Residency and Fellowship programs sponsored by The University of Toledo must design clinical assignments to minimize the number of transitions in patient care.

PURPOSE

Transitions of care are critical elements in patient safety and must be organized such that complete and accurate clinical information on all involved patients is transmitted between the outgoing and incoming teams/individuals responsible for that specific patient or group of patients.

PROCEDURE

1. Sponsoring institutions and programs must ensure and monitor effective, structured hand-over processes to facilitate both continuity of care and patient safety. Pertinent elements evaluated should include exam findings, laboratory data, any clinical changes, family contacts, and any change in responsible attending physician.

2. Programs must ensure that residents are competent in communicating with team members in the hand-over process.

3. The sponsoring institution must ensure the availability of schedules that inform all members of the health care team of attending physicians and residents currently responsible for each patient’s care.

4. Scheduling of on-call shifts should be optimized to ensure a minimum number of transitions, and there should be documentation of the process involved in arriving at the final schedule. The specifics of these schedules will depend upon various factors, including the size of the program, the acuity and quantity of the workload, and the level of resident education.

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (http://utoledo.edu/policies) for the most current copy.