I. PURPOSE

Clear communication is important for effective sign-over of patient care.

II. DEFINITIONS:

CCAC Community Care Access Centre

III. STATEMENT

1. In addition to a brief “walk-around rounds” to meet each patient, the key elements in effective sign-over include the following:
   i. Background:
      • Attending Physician
      • Demographics
      • Past medical history
      • Meds
      • Allergies
   
   ii. Active Issues List:
      • Problems List
         a. Comprehensive list of active concerns; in complex patient may list using systems approach (i.e. CNS, respiratory, CV, GI, MSK, endocrine, etc)
         b. Management plan
      • Investigations (past and pending results)
         a. Labs, EKG, imaging
      • Tubes
         a. Nasogastric, Foley, PICC, IV, ostomy, trach, etc
      • Post-surgical issues
         a. Wound (dressing, packing)
         b. Drains
      • Prophylaxis
         a. DVT/PE, antibiotics
      • Precautions
         a. MRSA, VRE
      • Interdisciplinary issues
         a. Medical – consult other services
         b. Non-medical – i.e. physiotherapy, OT, SLP, dietician, social work, geriatrics, etc.
• Discharge Planning
  a. Home care (CCAC)
  b. Transfer to other facility