### Safer Sign Out Form (v17)

- **Check if No Patients Signed Out**
- **Off-Going Clinician:** _______________
- **Receiving Clinician:** _______________
- **Date Shift Started:** _______________

**Patient Name & Age**

<table>
<thead>
<tr>
<th>Room</th>
<th>Diagnosis/CC:</th>
<th>Key Issues:</th>
</tr>
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<tbody>
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</table>

**Problem List & Key Issues**

- **Diagnosis/CC:**
- **Key Issues:**

**Pending Items**

- **Disposition**
  - Home________
  - Admit________
  - Transfer_______
  - NH________
  - TBD________

**Receiving Clinician’s Notes**

- **Potential Safety Issues or Precautions?**
- **Key Issues:**

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*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

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

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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: