



**Henry Ford Hospital
Detroit, Michigan**

**House Staff Manual
2010 – 11**

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WELCOME

Welcome to Henry Ford Health System and our graduate medical education programs. The education of physicians is a vitally important part of the mission of our organization. We are proud of the tradition of excellence in education that we have established and we are committed to providing high quality educational programs that will prepare you well for your future medical practice.

This House Staff Manual has been prepared as a guide to graduate medical education programs, policies and resources at Henry Ford Hospital (HFH).

As a new resident or fellow beginning a training program in a new environment you may feel some apprehension. Rest assured that we will do everything we can to make your transition to our program as comfortable as possible. The Medical Education staff, both in your program department and the central office, have become familiar with you through the recruitment, application, selection and orientation processes. Although your program director and coordinator will be able to offer help and answer most of your questions, the staff of the Medical Education Department is also available to you. The Henry Ford Hospital Medical Education Department serves as your personnel office.

We look forward to your participation in all aspects of our hospital and your program. I am confident that you will develop through the many medical, educational and research experiences offered while providing excellent clinical care for our patients.

Please accept our best wishes as you embark on this next phase of your career.



Eric J. Scher, M.D.
Henry Ford Hospital Designated Institutional Official
Henry Ford Health System Vice President for Medical Education

KEY CONTACTS

Graduate Medical Education

Donna Kendrick, Representativedkendri2@hfhs.org ... 313-916-1601 (16-1601/16-3905)
Josefina Jackson, Representativejjackso4@hfhs.org 313-916-1601 (16-1601/16-3903)

House Staff Council

A.J. Hegg, M.D., Chairahegg1@hfhs.org 313-705-3405

Medical Education Department

Crystal Gyiraszin, M.S., Administrative Directorcgyiras1@hfhs.org 313-916-8209 (16-8209)
Eric J. Scher, M.D., HFHS VPME & HFH DIOescher1@hfhs.org 313-916-3829 (16-3829)

KEY RESOURCES & SERVICES

Apartment Building & Housing Services

Denise Clark, Apartment Managerdclark2@hfhs.org 313-916-3297 (16-3297)

Concierge Services 313-916-1414 (16-1414)

Conference Room & Equipment Reservations, Audio-Visual Services

Curt Patterson, Audio Visual Coordinatorcpatter1@hfhs.org 313-916-3072 (16-3072)

Micro-Anatomy Lab

Natasha Conner, Technical Coordinatornconner2@hfhs.org 313-916-2029 (16-2029)

Physician Wellness Program

Wes Baldwin, Managerwbaldwi1@hfhs.org 313-608-9371

Research Services

Gordon Jacobsen, M.S., Biostatistician III[gjacob2@hfhs.org](mailto:gjacobs2@hfhs.org) 313-874-6649 (74-6649)
Meredith Mahan, M.S., Biostatistician Immahan1@hfhs.org 313-874-7054 (74-7054)

Sladen LibrarySladen@hfhs.org 313-916-2550 (16-2550)

Simulation, Education & Research Center

Natasha Conner, Technical Coordinatornconner2@hfhs.org 313-916-2029 (16-2029)
Linda Jasina, Representativeljatina@hfhs.org 313-916-6253 (16-6253/16-7558)

KEY LINKS

[Duty Hour Complaints](#)

HFH.HSC@gmail.com

The House Staff Council monitors duty hour complaints through this site.

[Employee Self Service on HR Connect](#)

[Employee Self Service on HR Connect](http://henryfordconnect.com/connect_home.cfm?id=29) is located at http://henryfordconnect.com/connect_home.cfm?id=29. Your employee identification number and password are required for access.

[HFHS Medical Education Policies](#)

Henry Ford Health System Medical Education Policies are accessible through the intranet at http://henry.hfhs.org/body.cfm?id=41&action=listpolicy&nmanual_id=279 and through the internet at http://henryford.com/body_program.cfm?id=48453.

HENRY FORD HEALTH SYSTEM

Henry Ford Health System (HFHS) is one of the nation's leading comprehensive, integrated health systems. It provides acute, specialty, primary and preventative care services backed by excellence in research and education. Founded in 1915 by auto pioneer Henry Ford, the health system is committed to improving the health and well-being of a diverse community.

