

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
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Room</div>	<div style="border: 1px solid black; padding: 2px;">Diagnosis/CC:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Key Issues:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><i>Potential Safety Issues or Precautions?</i></div>		Home _____ Admit _____ Transfer _____ NH _____ TBD _____	<input type="checkbox"/> <i>Rounded on Patient</i> <input type="checkbox"/> <i>Included/Informed Nurse</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Room</div>	<div style="border: 1px solid black; padding: 2px;">Diagnosis/CC:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Key Issues:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><i>Potential Safety Issues or Precautions?</i></div>		Home _____ Admit _____ Transfer _____ NH _____ TBD _____	<input type="checkbox"/> <i>Rounded on Patient</i> <input type="checkbox"/> <i>Included/Informed Nurse</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Room</div>	<div style="border: 1px solid black; padding: 2px;">Diagnosis/CC:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Key Issues:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><i>Potential Safety Issues or Precautions?</i></div>		Home _____ Admit _____ Transfer _____ NH _____ TBD _____	<input type="checkbox"/> <i>Rounded on Patient</i> <input type="checkbox"/> <i>Included/Informed Nurse</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Room</div>	<div style="border: 1px solid black; padding: 2px;">Diagnosis/CC:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Key Issues:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><i>Potential Safety Issues or Precautions?</i></div>		Home _____ Admit _____ Transfer _____ NH _____ TBD _____	<input type="checkbox"/> <i>Rounded on Patient</i> <input type="checkbox"/> <i>Included/Informed Nurse</i>

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

- 1 Record**
Patient, Critical Details, Follow-up Items
- 2 Review**
SSO Form and Computer/Chart Data
- 3 Round Together**
Meet the Patient and Assure a Plan
- 4 Relay to the Team**
Confirm the Plan with the Nurse/Team
- 5 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:

