**Sign Out / Handoff Policy for PICU**

**Work Hours and Handoffs:**
The required work hours are 0700 – 1600 Monday through Friday. Sign out’s will be at 7am and at 4 pm. If you are on call in the PICU, you should make arrangements to be here at 4 pm. The overnight resident will sign out to the day time residents at 7am. The daytime residents will sign out to the on call resident at 4pm.

Sign outs are done face-to-face with a printed patient summary sheet from EPIC of pertinent PICU data, including, but not limited to: fluids, nutrition, pertinent systems (e.g., respiratory, CV, neuro, etc.), active problems, ventilator settings, lines, medications, recent blood gas, laboratories, radiology imaging and the plan for the evening including labs, blood gases and x-rays to be checked.

The post call resident should leave the PICU by 11am. It is the responsibility of the residents to ensure that appropriate sign out is handed over and notes are complete prior to leaving.

On weekends call is from 7am – 11 am the next day. You may leave when rounds are completed and work is done. Completing your notes before rounds will help to facilitate attending conference and leaving on time.

*When leaving the unit, please let the charge nurse or attending know. Take the code pager with you.*
*On weekends you are still expected to participate in rounds on all patients, except in unusual circumstances.*
*It is your responsibility to coordinate days off and clinic coverage*
*Whenever handoffs occur whether on call or to covering resident, it is expected that the person coming in will examine every patient as they assume responsibility. A written (or computer) sign out should be used.*
*The quality of handoffs is critical. It is the joint responsibility of the person giving sign out and the person receiving it to be sure that the plan is clear. If you sign out a colleague’s patient to the on call resident, you should still know the patient and the plan.*

*** At the end of the rotation you are required to evaluate the quality of sign outs you received from your colleagues. This will be done thru a “Sign Out Evaluation” form that will be sent to you via E-Value.

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