



STANDARD OPERATING PROCEDURE-POLICY

COMPLEX FAMILY PLANNING DIVISION CONSULTS

SCOPE/APPLICABILITY:

This SOP applies to all patients with Complex Family Planning service involvement.

Complex Family Planning (CFP) patients include the following:

- Any patient operated on by the Complex Family Planning service within the scope of CFP care; e.g., D&C/D&E, tubal sterilization, etc.
- Any patient transferred from an outside facility for the purpose of receiving complex family planning services only available at the University of New Mexico
- Any patient transferred from an outside facility by a CFP provider
- Any patient where a CFP consult has been requested

PURPOSE:

The University of New Mexico is the only medical center in the state that offers complex family planning services. Patients requiring complex family planning care often have multiple medical issues requiring several care teams, each adding unique expertise and providing specific services. This SOP serves to explain CFP service involvement in inpatient care; CFP does not have an inpatient admitting service.

PROCEDURE:

Consultation

Twenty-four hour consultation is available by calling the Division of Complex Family Planning (Reproductive Health PALS) service at the University of New Mexico Hospital through PALS (UNM Access). The RH PALS attending staffs all complex family planning consults together with the CFP Fellow on call. The CFP Fellow pager is the communication mechanism for referring providers, including outside providers who have transferred patients to UNM. PALS expectations are to call consults back if urgent within 15 minutes of the time they were paged and if non-urgent within 1 hour of the time they were paged.

Patients transferred from outside hospitals

Patients transferred from outside hospitals may be evaluated in the Emergency Department or admitted to Labor and Delivery through OB Triage or to another service as appropriate and as arranged through the PALS call. It is the responsibility of the CFP Attending/Fellow to communicate with the on-call OB-GYN attending (L&D PALS OBGYN or Ward Attending) regarding all anticipated patient transfers and to be available for initial patient evaluation and management.

Patients transferred from outpatient clinics



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Patients transferred from outpatient clinics should be evaluated in the Emergency Department as arranged through the PALS call. It is the responsibility of the CFP Attending/Fellow to communicate with the on-call OB-GYN attending (L&D PALS OBGYN or Ward Attending) regarding all anticipated patient transfers and to assist with patient evaluation upon arrival.

Patients admitted to Labor and Delivery

CFP patients on Labor and Delivery, for example, CFP patients undergoing inductions, will be co-managed throughout the hospital stay by the CFP Attending/Fellow and by the L&D team (OB residents and L&D PALS OBGYN Attending). The CFP Fellow attends morning board rounds and writes consult notes on all admitted CFP patients.

- The Labor and Delivery team enters inpatient notes, interim notes, orders and discharge summaries.
- The CFP Fellow writes consult notes under note type Inpatient Consultation.
- The L&D Attending and CFP Attending/Fellow should collaborate on CFP patient discharge planning and need for future procedures.
- The L&D House Officer will coordinate outpatient CFP follow up at the UNM Center for Reproductive Health as indicated.

Patients admitted to the Gynecology service

Patients who require admission to the hospital before or after their procedures will be admitted to the Gynecology service and will be co-managed throughout the hospital stay by the CFP Attending/Fellow and by the Gynecology team. If a CFP patient stays overnight in the hospital following a procedure, the CFP Attending/Fellow is responsible for signing out the patient to the Gynecology team (Ward Attending, L&D PALS OBGYN Attending).

The Gynecology team generally rounds at 7am on weekdays. The CFP Fellow attends rounds with the Gynecology team and writes consult notes and should follow all CFP patients along with the admitting service.

- The Gynecology team (GYN House Officer or Ward Attending) enters inpatient notes, interim notes, orders and discharge summaries.
- The CFP Fellow writes consult notes under note type Inpatient Consultation.
- The Gynecology Ward Attending and CFP Attending/Fellow should collaborate on CFP patient discharge planning and need for future procedures.
- The Gynecology House Officer will coordinate outpatient CFP follow up at the UNM Center for Reproductive Health.

Patients admitted to other services (not primarily managed by OB/GYN department faculty)



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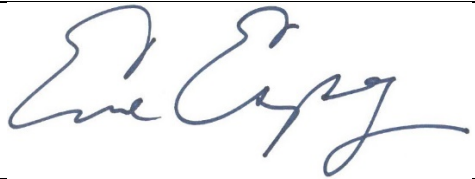
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The CFP Fellow, staffed by the Complex Family Planning RH PALS attending, writes consult notes on patients admitted to other services. The CFP Fellow should follow all CFP consult patients along with the admitting service.

Weekends

The CFP Attending/Fellow is responsible for rounding and communicating with the OB-GYN Ward Attending on weekends. The CFP Attending/Fellow is also responsible for communicating with the oncoming OB-GYN Ward Attending at the beginning of the week (typically Mondays).

APPROVALS:

SOP Owner:	Lisa Hofler, MD	Date: 08/24/20
Chair Approval:		Date: 11/18/20
Effective Date:	November 18, 2020	