

 <p><b>All HFHS Includes:</b>                  Behavioral Health Services                  Community Care Services                  Corporate Services                  Henry Ford Hospital                  Henry Ford Medical Group                  Kingswood Hospital                  Macomb Hospitals                  West Bloomfield Hospital                  Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Transitions of Care (MEP 203)		<b>Policy No:</b> MEP 203
	<b>Type of Document:</b> Policy		
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**Purpose**

To ensure and monitor effective, structured hand-over processes to facilitate both continuity of care and patient safety.

**Definitions**

**Transitions of Care:** The relaying of complete and accurate patient information between individuals or teams in transferring responsibility for patient care in the healthcare setting<sup>1</sup>.

**Policy**

Henry Ford Health System (HFHS) is committed to providing each patient with the quality of care and comfort we want for our families and for ourselves. We achieve clinical excellence by focusing on patient safety, providing continuity of care and exceeding industry goals and standards. All programs must comply with [ACGME Common Program Requirements, VI.E Clinical Responsibilities, Teamwork, and Transitions of Care](#).

Clinical assignments are designed to optimize transitions in patient care, including their safety, frequency, and structure. Structured transitions of care must occur at all shift changes or upon handing off responsibility to another caregiver. Transitions of care must be conducted in an appropriate setting to ensure patient safety and privacy. A list of patients must be provided as patients are handed off from one caregiver to another. Programs must maintain and communicate schedules of attending physicians and residents currently responsible for care.

HFHS instructs house officers in safe transitions of care through the HFHS Institutional Curriculum provided to all first year house officers. The electronic medical record is used to facilitate transitions of care.

<sup>1</sup> [http://www.acgme.org/Portals/0/PDFs/ab\\_ACGMEglossary.pdf?ver=2015-11-06-115749-460](http://www.acgme.org/Portals/0/PDFs/ab_ACGMEglossary.pdf?ver=2015-11-06-115749-460)

Each program monitors the use of handoffs in the clinical setting and ensures that house officers are competent in communicating with team members in the handoff process. Each program must have a program-specific policy regarding transitions of care that meets program requirements. Additionally, each program must ensure continuity of patient care, consistent with the program's policies and procedures, in the event that a resident may be unable to perform their patient care responsibilities due to excessive fatigue or illness, or family emergency.

The electronic medical record is accessible to all members of the healthcare team and includes an accurate patient list and problem list of each patient. It is referenced at the time of transitions of care. It also indicates attending physician and house officer responsibility for each patient's care.