**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/Maricopa Medical 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 at Maricopa Medical Center and St. Joseph’s Hospital and Medical Center. 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 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 7AM on weekdays, evening checkout will occur at 6PM on weekdays. Weekend checkout 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 verbally
   2. Morning and evening check outs will include attending involvement
   3. Gyn patients will be discussed with the covering night team at the evening checkout. 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.

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