

## **Policy on Transitions of Care**

Reaffirmed by GMEC 04/11/2025

Previous 10/2012; 07/08/2016

### **Purpose**

A responsibility of the Institution that sponsors Graduate Medical Education is to ensure and monitor effective, structured hand-over processes to facilitate both continuity of care and patient safety (Common Program Requirement 6.19.a.). The ACGME has charged the institution and the programs with designing clinical assignments to minimize the number of transitions in patient care (CPR 6.19.), ensuring that trainees are competent in communicating with team members in the hand-over process (CPR 6.19.b.), and ensuring the availability of schedules that inform all members of the health care team of attending physicians and trainees currently responsible for each patient's care (CPR 6.12.e.).

### **Procedure**

1. Each training program will be responsible for developing a formal policy for transitions of care. This policy must be distributed to all trainees and faculty.
2. When possible, transfers of care will occur in a quiet area away from distractions.
3. Off going provider will have at hand any required supporting documentation or tools used to convey information and immediate access to the patient's record.
4. All communication and transfers of information will be provided in a manner consistent with protecting patient confidentiality and privacy.
5. Providers will afford each other the opportunity to ask or answer questions and read or repeat back information as needed. If the contact is not made directly (face-to-face or by telephone), the caregiver must provide documentation of name and contact information (extension, pager, or email address) to provide opportunity for follow up calls or inquiries.
6. The patient will be informed of any transfer of care or responsibility, when possible.
7. The training program must ensure that trainees are competent in communicating with team members in the hand-off process.

### **Sample Hand-off Communication Tools**

I PASS THE BATON

The GMEC will review program-specific approaches to transitions of care at the time of the Annual Program Evaluation (APE) and Internal Review (IR). McGaw facilitates professional development for faculty members and trainees regarding effective transitions of care.