

## Assignment Process

When the data collector identifies a new patient who needs transition management they will list the patient's name on the Transition Coordinator Assignment Sheet, which is located in a binder at the ward clerk's desk. They will indicate the date and time the consult was added.

The Transition Coordinator will monitor the assignment sheet and write their name in the transition coordinator column adjacent to their specialty.

Once a new patient name is added to the sheet the Transition Coordinator is responsible to do the following:

1. Read the Discharge Planning Screening Tool and sign it
2. Sign and date the Transition Coordinator Assignment Sheet
3. Discuss the patient's status with the bedside nurse
4. Collect baseline information for reference
5. Develop a transition plan
6. Review and or generate required consults
7. Put their name on the patient's white board in their room

If a Transition Coordinator is managing 5 cases and another patient is assigned to them they can inform the next Transition Coordinator to take any new cases and indicate the change on the sheet. When a Transition Coordinator is planning to be away for more than three business days the other regular allied health transition coordinators will pick up their patients. Patients will be redistributed to the remaining allied health staff based on the number of patients the other staff are monitoring. Please indicate who is covering these patients by initializing beside the patients name on the Transition Coordinator Assignment Sheet. It is up to the Transition Coordinator team to monitor and redistribute workload whenever there is an excessive workload burden on any individual that could jeopardize their ability to coordinate service.

Once a patient is discharged, place a check mark in the appropriate column on the assignment sheet.

New assignment sheet will be placed on top of the previous month which will remain as a reference.

Do not remove or destroy Transition Coordinator Assignment Sheet they will be used retrospectively to assess workload distribution.





