Kingston Health Sciences Centre
Centre des sciences de la santé de Kingston

Queen's University

CTU Admission Structure

Admissions for CTU Teams

Call structure for CTUs A-D&G

- "On-Call" starts for CTU A-D teams at 1pm M-F and noon weekends/holiday. CTUs E & G do not take call.
- Call continues until 8am post-call day
- The "on call" team is divided between teams on a rotating basis 1:4 (A-B-C-D-A, etc)
- The "Primary on-call" team will consist of :
    - Attending and Senior Resident (until 10pm) and Junior (either R1 or CC) from the same team (e.g. CTU A).
    - In addition, there will be a junior trainee (CC/R1) from each of 3 other teams, as well as a senior resident from an unassigned team (Extra ER). The Extra ER will admit to CTU-G, other teams and help review with juniors

*All trainees should admit only to their own teams, with the exception of E.

- ***Continuity of care trumps equality of numbers!***
- The Night Float senior starts at 10pm, then on-call seniors go home but the Extra ER resident, R1 and Clerks stay overnight.

Example	Trainees	Attending on-call
Day 1:	**CTU A** Senior / 2R1 & 2CC for teams CTU A, B, C, D / Extra ER	**CTU A**
Day 2:	**CTU B** Senior / 2R1 & 2CC for teams CTU A, B, C, D / Extra ER	**CTU B**
Day 3:	**CTU C** Senior / 2R1 & 2CC for teams CTU A, B, C, D / Extra ER	**CTU C**
Day 4:	**CTU D** Senior / 2R1 & 2CC for teams CTU A , B, C, D / Extra ER	**CTU D**

Then repeats …

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Guidelines/Rules

- Admissions should be divided up on a 1:1 basis (ie drip system) between teams with ***priority to keep patients within the team*** whenever possible to allow continuity of care (i.e. the R1 and student should be presenting to their own attending and continue to look after their new admissions).

- D4ICU patients are preferentially reviewed by the on-call attending, but admitted to the junior's team who initially saw the case.

- Appropriate 'medicine short stay' (MSSU) patients should be directly admitted to CTU E team on MSSU (C3)

- Unseen patients from overnight are handed over to the CTU E in am

- On call Interns and Clerks should be released from seeing new consults at 6am in order to round on their patients between 6-8am.

- Night Float resident is responsible for new consults between 6-8am

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Admission Rules for CTU E/Medicine Short Stay Unit (MSSU) Team

- CTU E has a soft cap of **20 patients**, and typically has a census of 15-20 patients
- CTU E will accept all appropriate short stay patients (see separate document for guidelines) whatever the time of day/night.

Daytime Admissions from ED

CTU E covers any left-over consults and all new ED consults from 8am-1pm (M-F) and 8am-noon (weekends & holidays)

- Morning admissions are typically completed by the MAR (Medicine Admitting Resident, an R2 or R3), sometimes with help from the R1s on E.

-Any patients deemed NOT appropriate for the MSSU are assigned to a CTU A-D&G team and admission orders are completed. These patients are reviewed with the CTU E attending or the A-D&G attending if they are available. (preference should be given to admitting to CTU-G as they have no trainee on in the afternoon)

Transfer of care to receiving team occurs when patient goes up to the ward OR at 1pm, whichever comes first

- On-call CTU teams (A-D) can directly admit to CTU E / MSSU beds either by reviewing with their own staff on call nights or with the CTU E attending

Other sources of CTU Admissions

- ICU transfers (from K2ICU)
- Transfers approved by GIM consult / Medicine subspecialty services
- Direct to medicine wards from clinics
- Direct to medicine wards from outside hospitals
- Transfers from IMU H
- Transfers from CTU E (short stay that declare as long admissions or require D4)
- Transfers ideally should be allocated by bed location on 'home' wards if possible (e.g. C10 go to A/B teams, K10 to A/B, C9 to C/D teams, K9 to C/D team, C3 or D5 to G).

Direct transfer into D4ICU should ideally go to the Primary on-call team

"Bounce-Back" Rules

- "Bounce-Backs" belong to original CTU team (if discharged and readmitted within the same block – starting day 1 [i.e. first Tuesday of the block])
  - The block refers to the residents' 4 week period
- ICU "Bounce-Backs" belong to CTU team that transferred into ICU (if in & out within same block, assuming the patient was reviewed by an Attending prior to ICU transfer)
- IMU H "Bounce-Backs" belong to CTU team that transferred to IMU H (if in & out

within same block)

- "Bounce-Backs" do NOT count to patient team # on call
- Ideally the patient should be seen by the junior on call from the team who will be re-admitting the patient

CTU G Structure

- CTU-G is an acute care medicine team that is 'resident- independent' and typically has no trainees compared to other teams.
- The G team consists of a GIM Attending and an NP
- The team has a cap of ~**15 patients**. But may expand at the discretion of the Attending
- The team will not accept new D4 admissions, but if their ward patient is transferred to D4, the Attending may decide to continue to care for this patient as MRP
- Sources of admissions: as this team does not have junior members on call, the E team will aim to admit any long stay patients to this team from the morning, and Extra-ER will admit to this team overnight if not at cap. (max of ~2 admissions overnight) GIM consults can transfer patients to this team, ICU transfers, etc.

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"Holdovers":Direct Discharges from ED/Patients not appropriate for Medicine Admission

- Patients can be directly discharged home by Medicine from the ED, or 'held-over' for staff review if the residents feel that the patient would be best served by an admitting service other than medicine
- All discharges NEED to be discussed with an Attending Physician with documentation that the discussion occurred (either over the phone or in person)
- Juniors should review these cases directly with their OWN attending, and if the patient requires admission, the patient is admitted to the Attending's team
- Holdovers that the Extra ER sees can be reviewed with E Attending
- #3 should be dictated to document the encounter for patients being discharged

KGH Admission Algorithm

- All Medicine Residents and Attendings should be familiar with this document
  - Helps avoid confrontations and outlines the appropriate admitting services for most diagnoses

Post Call Rounds

- Start 7:30am-8am in section A of the ER, or in Team rooms to review.

Attending Expectations:

- All new admissions **MUST** have a Staff Attending Note within 24hrs/admission
- On-call Attendings are encouraged to visit the ED on call evenings and **must** write admission/consult notes for their own team's patients. They ***may*** review patients appropriate for the CTU E /MSSU team or D4 admissions to other teams.
- On-call Attendings should supervise/assist trainees on the other teams *if needed* – these patients will get a full review & staff note from their own Attending the following morning
- Post-call mornings all Attendings will review patients not previously seen
- On-call Attending MUST cover the ED on Wednesday AHD 1-4pm
- An Attending presence is expected each weekend on service

For a more detailed review of Queens CTU structure, please refer to the 'CTU Attending Handbook'
Contact for CTU related issues/questions: Dr Kristen Marosi kfm@queensu.ca