For more information about the system, including its leadership, hospitals, clinical excellence, the Henry Ford Medical Group, Health Alliance Plan and Community Services go to <http://henryford.com/body.cfm?id=38768>.

HFHS Mission Statement

To improve human life through excellence in the science and art of health care and healing.

HFHS Vision Statement

To put patients first by providing each patient the quality of care and comfort we want for our families and ourselves.

HFHS Value Statement

We serve our patients and our community through our actions that always demonstrate:

- Respect for people
- High performance
- Learning and continuous improvement
- A social conscience

HENRY FORD HEALTH SYSTEM MEDICAL EDUCATION

Henry Ford Health System (HFHS) is a leader in medical education for third and fourth-year medical students, interns, residents and fellows as well as the continuing education of faculty and affiliated physicians.

HFHS trains over 1,500 future physicians each year making it the largest system of teaching hospitals in Michigan and one of the largest nationally.

The flagship, Henry Ford Hospital, trains more than 500 medical students from 20 allopathic (M.D.) medical schools across the nation each year. It also has an agreement with the Wayne State University School of Medicine creating a clinical campus to provide 96 third-year medical students their junior year clinical clerkships.

Henry Ford Hospital sponsors about 500 residents and 125 fellows in its 46 programs approved by the Accreditation Council for Graduate Medical Education (ACGME). HFH sponsors an additional 25 fellows in specialized training programs that are not governed by ACGME.

Henry Ford Macomb Hospitals, Clinton Township and Warren Campuses, and Henry Ford Wyandotte Hospital, train more than 200 osteopathic (D.O.) medical students each year. These hospitals have relationships with Michigan State University College of Osteopathic Medicine and Kirksville College of Osteopathic Medicine, the founding college of osteopathic medicine, located in northeast Missouri.

The three community hospitals sponsor about 200 residents in their programs approved by the American Osteopathic Association (AOA) and the American Association for Podiatric Medicine and Surgery (AAPMS). These residents also participate in the Osteopathic Postgraduate Training Institute (OPTI) operated by the Michigan State University College of Osteopathic Medicine (MSUCOM), also known as the Statewide Campus System (SCS).

The Henry Ford Health System also provides over 200 educational opportunities to senior staff and community physicians. The system Intranet is used to offer these programs to the HFHS hospitals, clinics and other facilities located throughout Southeastern Michigan. In 2009, key programs will be available on the Internet, expanding the reach and impact of the Henry Ford Medical Group expertise.

HFHS Medical Education Mission Statement

Henry Ford Health System seeks to be a leader in, and recognized for, outstanding education across a broad range of specialties and subspecialties in the field of medicine and in other allied health services. We are committed to developing and providing innovative educational programs for our learners that strengthen and improve the quality of our clinical services and meet the needs of the patients we serve. We will emphasize the importance of life-long learning and the concept of a learning continuum within our organization. We will disseminate our work through national forums and other scholarly venues and in the peer reviewed published literature.

HFHS Medical Education Vision Statement

- Education programs that support our mission of “each patient first”
- Flexible and forward-looking educational programs that anticipate the evolution of the healthcare environment
- Continuing medical education programs that foster the highest quality of patient care
- Dynamic and progressive residency programs that instill, in our house staff, the quality of patient care and the values we espouse
- Vibrant and innovative medical student programs that showcase the excellence of our clinical care and teaching
- Our education programs provide an essential foundation for achieving the best in the science and art of healthcare and healing. Through teaching and learning we both sharpen our skills and pass on high standards and values to future generations.

HENRY FORD HOSPITAL

Henry Ford Hospital is an 802-bed tertiary care hospital, education and research complex in Detroit’s New Center Area and is the flagship hospital for Henry Ford Health System. The hospital is recognized for clinical excellence and innovations in the fields of cardiology and cardiovascular surgery, neurology and neurosurgery, orthopaedics and sports medicine, organ transplants, and treatment for prostate, breast and lung cancers, among others. Henry Ford Hospital is a Level 1 trauma center.

Accreditation Council of Graduate Medical Education

Henry Ford Hospital is approved by the Accreditation council of Graduate medical Education (ACGME) to offer residency and fellowship training and complies with the Institutional and Common Program Requirements available at www.acgme.org.

Each individual program is subject to an accreditation process conducted by the ACGME or the American Board of Medical Specialties (ABMS) www.abms.org.

