

POLICY: PROTOCOL FOR CASES WHEN LEAVING SURGICAL SERVICES:

On Switch Day, all parties (residents) should be available from 12 noon until 5:00 PM., so that questions may be easily solved. If not physically present, then the resident should be accessible by pager or phone. This is especially important for the team leaving the service, since they are intimately familiar with the cases outstanding.

A thorough check-out is to be given by the individual team members leaving the service to the individuals adopting the outstanding cases. A verbal discussion of each case's history to date, why special stains were ordered, what attendings have seen the case and their impressions, what clinician's have been notified, who needs to be notified, what is left to do etc. is appropriate. If there is a working histologic diagnosis, that should be written below the gross case description, cases should have this information legibly written down for the new resident to refer back to. **ALL DICTATIONS MUST BE CORRECTED PRIOR TO CHECKING OUT THE CASE WITH THE RESIDENT ADOPTING THE CASE.**