 at 7:30am in Conference Room 2 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 an electronic system only (CERNER).
E. Any patient encounters, labs or radiology follow-ups done on cross coverage patients must be clearly documented in the patient’s chart.
F. Housestaff are expected to remain in hospital or available by pager until at least 6 pm on non-call days.
G. Under no circumstances may a resident leave duty without ensuring that their patients have been handed off to a resident in-house.
H. See Supervision Policy departmental policy on Resident Supervision for additional information.

**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. 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 90 days’ notice to their program.
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 hand off 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.
REFERENCES
Boards, ACGME, resident employment contract, etc.

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.