HENRY FORD HOSPITAL MEDICAL EDUCATION DEPARTMENT

The Henry Ford Hospital Medical Education Department provides support for medical students, residents, fellows, program directors, program coordinators and other senior staff as it relates to medical education at Henry Ford Hospital. The Medical Education Department is also responsible for the Human Relations (HR) or personnel functions for all HFH house officers.

The department is located in the lower level of Clara Ford Pavilion (CFP-046) and is open from 8 a.m. to 5 p.m., Monday through Friday. The department is under the physician leadership of Eric J. Scher, M.D., HFH Designated Institutional Official and HFHS Vice President for Medical Education and administrative leadership of Crystal Gyiraszin, M.S., HFH Interim Administrative Director for Medical Education.

The Graduate Medical Education representatives are responsible for supporting residents, fellows, program directors, residency program coordinators and secretaries with all aspects of Graduate Medical Education activities such as recruitment, post match activities, orientation, current house staff issues, benefits, and dismissal. In the event that you are unable to have your issue appropriately addressed by the representatives, please contact the administrative director.

For personnel administration or hospital issues, please contact the Graduate Medical Education Representatives in the Medical Education Department:

Donna Kendrick, Representative	dkendri2@hfhs.org	313-916-1601 (16-1601/16-3905)
Josefina Jackson, Representative	jjackso4@hfhs.org	313-916-1601 (16-1601/16-3903)
Crystal Gyiraszin, M.S., Administrative Director	cgyiras1@hfhs.org	313-916-8209 (16-8209)
Eric J. Scher, M.D., HFHS VPME & HFH DIO	escher1@hfhs.org	313-916-3829 (16-3829)

HENRY FORD HOSPITAL GRADUATE MEDICAL EDUCATION

Graduate Medical Education Committee

The Graduate Medical Education Committee (GMEC) is responsible for institutional oversight of all residency and fellowship programs accredited by ACGME and non-accredited fellowship programs. The voting membership includes the Designated Institutional Official, residents nominated by their peers, representative program directors and administrators. The GMEC meets monthly and is responsible for establishing and implementing policies and procedures regarding the quality of education and the work environment for the house officers in all Henry Ford Hospital programs. Policies and procedures are delineated in section III B. of the [ACGME Institutional Requirements](#) and in [Medical Education Policy #304 Graduate Medical Education Committee](#).

Henry Ford Health System Medical Education Policies, including those which have been approved by the GMEC, are accessible through the [Medical Education Policy Manual](#) via the **intranet** at http://henry.hfhs.org/body.cfm?id=41&action=listpolicy&nmanual_id=279 and via the **internet** at http://henryford.com/body_program.cfm?id=48453.

Residency & Fellowship Programs

Graduate medical education programs are led by a program director under the administrative direction of the department chair and with the support of a program coordinator or secretary.

Program Director Responsibilities. The program director is responsible for the general administration of the residency or fellowship program. These responsibilities include, but are not limited to, recruitment, selection, instruction, supervision, counseling, evaluation, advancement of residents/fellows, maintenance of all records related to program accreditation, and fiscal activities.

Program Coordinator or Secretary Responsibilities. Program coordinators or secretaries provide support for the program directors and house officers. Responsibilities include but are not limited to maintaining programs through the on call and residency database internet based systems; downloading and reviewing residency applications through ERAS, organizing recruiting activities including candidate interviews, accommodations and transportation; ordering lab coats and prescription pads for all house staff; processing travel requests and professional development fund reimbursements; and processing of outside rotation and visiting resident applications.

House Staff Council

The Henry Ford Hospital (HFH) House Staff Council (HSC) is a forum for all house officers in HFH programs and rotating in HFH to raise and collectively address common concerns. HCS also promotes fellowship among the house officers through service projects. HSC leaders are nominated and elected by a vote of all HFH house officers each spring, and also serve as voting members of the Graduate Medical Education Committee (GMEC). ALL house officers are strongly encouraged to participate. The HSC meets on the second Tuesday of each month at 1 p.m. in the Education and Research Building, room 2101.

