

Augusta University
House Staff Policies and Procedures

Policy
HS 20.0 Off Service House Staff Orientation & Education
Training Policy

Source
Graduate Medical Education

1.0 Purpose

To define the policy and procedures that apply when House Staff receive educational training as an Off Service House Staff under another AU Training Program's service. This policy addresses the need to define the orientation process and educational training requirements with regard to the Off Service House Staff.

2.0 Procedure

To define the educational goals and objectives, training activities, and key training program elements for the host service regarding the Off Service House Staff to include rotation assignments, clinical and educational work hours, call schedules, supervision, and the evaluation process.

- 2.1 House Staff's education requires the experience of clinical work, formal instruction, reading, and discussion with other physicians and researchers in order to master the body of knowledge relevant to each specialty and to facilitate the life-long learning skills involved in becoming a competent physician and specialist. The clinical experiences for House Staff frequently involve training as an Off Service House Staff.
- 2.2 All House Staff Training Programs will have an orientation program with appropriate information made available to the Off Service House Staff that will be provided to the House Staff and their Program Director in advance of the initiation of training on the host service. House Staff Orientation will take place on the first weekday of the rotation at a mutually agreeable time for the House Staff and the host rotation service personnel.
- 2.3 The educational goals and objectives for the Off Service House Staff must be developed by the House Staff's Residency Training Program Director. The House Staff will be advised of these goals and objectives at the start of the off-service rotation.
- 2.4 The Off Service House Staff will be provided the names and telephone numbers of the key personnel they will be interacting with during the course of the rotation: These will include the following individuals but will not necessarily be restricted only to the following individuals: Training Program ' Administrative Assistant, Training Program Coordinator, Program Director, Chief Resident(s), Section, Ward/Unit Site Director, Section or Division Chief, and the Departmental Chairperson.
- 2.5 House Staff's rotation assignments will depend on their primary Programs' educational requirements as well as the host service's ability to accommodate the House Staff at the training site. In general, the host service's Chief Residents will be responsible for making the call schedules and coordinating the rotations of the House Staff on the inpatient services. The clinic Chiefs and/or their service or departmental representatives responsible for the outpatient clinical activities will coordinate outpatient assignments.
- 2.6 Rotation schedule will vary depending upon the nature of the specific service that the Off Service House Staff is assigned to regarding inpatient and out-patient clinical responsibilities. Host services have formal attending teaching rounds, informal teaching rounds, and formal learning sessions such as didactics. Off Service House Staff are required to participate in these activities. The host Training Programs teaching/educational schedule will be provided to the Off Service Staff as part of the rotation orientation information at the start of the rotation.
- 2.7 Call schedules and clinical and education work hours will be constructed in a manner for the Off Service House Staff to ensure that there is strict adherence to ACGME requirements. The Off Service House Staff MUST report their clinical and education work hours to their primary Program Coordinator in a timely fashion to ensure full compliance with ACGME clinical and education work hours requirements. Non-compliance with clinical and education work hour requirements must be reported to both the primary Training Program Director and to the host Program Director to permit corrective action to be taken.
- 2.8 Each host-Training Program has a policy and procedure to handle any issues of House Staff's stress and fatigue. These policies and procedures will be presented and discussed with the Off Service House Staff during the rotation orientation at the beginning of the rotation. It is generally expected that moonlighting will not take place during off service rotations by the Off Service House Staff.

Effective Date:
7/05

Revision/Review Date:
12/05,10/07,12/09,10/10,2/11
1/13, 10/14,9/15,1/16, 2/17, 5/19, 6/19, 4/22

Number:
HS 20.0

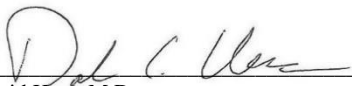
1

Augusta University
House Staff Policies and Procedures

Policy
HS 20.0 Off Service House Staff Orientation & Education
Training Policy


Source
Graduate Medical Education

- 2.9 All House Staff are expected to be punctual and ready to begin daily activities at assigned times for rounds, patient care activities, and other educational activities. Attendance at teaching sessions is mandatory (see 2.6). Admission histories and physical examinations are expected to be complete, accurate, and include a complete patient history, physical examination, impression, problem list, and plan. Daily chart notes are expected to be written on each patient and include brief description of patient, subjective statements, physical exam including vitals, test results, assessment, and plan to include discharge planning as appropriate. Per ACGME, housestaff must demonstrate competence in maintaining comprehensive, timely, and legible medical records. Timely completion of notes is a reflection of professionalism and is required for safe and effective patient care. Therefore, all patient notes should be completed within 24 hours. In order to derive the maximum benefit from each patient encounter, all House Staff are expected to be reading about all of their cases. The Senior House Staff and/or attending should be able to help direct the Off Service House Staff reading if needed. All House Staff are encouraged to seek guidance/assistance in this area.
- 2.10 If a House Staff member is ill or must miss an assignment, patient care or otherwise, they must follow the host service's procedure for notification which will be discussed at orientation. In addition, they must notify their program of their absence in accordance with their training program's policies and procedures. It is the host program's responsibility to identify coverage for any patient care needs as applicable.
- 2.11 The Supervision of all House Staff, irrespective of their service or off service status, is specified in the policies and procedures of each department. Evidence of such supervision must be documented in the form of signed notes in patient charts and or other records and will be made available, if requested, by the respective ACGME field representative. The attending physician has the overall responsibility for the care of the individual patient and supervision of House Staff involved in the care of the patient. However, House Staff must assume progressively increasing responsibility according to their level of education, ability, and experience. The teaching staff will determine the level of responsibility according to each House Staff. Faculty members will always be available for consultation and support. On-call schedules for teaching staff are structured to ensure that supervision is readily available to House Staff on duty.
- 2.12 Evaluations will be completed by the attending staff member(s) who have had contact with the Off Service House Staff with input from the more senior level service House Staff. The Off Service House Staff should be pro-active and assume responsibility by asking for formative and summative evaluations to ensure that they are timely, relevant, and constructive. The Off Service House Staff is strongly encouraged to:
- Work with the attending to find time at the end of their 1-2 week service period to discuss the Off Service House Staff's performance during the rotation;
 - Be persistent and contact the Program Director of the host service if they have problems in obtaining timely feedback from the attending;
 - Provide the attending with any individual evaluations, departmental forms; and
 - Schedule an exit interview (10-15 minutes) with their attending to obtain a summative rotation evaluation at the end of their completed rotation.
- 2.13 Constructive feedback about every rotation is welcomed and can be discussed at any time, including at the time of the Off Service House Staff's exit interview. If preferable, the Off Service House Staff may leave an anonymous message for the Senior Associate Dean for Graduate Medical Education regarding their Off Service rotation using the following website: <http://hi.georgiahealth.edu/resident/speak/>
- 2.14 A useful website is <https://www.augusta.edu/mcg/residents/hspolicies/>. This website has all Augusta University House Staff Policies.



David Hess, M.D.
Dean, Medical College of Georgia

4/28/22
Date



Natasha M. Savage, M.D.
Senior Associate Dean, Graduate Medical Education and DIO

4/28/22
Date