Safer Sign Out Form (v17)

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

Patient Name & Age	Problem List & Key Issues	Pending Items	Disposition	*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*
Room	**Diagnosis/CC:** **Key Issues:** ***Potential Safety Issues or Precautions?***		Home_____ Admit_____ Transfer_____ NH_____ TBD_____	☐ *Rounded on Patient* ☐ *Included/Informed Nurse*

EMPSF — EMERGENCY MEDICINE PATIENT SAFETY FOUNDATION

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

Safer Sign Out `Success`

Patients to Sign Out

It is recommended to sign out **ALL** patients that remain in the department including the following:

- ✓ *Admitted patients yet to have written admission orders*
- ✓ *Discharged patients still in a room awaiting transportation or treatment completion*
- ✓ *Transfer patients*

Key Components

❶ **Record**
Patient, Critical Details, Follow-up Items

❷ **Review**
SSO Form and Computer/Chart Data

❸ **Round Together**
Meet the Patient and Assure a Plan

❹ **Relay to the Team**
Confirm the Plan with the Nurse/Team

❺ **Receive Feedback**
Use SSO Form for Clinical Follow-Up
and Process QA

Best Practices

Pre-Round (Off-Going Clinician)
Informing the patient prior to starting
sign out may help…

- ✓ *Better prepare the patient*
- ✓ *Increase efficiency*
- ✓ *Save colleague time*

Confirm Mutual Understanding
Complete the sign out with…
"What Questions Do You Have?"

Minimize Interruptions

Establish a Reliable QA Process
- ✓ *Collect and review forms*
- ✓ *Encourage Peer Coaching*

The ***Safer Sign Out*** process was originally developed by the Safety Leadership Group of Emergency Medicine Associates, PA, PC of Germantown, Maryland and is being advanced with the following innovation partners:

EMERGENCY MEDICINE PATIENT SAFETY FOUNDATION — EMPSF   •   MARYLAND Patient Safety CENTER   •   EMA EMERGENCY MEDICINE ASSOCIATES, P.A., P.C.   •   *Life*WINGS Better Teams. Better Systems. Better Care.   •   ACEP QUALITY IMPROVEMENT PATIENT SAFETY SECTION

(Safer Sign Out Form Back Page)