University of Pittsburgh
Department of Pathology
Division of Neuropathology
Fellowship Program

# Policies and Procedures:
# **Transition-of-Care Patient Handoff**

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**REQUIREMENTS**

- This policy is in compliance with ACGME requirement as of July 1, 2011 that programs have a Transition-of-Care Patient Handoff process.
- This policy applies to the Neuropathology service for both Residents and Fellows.
- This policy describes the handoff procedures necessary to facilitate both continuity of care and patient safety.
- The Standard Operating Procedure is detailed below and must be digested by the trainee prior to beginning the service.
- To assure competency in this process trainees must pass the Rotation Initiation Quiz before beginning their training.

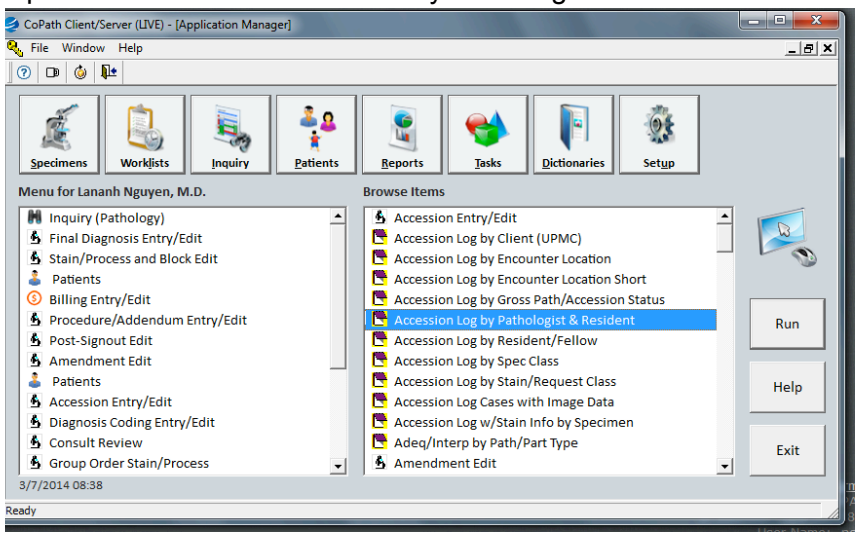
**DEFINITION:**

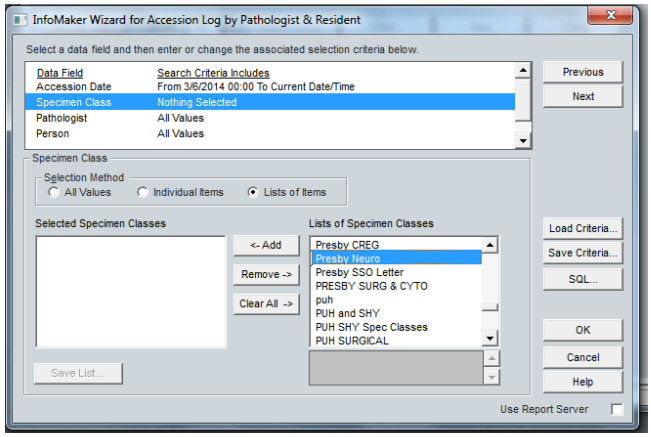
Transition-of-care patient handoff includes any situation when a trainee cannot continue to be responsible for the patient test(s) or specimen(s) such that another trainee or attending needs to assume responsibility for a patient test(s) or specimen(s) due to the current care provider completing their shift, going off rotation, switching rotations or after On Call.

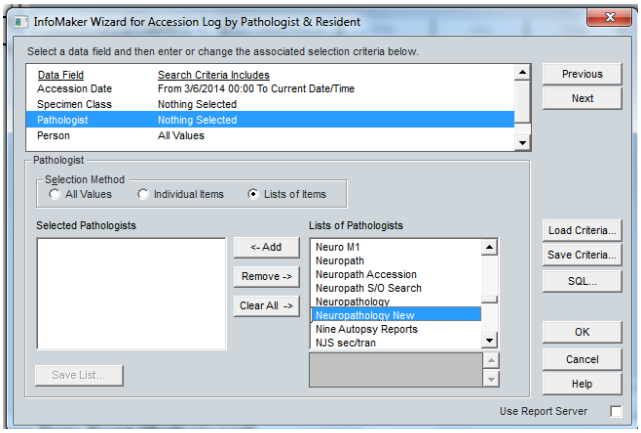
**PROCESS:**

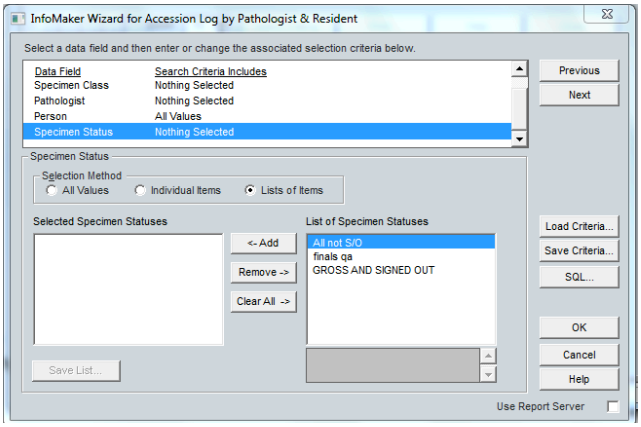
- Transition-of-care patient **handoff communication can occur** via email, per telephone or face-to-face. (See below for detailed SOP)
- If Email communication is used they must be encrypted to protect Patient Health Information by beginning the subject line with “SECURE:”.
- Every case is assigned to an attending neuropathologist. The trainee is responsible for the patient test or specimen exchange between attendings
- Attending and trainee schedules are available online at the Division website.
- **Handoff information** must be HIPAA compliant and include:
    - Patient or case identification
    - Test or specimen information sufficient to appropriate continuum of care
    - Any alerts regarding pending results
    - Need to communicate with clinicians or other individuals in the department.
- It is the responsibility of the **attending receiving the handoff** information to make sure it is adequate to assume continuity of care.
- **Concerns about handoff** are to be communicated to the Division Director.

# Standard Operating Procedure for Neuropathology Service 1 Change for Fellows

- On day of service change over (usually Monday), Neuropathologist trainee prints out the log of pending neuropathology cases that are NOT S/O
    - Go to Copath and Click on “Accession by Pathologist and Resident”
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    - Change Data Field “Specimen Class”
        - Click on “List of Items”
        - Add “Presby Neuro”
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- Change Data Field “Pathologist”
  - Click on “List of Items”
  - Add “Neuropathology New”
  - 


- Change Data Field “Specimen Status”
  - Click on “List of Items”
  - Add “Not all S/O”
  - 


- Neuropathologist trainee generates and prints out the list. These are all of the current cases which are accessioned to the neuropathologists that are not s/o. This is a thorough list which may include eye and autopsy cases. But this list will also pick up the few incorrectly accessioned cases. The attendings each have their own weekly automatically generated lists which do not pick up these few cases.

- Bring it to the previous week’s service 1 attending and the current week’s service 1 attending. They will then determine which of the pending cases they want to take. And then, re-accession them.