Cardiac Hand-off Processes and Forms
Boston Children’s Hospital
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1) Hand-off form OR to CICU:
   - Patient data reviewed in MAR prior to CICU arrival
   - OR RN calls with preliminary report
   - Positions & process: If standing at the foot of the patient’s bed,
     - Receiving RN IDs patient with OR-RN & receives any other updates from nursing
       point of view not mentioned in report from OR
     - Then, the receiving RN & another RN colleague to assist, stand at the left by the
       head so that they can attach patient to monitor, zero transducers, assess
       continuous infusions, etc.
     - A third RN is at the computer documenting
     - The anesthesiologist and receiving RT stands to the right by the head to attach
       patient to vent & review settings
     - Then, Anesthesia attending stands back to the foot of the bed & is responsible
       for managing the patient during hand-off & receiving nurse steps away for
       report while her colleagues continue to help manage patient, ensure ECG, labwork done, etc.
     - The team stands behind the anesthesiologist, further away for report
   - Report: “sterile cockpit”, no interruptions
     - CICU attending leads handoff / anesthesia in charge until complete
     - Anesthesia fellow reviews patient Hx, allergies & induction report
     - Cardiac surgeon gives intraoperative surgical report, intraoperative
       imaging, etc.
     - Anesthesia fellow reports patient status during procedure, meds, etc.
     - CICU summarizes data & post-op management plan
     - Close the loop & time for questions
     - Care officially transferred to CICU team

2) Hand-off from CICU to floor (based on Targeted Solutions Tool)
   - CICU & floor teams meet at prescribed time
   - Summary in EMR reviewed ahead of time
   - CICU RN invites parents
     - Team introduces themselves to parents
     - Detailed sign-out by medical team at foot of bed or outside of room
     - Time for questions
     - Accepting team summaries data and plan of care
     - Accepting team assumes care
     - Cardiac-Children’s Hospital Early Warning Score (C-CHEWS) assessed &
       documented at time of transfer