

## HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

<b>SUBJECT:</b> VI-103 HAND-OFF COMMUNICATION	<b>POLICY #:</b> 1177
	<b>VERSION:</b> 1
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<b>DATE APPROVED:</b> 06/28/2016	

**PURPOSE:** To ensure that appropriate patient care information is exchanged between caregivers during patient "Hand-off", i.e., changes in the caregivers who are immediately responsible for the patient.

**POLICY:** The Ambulatory Surgery Center (ASC) staff, including Anesthesiologists, CRNA' s, and Nursing, will appropriately communicate, as described in the procedure below, when performing patient care "Hand-off."

The policy is applicable, but not limited, to the following events:

1. Transfer of patients from each area of the ASC to another; including, from perioperative holding area (POHA) to the operating room (OR), from the OR to the post-anesthesia recovery room (PACU), and from PACU back to POHA.
2. Temporary transfer of responsibility when staff is relieved for breaks or assignment change.
3. Transfer of responsibility when provider leaves the area.

### PROCEDURE:

A. Transfer of patient from one ASC area to another: When ASC nursing or Anesthesia personnel transfer care of the patient to another staff member in another area, they will communicate the following information, when applicable and relevant , using the SBAR format, and the information will be documented in the appropriate perioperative record

1. (S) Situation: What is the situation?
  - Identify the patient
  - Surgery/procedure scheduled or performed
  - Name of surgeon
  - NPO status
  - Site marked (if applicable and prior to procedure)
  - Anesthesia type

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2. (B) Background: What is the pertinent background related to the situation?
    - Patient history
    - Family contact information
    - Personal belongings
  
  3. Assessment: What is your assessment of the patient in relation to the situation?
    - Vital signs
    - Assessment of clinical condition
    - Medications/reversals given
    - Infusions
  
  4. (R) Recommendation
    - Medications needed
    - Discharge orders/Instructions
    - Follow up Appointment
- B. Temporary Transfer of responsibility: Whenever the care of the patient is transferred to another provider/staff member for a short period of time, such as assigned breaks, a verbal report of pertinent information will be given to the healthcare provider assuming the care of the patient. Adequate time to ask and respond to questions by all caregivers involved will be provided. This information will be documented on the Hand-Off Communication Form or in the appropriate perioperative record, including Anesthesia Record, by the receiving provider.
- C. Transfer of responsibility: Whenever the care of the patient is transferred to another staff member due to departure of the first provider, a verbal report of pertinent information will be given to the health care provider assuming the care of the patient. Adequate time to ask and respond to questions by all caregivers involved will be provided. This information will be documented by the receiving provider in the appropriate perioperative record, including Anesthesia Record, by the receiving provider.

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