

APPENDIX 1: HAND-OFF CEX INSTRUMENT

Sign-out PROVIDER Evaluation

Evaluator: _____ Evaluatee: _____ Ward: _____ Date: _____

Evaluatee: intern resident student Other: _____ Situation: End of shift Transfer between services Admission

Setting (Not observed)

<i>≥ 5 interruptions; noisy, chaotic</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>no interruptions; silent</i>

Organization/efficiency (Not observed)

<i>disorganized; rambling</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>standardized sign-out; concise</i>

Communication skills (Not observed)

<i>not face-to-face; understanding not confirmed; no time for questions; responsibility for tasks unclear; vague language</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>face-to-face sign-out; understanding confirmed; questions elicited; responsibility for tasks clearly assigned; concrete language</i>

Content (Not observed)

<i>information omitted or irrelevant; clinical condition omitted; 'to dos' lack plan, rationale</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>all essential information included clinical condition described 'to dos' have plan, rationale</i>

Clinical judgment (Not observed)

<i>no recognition of sick patients; no anticipatory guidance</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>sick patients identified; anticipatory guidance provided with plan of action</i>

Humanistic qualities/professionalism (Not observed)

<i>hurried, inattentive inappropriate comments re: pts, family, staff</i>	1	2	3		4	5	6		7	8	9	
	Unsatisfactory				Satisfactory				Superior			<i>focused on task; appropriate comments re: patients, family, staff</i>

Overall sign-out competence (Not observed)

1	2	3		4	5	6		7	8	9	
Unsatisfactory				Satisfactory				Superior			

Evaluation time: Observing: _____ min Providing feedback: _____ min

Evaluator satisfaction with evaluation:

	Low	1	2	3		4	5	6		7	8	9	High
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Evaluatee satisfaction with evaluation:

	Low	1	2	3		4	5	6		7	8	9	High
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Comments: _____