

# Transfer of Care: Standards for Nurse Practitioners

*(Not in effect until approved)*

## Purpose

This standard ensures that nurse practitioners (NPs) effectively manage **care transitions** by clearly communicating with both patients and **collaborating providers**. NPs must provide timely, written summaries when transferring or discharging care, ensuring that all health-care providers understand their roles and responsibilities, and that patients are informed about their treatment plans and follow-up care.

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## Criteria

To meet this standard, NPs must:

1. Ensure effective communication with the collaborating provider when transferring full or partial responsibility for patient's care, include a timely, written summary that includes:
    - 1.1. The roles and responsibilities of the NP and other health-care providers in the patient's ongoing care.
    - 1.2. Relevant clinical information, including outstanding diagnostic test results and specialist referrals.
    - 1.3. Treatment plans and follow-up care recommendations.
  2. When discharging a patient from a health-care facility, complete a discharge summary, following the facility's policies that includes:
    - 2.1. Discharge medications.
    - 2.2. Any pending diagnostic tests and details on who is responsible for follow-up on the results.
    - 2.3. Active consultations or specialist referrals initiated prior to discharge.
  3. Discuss with the patient when both transferring care or discharging from a facility:
    - 3.1. The patient's understanding of the responsibilities and the roles of all health-care providers involved in their care.
    - 3.2. Explain treatment plans and follow up care.
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## Glossary

**CARE TRANSITION** – The process of transferring responsibility for a patient’s care between health-care providers or settings, including shared care, transfer of care and discharge from a health-care facility.

**COLLABORATING PROVIDER** – An NP or physician who accepts either accepts full responsibility for all aspects of a patient’s care or share/assume partial responsibility for specific aspects of care in collaboration.

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