

# Georgia Health Sciences University

## House Staff Policies and Procedures

### Policy

### Source

**HS 20.0, Off Service House Officer Orientation & Educational Training Policy** Graduate Medical Education Office

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#### 1.0 Purpose

To define the policy and procedures that apply when House Officers leave their primary GHSU Training Program for educational training as an Off Service House Officer for Training on another GHSU Training Program service. This policy addresses the need to define the orientation process and educational training requirements with regard to the Off Service House Officer.

#### 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 Officer's rotation assignments, duty hours, call schedules, supervision, and the evaluation process.

#### 3.0 Procedure

- 3.1 All House Officers education requires the experience of clinical work, formal instruction, reading, 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 Officers frequently involve training as an Off Service House Officer.
- 3.2 All House Officer Training Programs will have an orientation program with appropriate information made available to the Off Service House Officer(s) that will be provided to the House Officer and his/her Program Director in advance of the initiation of training on the host service. House Officer orientation will take place on the first weekday of the rotation at a mutually agreeable time for the House Officer and the host rotation service personnel.
- 3.3 The educational goals and objectives for the Off Service House Officer must be developed by the House Officer's Residency Training Program Director. The House Officer will be advised of these goals and objectives at the start of the off service rotation in writing.
- 3.4 The Off Service House officer will be provided in writing the names and telephone numbers of the key personnel he/she 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, and Unit Site Director, Section or Division Chief and the Departmental Chairperson.
- 3.5 The House Officer's rotation assignments will depend on their primary Program's educational requirements as well as the host service's ability to accommodate the House Officer at the training site (ward, unit, clinic, etc.) In general, the host service's Chief Residents will be responsible for making the call schedules and coordinating the rotations of the House Officer on the inpatient services. The clinic Chiefs and/or their service or departmental representatives responsible for the outpatient clinical activities will coordinate outpatient assignments.
- 3.6 Rotation schedule will vary depending upon the nature of the specific service that the Off Service House Officer is assigned to regarding inpatient and out patient clinical responsibilities. All host services have formal attending teaching rounds as well as informal teaching rounds with higher-level House Officers and

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medical students. Off Service House Officers are required to participate in these activities. All services also have a weekly teaching schedule that the Off Service House Officers are expected to fully participate in. The host Training Program's teaching/educational schedule will be provided in writing to the Off Service House Officer as part of the rotation orientation information at the start of the rotation.

- 3.7 Call schedules and duty hour requirements will be constructed in a manner for the Off Service House Officer to ensure that there is strict adherence to ACGME guidelines (effective date July 1, 2003) [http://www.acgme.org/acWebsite/dutyHours/dh\\_Lang703.pdf](http://www.acgme.org/acWebsite/dutyHours/dh_Lang703.pdf). The Off Service House Officer **MUST** report his/her duty hours to both their primary Program Coordinator and their host Program Coordinator's office in a timely fashion to ensure full compliance with ACGME duty hours guidelines. Non-compliance with duty hour requirements must be reported to both the primary training program director and to the host Program Director to permit corrective actions to be taken.
- 3.8 Each host-Training Program has a policy and procedure to handle any issues of House Officers stress and fatigue. These policies and procedures will be presented and discussed with the Off Service House Officer during the rotation site orientation at the beginning of the rotation. All Institutional and departmental moonlighting policies will apply to the Off Service House Officer. It is generally expected that moonlighting will not take place during Off Service rotations by the Off Service House Officer.
- 3.9 All House Officers 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. Admission histories and physical examinations are expected to be complete, accurate and include a complete patient history, complete 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 (not VSS), test results, assessment and plan to include discharge planning as appropriate. In order to derive the maximum benefit from each patient encounter, all House Officers are expected to be reading about all of their cases. The senior House Officer and/or attending should be able to help direct the Off Service House Officer's reading if needed. All House Officers are encouraged to seek guidance/assistance in this area.
- 3.10 The supervision of all House Officers, 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 RRC site visitor. The attending physician has the overall responsibility for the care of the individual patient and supervision of House Officers involved in the care of the patient. However, House Officers 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 Officer. Faculty members will always be immediately available for consultation and support. On-call schedules for teaching staff are structured to ensure that supervision is readily available to House Officers on duty.
- 3.11 Evaluations will be completed by the attending staff member(s) who have had contact with the Off Service House Officers with input from the more senior level service House Officers. The Off Service House Officer 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 Officer is strongly

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encouraged to:

- work with the attending to find time at the end of his/her 1 - 2 week service period to discuss the Off Service House Officer'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 your attending to obtain a written summative rotation evaluation at the end of your completed rotation
- 3.12 Constructive feedback about every rotation is welcomed and can be discussed at anytime, including at the time of the Off Service House Officer exit interview. If preferable, the Off Service House Officer may leave an anonymous message for the Senior Associate Dean for Graduate Medical Education and VA Affairs regarding their Off Service rotation using the following website: [www.hi.mcg.edu/resident/speak](http://www.hi.mcg.edu/resident/speak)
- 3.13 A useful website is [www.georgiahealth.edu/resident](http://www.georgiahealth.edu/resident). This website has all GHSU House Officer policies and procedures and MCGHI policies and procedures that affect all House Officers.

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