**DEPARTMENT OF PEDIATRICS**
**PEDIATRIC RESIDENCY TRAINING PROGRAM POLICIES**

*Sign Out / Handoff Policy for the WARD*

**Work Hours and Handoffs:**
PL-3 seniors will work 6am – 6pm Monday thru Friday. PL-1 interns will work 6am – 8pm or 6am – 4 pm. Daytime PL-3’s will sign out to the overnight “mole” PL-3 senior at 6pm. One daytime PL-1’s for each team will stay until 8pm and will sign out to the night shift intern at 8pm. Every morning at 7am the overnight team (senior and intern) will “sign in” to the daytime team that was taking the admissions from overnight. The attending for that team will also be at the 7am sign in session and will provide teaching and a discussion of the overnight management and plan for the day.

Sign outs are done face-to-face with a printed patient summary sheet from EPIC of pertinent data, including, but not limited to: fluids, nutrition, pertinent systems (e.g., respiratory, CV, neuro, etc.), active problems, medications, laboratories, radiology imaging and the plan for the evening including labs, x-rays, etc. to be checked.

On weekends call for senior residents is from 6am to about 10am the next day. You may leave earlier when rounds are completed and work is done. Completing your notes before rounds will help to facilitate attending conference and leaving on time.

*When leaving the unit, please let the charge nurse or attending know. Take the admission pager with you.*

*It is your responsibility to coordinate days off and clinic coverage*

*Whenever handoffs occur whether on call or to covering resident, it is expected that the person coming in will examine every patient as they assume responsibility. A written (or computer) sign out should be used.*

*The quality of handoffs is critical. It is the joint responsibility of the person giving sign out and the person receiving it to be sure that the plan is clear. If you sign out a colleague’s patient to the on call resident, you should still know the patient and the plan.*

***At the end of the rotation you are required to evaluate the quality of sign outs you received from your colleagues. This will be done thru a “Sign Out Evaluation” form that will be sent to you via E-Value.*

Updated 7/20/11