

Transition of Care Roles & Responsibilities Activity

On the grid below, identify the team members in your practice who play a role with each TOC item and the responsibility associated.

Checklist for Transition of Care	Task	Role	Responsibility
Prior to visit	Review Discharge summary		
	Review Outstanding questions from sending physician		
	Outreach to patient or caregiver		
	> stress importance of visit and barriers		
	> reminder to bring meds list and all meds		
	> provide instructions for seeking emergency and nonemergent after hours care		
	Coordinate care with home health nurses and case managers if appropriate		
During the visit	Ask patient to explain:		
	> his/her goals for the visit		
	> what factors contributed to hospital admissions or ED visit		
	> what medications he/she is taking and on what schedule		
	Perform medication reconciliation with attention to prehospital regimen		
	Determine the need to :		
	> adjust the medication or dosages		
	> follow up on test results		
	> do monitoring or testing		
	> discuss advance directives		
	> discuss future treatments (Advance Directives/ POLST)		
	Instruct patient in self-management - perform teach back		
	Explain warning signs and how to respond, perform teach back		
Provide instruction for seeking emergency and nonemergency after-hours care			
At the conclusion of the visit	Print reconciled ,dated medication list and provide copy to the patient ,family care giver , home health ,care managers as appropriate		
	Communicate the changes in the care plan to family caregivers, health care nurses and care managers if appropriate ,		
	Consider skilled home health care or other supportive services		
	Ensure the next appointment is made as appropriate		
	Ensure intermittent communication is arranged as appropriate		