



Information Transfer Acute Care Audit for Internal Transfers

Annually, complete 10 chart audits that capture admissions to inpatient units from ED or unit-to-unit transfers.

Facility: _____

Unit: _____

Medical Record Chart																					Totals	
Desired response: Yes (Y) or Not Applicable (NA)	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No
1. Reason for accessing care, and care and monitoring needs were present.																						
2. SBAR-Clinical: Acute Care was used for unit-to-unit transfers.																						
3. Only approved SBAR-Clinical: Acute Care was used.																						
4. For all transfers, there is documentation that a verbal nurse-to-nurse report occurred between the sending and receiving unit.																						
5. For all transfers, there is documentation that a physician to physician report occurred between the sending and receiving unit.																						
6. For all transfers, there is documentation that the patient/designate has received communication about the transfer.																						
Total number of responses:																						

Formula: $\frac{\text{Total \# of Yes/ NA responses}}{\text{Total \# of charts audited X 6 total possible responses}} = \text{_____} \times 100 = \text{_____} \% \text{ rate of meeting the indicator}$

Comments:

- Quality Improvement Plan is completed
- Quality Improvement Plan is submitted along with Audit Results

Date: _____ Audit completed by: _____