Evaluation: **Transitions in Patient Care – Sign-Out Evaluation (ACGME Requirement VI.B.3.)**

*Please use this to evaluate residents in their communication and documentation around transitions in patient care (also known as “sign-outs” or “handoffs”).*

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| **VERBAL HANDOFF** | **Common** | **Some-times** | **Rarely** | **NA** |
| Code status is mentioned if the patient is **not** full code? |  |  |  |  |
| Includes **illness severity**/highlights sickest patients? |  |  |  |  |
| Provides a clear, concise **patient summary** (with an active problem list)? |  |  |  |  |
| Includes an **action list** (“to-do”) for oncoming team? |  |  |  |  |
| **Situational awareness** (anticipatory guidance, if-then statements) included? |  |  |  |  |
| **Synthesis**: On-coming provider encouraged to check back to confirm understanding and clarify/ask questions? |  |  |  |  |
| The sign-out took place in a setting free of interruptions/ distractions? |  |  |  |  |
| **WRITTEN HANDOFF** | **Common** | **Some-times** | **Rarely** | **NA** |
| Did the out-going provider provide written guidance? |  |  |  |  |
| Did the receiver take notes? |  |  |  |  |
| Is sign-out included in the Electronic Medical Record? |  |  |  |  |
| **EXTERNAL VALIDATION** | **Common** | **Some-times** | **Rarely** | **NA** |
| If evaluator is familiar with patient(s): Is sign-out accurate and appropriate? |  |  |  |  |
| Comments: | | | | |