



Ascension

Anesthesia Handoff Guideline

Purpose: To ensure that proper handoff communication regarding airway management has taken place between the trauma surgeon or airway management physician and anesthesia prior to the patient being transported to the OR.

Scope: Trauma patients going to the OR with an ET tube in place. This guideline will apply to non-trauma (surgical) patients going to the OR with an ET tube in place as well.

Guideline: A multi-disciplinary approach will be used to ensure that a clear plan for post-op airway management has been set forth and documented prior to the patient being transported to the OR.

1. The anesthesiologist administering anesthesia will contact the trauma surgeon (for trauma patients) or airway management physician (for surgical patients) to determine the post-op plan. The unit nursing staff will assist anesthesia in contacting the appropriate physician.
2. The physicians will determine one of two options:
 - a. Patient will remain intubated post-op.
 - b. Patient will be extubated at the discretion of the anesthesiologist.
3. The anesthesiologist will ensure that documentation of the plan is present on the patient's medical record prior to the patient leaving the unit. This may be achieved by entering the plan in the progress note section of the EHR or paper medical record (chart) or by calling a verbal order to the patient's nurse.
4. If a verbal order is called, the nursing staff will use Forms Fast form "Airway Management Handoff Documentation" (Form # 7020-106) to document the post-op plan. The form will then be placed in the progress notes section of the paper medical record (chart).
5. The nurse sending the patient to the OR will ensure that documentation of the plan is either in the EHR or in the paper chart and complete the paper version of the "Inpatient/ED Invasive Pre-Procedure Checklist" (Forms Fast # 7020-59) in its entirety.
6. If documentation of the post-op airway management plan is not present, the nurse will notify the OR Charge Nurse to assist with engaging the appropriate anesthesiologist to obtain the documentation.
7. Other than in an emergency, the patient will not be sent to the OR without the airway management plan documentation in the EHR or paper chart.

REVIEW/REVISION HISTORY

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