

**Pediatric Otolaryngology Fellowship
Ann & Robert H. Lurie Children's Hospital of Chicago**

Policy for Transition of care and Patient Safety:

Several processes are in place to ensure safe patient hand overs and transitions of care. Every weekday morning the fellows and residents meet with the Division Head to discuss all patients on the inpatient and consult service. At this meeting the Division Head assures proper faculty supervision of the patients and a face to face handoff from the night call team to the day team occurs.

Afternoon rounds are run by the fellows each day and, at this time, a face to face hand off occurs from the day team to the night call team. On the weekend the fellows discuss each patient with the supervising attending by phone.

The inpatient and consult list is maintained in the EMR (EPIC) under the shared patient list tab and this is updated throughout the day by the on call resident. This electronic list is reviewed at each transfer of care and serves to facilitate the transfer of medically complex patients. This list is accessible to all faculty, residents and fellows at all times, on and off campus, through the EPIC portal. Also, a copy of the inpatient and consult list is generated and updated daily by the on call resident and this is maintained on the department "J-drive" which is accessible to all Otolaryngology attendings, residents and fellows.

The fellows are also required to take an Online course (ELM) entitled "Documenting Transitions of Care."