Safer Sign Out Form *(v12)*

☐ *Check if No Patients Signed Out*   Off-Going Clinician: _____   Receiving Clinician: _____   Date Shift Started_____

Patient Name & Age	Problem List & Key Issues	Pending	Dispo	*Receiving Clinician's Notes*
Room	**Diagnosis/CC:** **Key Issues:** ***Potential Safety Issues or Precautions?***		Home_____ _____ Admit_____ _____ Transfer____ _____ _____ NH_____ _____ TBD_____ _____	☐ *Rounded on Patient* ☐ *Included/Informed Nurse*
Room	**Diagnosis/CC:** **Key Issues:** ***Potential Safety Issues or Precautions?***		Home_____ _____ Admit_____ _____ Transfer____ _____ _____ NH_____ _____ TBD_____ _____	☐ *Rounded on Patient* ☐ *Included/Informed Nurse*
Room	**Diagnosis/CC:** **Key Issues:** ***Potential Safety Issues or Precautions?***		Home_____ _____ Admit_____ _____ Transfer____ _____ _____ NH_____ _____ TBD_____ _____	☐ *Rounded on Patient* ☐ *Included/Informed Nurse*

*This form is a Quality Assurance Tool and is **NOT** part of the medical record*

Safer Sign Out Success

Key Components

1. **Record**
   - *Patient, Critical Details, Follow-up Items*

2. **Review**
   - *SSO Form & Computer/chart Data*

3. **Round Together**
   - *Meet the Patient & Assure a Plan*

4. **Relay to the Team**
   - *Confirm the Plan with the Nurse/Team*

5. **Receive Feedback**
   - *Complete SO with <u>"Any questions or suggestions?"</u>*
   - *Use SSO Form for Clinical Follow-up & Process QA*

Best Practices

1) Pre-Round (Off-going clinician)

Informing the patient prior to S.O. may help:
- Better prepare the patient.
- Increase efficiency
- Save your colleague's time

2) Confirm Mutual Understanding

Complete SO with:

> *"Any questions or suggestions?"*

3) Minimize Interruptions

4) Establish a Reliable QA process
- Collect & review forms – make Peer feedback a routine
- Encourage *Peer Coaching*

Patients to Sign Out

All patients that remain in the department including admitted patients yet seen by the admitting physician/provider or have written orders

Credits:

The **Safer Sign Out** process was originally developed by the Safety Leadership Group of Emergency Medicine Associates, PA, PC of Germantown, Maryland and is distributed in cooperation with the following organizations:

EMERGENCY MEDICINE PATIENT SAFETY FOUNDATION — EMPSF

MARYLAND Patient Safety CENTER

EMA — EMERGENCY MEDICINE ASSOCIATES, P.A., P.C.