UC Riverside, School of Medicine Policies and Procedures
Policy Title: UCR Health Hospitalist Program at Riverside Community Hospital – Sign-out Policy
Policy Number: UCR HHP 1.0 (Revised)

Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	01/23/2015
Date of Revision:	05/18/2015
Scope:	UCR Health Hospitalist Program

I. **Policy Summary**
   a. To constitute official policies amongst UCR Health Hospitalists.
   b. To ensure clear and concise communication between hospitalists during AM/PM shift turnovers.
   c. Ensure 24/7 on-site UCR Hospitalist Coverage.
   d. To continuously provide efficient patient care management, including new admissions, consults, discharges, and transition of patient care from one hospitalist to another.

II. **Definitions** (Not Applicable)

III. **Policy Text** (Not Applicable)

IV. **Responsibilities** (Not Applicable)

V. **Procedures**
   A. *SHORT AND COMMUNICATION SHIFTS*
      1. The Hospitalists assigned as the Short and Communication shift will verbally or via encrypted text message disclose the number of patients on their list at the end of their shift, including any pending issues or unstable patients, to the assigned Long Shift hospitalist.
      2. The Hospitalist assigned as the Long Shift will update the number of patients on the white board.
      3. This sign-out informs the Long Shift of any pending issues, which they can then communicate to the Nocturnist.
   B. *LONG SHIFT*
      1. The Hospitalist assigned as the Long shift will, in person, verbally disclose to the Nocturnist at 7PM any pending issues, unstable patients, and the number of patients per each Hospitalist, who are under the care of the UCR Health Hospitalist group.
      2. This disclosure confirms the transition of patient care responsibility from the day shift Hospitalists to the Nocturnist.
   C. *NOCTURNIST*
      1. The Nocturnist will assign, via the Hospital's electronic health record Admission ("ADT"), overnight admissions to the incoming Day-shift Hospitalists.

2. The Nocturnist will note the newly admitted patients on the white board, including updating the total census for each incoming Day-shift Hospitalist.
3. The Nocturnist will also do a MediMobile handoff to the Day-shift hospitalist who will be taking care of the patient.
4. The Nocturnist will verbally and in person sign-out to the Day-shift Hospitalists at 7AM with any pending issues, unstable patients, and overnight admissions, who are under the care of the UCR Health Hospitalist group.
5. It is the responsibility of the Day-shift Hospitalists to ensure that at least one Hospitalist is in the UCR Health Office promptly at 7AM to get sign-out information from the Nocturnist.

VI.   **Forms/Instructions** (Not Applicable)

VII. **Contacts**

Contact	Phone	Email
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VIII. **Related Information** (Not Applicable)

IX.   **Revision History**

New Policy (Creation Date: January 23, 2015)
Revision Date: May 18, 2015

Approval Signature(s):

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