

Crouse Hospital Policies: Internal Medicine

Crouse Hospital Services

- Crouse ICU Service
- Crouse ICU Night Service
- Crouse ER Service

ACGME Rules Applied to Crouse Hospital

- **ACGME Rules Regarding Supervision**
 - *Direct Supervision*, defined by immediate on-site supervision (via either physical or telecommunication presence; the choice of which will depend on the situation and time of day), is required for all procedures performed by non-credentialed housestaff regardless of the time of day. The supervisor may be a credentialed house officer or faculty member; if the former, the responsible faculty member must be immediately available either on/off site (this is defined as Indirect Supervision depending on the time of day as is described below).
 - *Indirect Supervision*, defined as immediate availability (via either physical or telecommunication presence; the choice of which will depend on the situation and time of day), is required on-site by faculty between 7AM-4PM daily, off-site at a minimum by faculty between 4PM-7AM daily, and is required on-site by senior housestaff 24 hours a day for PGY-1s.
 - *Oversight*, defined as after-care/procedure review of performance
- **ACGME Rules Regarding Duty Hours**
 - The Work Day
 - No shift can be longer than twenty-four (24) hours for housestaff.
 - An additional four (4) hours can be utilized to finish work that does not relate to direct patient care.
 - There must be 10 hours off between shifts (14 hours if working a 24 hour shift).
 - The Work Week
 - No work week (Sunday through Saturday) can exceed eighty (80) hours under any circumstance.
 - Moonlighting (for fellows and chief residents) counts toward the eighty (80) hours; PGY1s-PGY3s may not moonlight.
 - There must be a continuous twenty-four (24) hours off per week.
- **ACGME Rules Regarding Patient Numbers per Intern and Resident**
 - Interns (PGY-1)
 - *Interns can follow no more than ten (10) patients at any one time.*
 - No more than five (5) new patients + two (2) transfers can be assigned to an intern during a routine day of work.
 - No more than eight (8) total patients (news + transfers) can be assigned to an intern over a 2-day period.
 - Senior Residents (PGY-2/PGY-3)
 - *With one (1) intern on the team, the supervising resident can follow no more than fourteen (14) patients at any one time (this means the intern can follow up to ten (10) patients and the resident, without the intern, can follow an additional four (4) patients).*
 - With one (1) intern on the team, the supervising resident can only have five (5) new patients + two (2) transfers assigned to the team during a routine work day.

- No more than eight (8) total patients (news + transfers) can be assigned to the team over a 2-day period.

Crouse Service Schedules

Please see section “The Upstate IM Residency-An Overview”

Additionally, Crouse ICU housestaff will attend Crouse Educational Conference on Wednesdays and Thursdays 1PM-2PM.

Crouse ICU Policies

Weekdays and Weekends, 24 hours a day, admissions to the ICU are the responsibility of the ICU team/s.

1. What About Overflow or Above-the-Cap?
 - a. Unless there is an urgent/emergent patient safety issue, the ACGME rules outlined above may not be violated under any circumstance.
 - b. Overflow patients are the responsibility of the on-service attendings (or other Crouse-appointed health-care providers); housestaff are not to be involved in the care of these patients unless team numbers allow for transfer to a housestaff-covered service or if an urgent/emergent issue requires immediate medical attention.

Admission Notes

Admission Notes must be written and must include the following information:

1. Chief Complaint
2. History of Present Illness
3. Past Medical/Surgical History
4. Allergies (drug and reaction)
5. Current Medications (drug, dose, and schedule)
6. Social History
7. Family History
8. Review of Systems
9. Physical Exam
10. Labwork/Diagnostics
11. Assessment
12. Problem List
13. Plan
14. The last line should indicate that the patient has been discussed with your attending; don't forget to designate the attending as the co-signer of your note.
15. CC List

Daily Progress Notes

Daily Progress Notes must be completed using the SOAP (Subjective, Objective, Assessment, Plan) format.

1. Clerkship student notes are a vital part of the record and must be reviewed by the intern (preferably) or resident; clerkship student notes can be legally used for billing purposes, but only if the note is reviewed, addended, and cosigned.
2. Acting-Intern student notes are a vital part of the record and must be reviewed by the resident (not the intern); acting-intern student notes can be legally used for billing purposes, but only if the note is reviewed, addended, and cosigned.

Discharge Summaries

Discharge Summaries must be completed within 48 hours of discharge and must include the following information:

1. Date of Admission
2. Date of Discharge
3. Primary Discharge Diagnosis
4. Secondary Discharge Diagnoses
5. Significant Procedures Performed During Hospitalization
6. Brief Summary of Hospitalization
7. Discharge Allergy List (drug and reaction)
8. Discharge Medication List (drug, dose, and schedule)
9. Disposition, Code Status, Proxy Status, Follow-Up Requirements
10. CC List

Signout/Handoffs (also see Signouts/Handoffs Policy in Residency Handbook)

Signout or Handoffs are, unfortunately, an opportunity for error. As such, it is imperative that great care be taken in preparing these documents. The senior residents are ultimately responsible for ensuring the accuracy of Signouts/Handoffs and failure to do so will lead to a warning with reeducation after a first infraction followed by Academic Deficiency and Academic Probation for a 2nd and 3rd infraction, respectively. Signout/Handoffs must include the following information and should be updated as appropriate so that patient data is current and accurate:

1. Team Assignment
2. Intern/Resident of Record
3. Attending of Record
4. Code Status
5. Hospital Day Number
6. Antibiotic/s Day Number
7. Primary Reason for Admission
8. Secondary Issues of Importance
9. Allergies
10. Active Medications
11. Things to Do

For questions or clarifications please page the Crouse Hospital Chief Resident weekdays from 7AM-4PM, and the on-call Chief Resident weekdays after 4PM or anytime on weekends.