PROGRAM RESOURCES

Micro-Surgical/Anatomy Laboratory

Henry Ford Health System's 2,500 square foot Microsurgical/Anatomy Laboratory is located at Henry Ford Hospital. The micro-surgical facility features state-of-the-art Zeiss Surgical Microscopes complete with electronic monitoring, S-VHS, irrigation and central suction. Each of the 13 surgical stations is multi-discipline and can accommodate a variety of surgical models. Training sessions are designed to provide laboratory instruction in microvascular techniques that can applied to individual specialties. The 12 student stations can be monitored from the instructor station. It also allows the use of videos and hands-on demonstrations that are projected to each of the student monitors.

The anatomy laboratory holds eight embalmed cadavers. The space has adequate lighting, an ambient room temperature of 55 degrees Fahrenheit and a ventilation system that completes an air change every 12 minutes. A walk-in freezer stores unembalmed specimens and two dissection tables are available, complete with disposal and ventilation hood. A separate area is maintained for embalmed versus fresh specimens.

Natasha Conner, Technical Coordinator	nconner2@hfhs.org	313-916-2029 (16-2029)
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Research Opportunities

Research is a high priority for Henry Ford Health System and an expectation in all graduate medical education programs. Henry Ford Hospital provides house officers with opportunities to gain further insight into scientific investigation and develop competence in research. (HFH) supports house officer research through: (1) Consultations, (2) Research Grants, (3) Research Forum and (4) participant travel to present at conferences.

Consultations. In collaboration with the HFHS Biostatistics and Research Epidemiology (BRE) department, house officers and faculty are provided with epidemiologic and biostatistical support for their respective research projects.

BRE staff members are available anytime by phone or email for consultations. In addition they have walk-in office hours as in the Continuing Medical Education Office (CFP 063):
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Gordon Jacobsen, M.S., Biostatistician III	gjacob2@hfhs.org	313-874-6649	Tuesdays	12 – 4 p.m.
Meredith Mahan, M.S., Biostatistician I	mmahan1@hfhs.org	313-874-7054	Wednesdays	8 a.m. – 12 p.m.

Research Grants. Grants of up to \$5,000 are available to house officers who have primary responsibility for a research project. Prior to submitting the [grant request](#) to the GME Department, the applicant must have:

1. the support of a supervising staff physician or researcher;
2. the approval of the program director and department chair,
3. time allocated to complete the project within 12-months,
4. approval of the appropriate Research oversight committee (e.g., IRB/IACUC) and
5. a budget showing how grant funds are to be used (grants will not pay for any equipment or salaries)

Receipt of a Research Grant requires the following at completion:

1. Presentation of the research results at the annual HFH Research Forum

2. A Final Report, including an expense report showing how all funds were utilized and summary of how the findings were disseminated (e.g., poster or podium presentations, manuscript or publication citations)

Research Forum. The annual Research Forum is open to medical students, residents and fellows participating in HFH medical education programs. Awards are presented in the areas of medical and educational research, quality improvement and case reports.

Conference Presentations. HFHS encourages residents to conduct research and disseminate findings to further the profession and advance knowledge and supports this activity with up to \$1,500 per year house officer is a panelist, moderator, or speaker listed in an official program of a society or national meeting. See [Medical Education Policy #204 Compensation, Benefits & Reimbursement](#) for details.

Simulation, Education & Research Center

The 15,000 square foot Center for Simulation, Education and Research is the largest center of its kind in the Midwest. This new educational facility allows physicians, nurses and other health care professions to practice and augment their skills in a risk-free environment. State-of-the-art computers and mannequins can simulate hundreds of different medical conditions. The Center, accredited by the American College of Surgeons, has 34 approved courses and served over 12,000 learners in 2009.

Natasha Conner, Technical Coordinator	nconner2@hfhs.org	313-916-2029 (16-2029)
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Sladen Library

The Henry Ford Health System [Sladen Library](#), located on the 17th floor of the Clinic Building on the Henry Ford Hospital campus, is one of the largest hospital libraries in the state, with an extensive collection of print and electronic resources and a wide array of professional library services. Comparable to a small medical school library, Sladen provides access to over 3,000 electronic journals and numerous other online resources. Sladen staff will also assist with literature searches and manuscript preparation.

