

<b>GME Policy #: II-M</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 3</b> Effective: 06-20-08
	<b>Subject: Roles and Responsibilities of House Staff</b>	

**POLICY**

Written descriptions of the roles, responsibilities and patient care activities of the participants of graduate educational programs must be provided to the medical and hospital staff to meet regulatory requirements.

Additionally, the descriptions must specify the mechanisms by which program directors make decisions about each participant's progressive involvement and independence in specific patient care activities.

**SCOPE**

This policy applies to all trainees in Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) sponsored training programs.

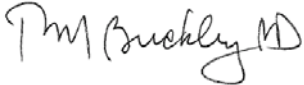
**IMPLEMENTATION**

The implementation of this policy is the responsibility of the Designated Institution Official (DIO), Graduate Medical Education Committee (GMEC), the Office of Graduate Medical Education (GME), Departments Chairs and Program Directors.

**PROCEDURE**

All PAH PGY 1 residents will have the following role and responsibilities related to patient care at any UPHS facility:

- Perform complete history and physical examinations on all new in-patients and outpatients for whom they have primary responsibility.
- Examine all data related to the management of patients they have evaluated.
- Synthesize all available information to generate differential diagnoses and subsequent diagnostic and therapeutic plans.
- Communicate the synthesis of the above information in both an oral and written format to their supervising residents and faculty members according to the PAH Supervision Policy.
- Be responsible for the follow-up of all tests and procedures ordered for patients under their care.

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	<b>R. Michael Buckley, MD</b> <b>Designated Institutional Official</b>

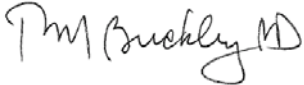
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- Perform procedures specified by their department under supervision of appropriately certified personnel (may be an advanced trainee, faculty member or nurse practitioner) until procedural competence is obtained.
  - The standards for procedural competence will be determined at the departmental level in accordance with ACGME and ABMS requirements.
  - Procedural competence will be tracked by the Office of GME software management system, New Innovations.
- Perform adequate documentation of all patient encounters including admissions history and physicals, progress notes, discharge summaries and operative reports as per departmental policy.
- Participate in core conferences as designated by their training program.
- Complete evaluations for faculty as per departmental policy.
- Promotion of residents to the next PGY level will be based on departmental policy for advancement.

All PAH PGY 2 residents may have the following additional roles and responsibilities related to patient care at any UPHS facility:

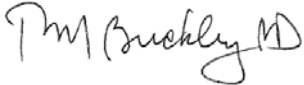
- Supervise PGY 1 residents according to departmental policy.
- Communicate with supervising faculty members according to the PAH Supervision Policy.
- Assume a supervisory role for medical students, if applicable.
- Provide verbal feedback about performance to medical students and PGY 1 residents if applicable.
- Respond to and supervise CODE calls and RRTs as per departmental policy.
- Develop effective time management skills that enable team members to meet the duty hour requirements.
- Promotion of residents to the next PGY level will be based on departmental policy for advancement.
- Provide consultative services.

All PAH PGY 3 and above residents may have the following additional roles and responsibilities in addition to those designated for PGY 2 residents related to patient care at any UPHS facility:

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- Develop a comprehensive approach to self-directed learning based on one's own perceptions of gaps in fund of knowledge as well as the results of objective assessments.
- Participate in the educational committees of their department.
- Participate in departmental Quality Assurance activities.
- Participate in Pennsylvania Hospital committees requiring housestaff representation.
- Promotion of residents to subsequent PGY levels will be based on departmental policy for advancement.

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