**Appendix 3: Data Collection Tool**

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| --- | --- | --- | --- |
| Caller? | Reason for call | Where did you find the necessary information required to respond to the caller? | Action Required |
| Nurse  Other (please specify) |  | Handoff tool  Nurse  Chart  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Handled over phone 2. Evaluated patient at bedside 3. Reviewed previously ordered lab or imaging 4. Ordered new lab or imaging 5. Order new medication 6. Wrote cross cover note 7. Conferred with Resident/Attending 8. Called consult 9. Upgraded level of care or code called |
| Nurse  Other (please specify) |  | Handoff tool  Nurse  Chart  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Handled over phone 2. Evaluated patient at bedside 3. Reviewed previously ordered lab or imaging 4. Ordered new lab or imaging 5. Order new medication 6. Wrote cross cover note 7. Conferred with Resident/Attending 8. Called consult 9. Upgraded level of care or code called |