Hours: Monday – Thursday, 8:30 a.m. – 7:30 p.m. Friday, 8:30 a.m. – 5 p.m.; Closed Saturday, Sunday and holidays	Sladen@hfhs.org	313-916-2550 (16-2550)
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THE CONTRACTUAL RELATIONSHIP

Contracts

All incoming and continuing house officers are required to sign a “[Graduate Trainee Physician Agreement](#)” usually referred to as a “contract.” Contracts are awarded on an annual basis. Most house staff contracts are based upon the traditional academic year cycle (July 1 – June 30) and follow consistent level of training and salary based upon functional level in the program (HO1, HO2, etc.). House staff whose year of training is “off cycle” due to credentialing delays (i.e., license and/or visa issues, etc.) will be issued a contract that reflects their actual start date, provided that the credentialing criteria has been met, followed by a one-year term if appropriate.

The contract specifies conditions upon which the house officer may be dismissed and when a dismissal may be appealed. [Medical Education Policy # 208 Grievances & Due Process](#) provides details.

Certifications

Prior to beginning a Graduate Medical Education program at Henry Ford Hospital (including duty scheduling, receiving a stipend and qualifying for other benefits), each house officer must:

- present a valid visa (if applicable), or appropriate employment eligibility documentation
- have a current State of Michigan medical license [Medical Education Policy #211 Medical Licensure](#)
- have a valid National Provider Identifier (NPI) number

- complete an employment health screening [Medical Education Policy # 207 Health Evaluations, Fitness for Duty, Physician Impairment & Counseling Services](#)
- complete Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS); courses offered before and during orientation
- have cleared the HFHS background check including criminal background checks, Office of Inspector General Sanctions, etc. [Medical Education Policy # 205 Criminal Background Checks](#)
- have completed all orientation modules assigned through HFHS University

Prior to contract renewal for subsequent years of training, each house officer must:

- present a valid visa (if applicable),
- have a current State of Michigan medical license [Medical Education Policy #211 Medical Licensure](#)
- have continued ALS certification, for those training in a program with an inpatient unit or BLS certification for individuals training in a program without an inpatient unit.
- have cleared the HFHS background check including criminal background checks, Office of Inspector General Sanctions, etc.

Accommodations for Disabilities

HFHS is committed to ensuring full and equal employment, public accommodation and educational opportunities to all disabled qualified house officers in training in the HFHS. [Medical Education Policy #201 Accommodations for Disabilities](#) provide details.

Attendance

HFHS facilities must be adequately staffed during all hours of operation. House officers are expected to consistently report as scheduled. [Medical Education Policy #202 Attendance](#) provides details.

BLS/ACLS Certification

All house officers are required to maintain BLS certification for the duration of their training at Henry Ford Hospital.

All incoming first year house officers must be ACLS certified before commencing their training at HFHS. However, only those house staff in a program with an active inpatient service will be required to maintain ACLS accreditation for the duration of their training. All other house staff may maintain ACLS certification at their discretion. Those who elect not to do so must maintain BLS certification. An ACLS course is included in orientation activities for those incoming house staff without current certification. Those unable to participate in the orientation ACLS course must obtain certification elsewhere prior to their training start date.

It is the responsibility of the house staff to maintain current certification. Re-certification is required every 2 years in order to maintain clinical privileges at HFHS. Failure to re-certify will result in suspension of privileges without pay.

HFHS will bear the cost of the ACLS re-certification. House staff should note that if re-certification does not occur prior to the expiration date, the cost of the full course is the house officer's responsibility.

Discrimination & Harassment

HFHS is committed to an environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, veteran status, size, height, marital status, sexual orientation or any other protected status. [Medical Education Policies #206 Equal Employment Opportunity and #209 Harassment](#) provide details.

Dress Code

It is the philosophy of HFHS that people are more comfortable in an environment that conveys an image of competence and professionalism and that such qualities are essential for the proper, effective, and efficient administration of healthcare services and to the healing process itself. [Human Resource Policy #5.06 Personal Appearance Standards](#) provides details.

Duty Hours

Duty hours are defined as all clinical and academic activities related to the graduate medical education program, (i.e., inpatient and outpatient patient care, administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, scheduled academic activities such as conference and moonlighting. Duty hours do not include reading and preparation time spent away from the duty site. All programs must comply with [ACGME Common Program Requirements, VI: Resident Duty Hours in the Learning and Working Environment](#) and program-specific requirements. [Medical Education Policy #310 Learning Environment, Supervision, Duty Hours & Call Activities](#) provides details about oversight for duty hours and reporting violations.

The House Staff Council monitors duty hour complaints through the [Anonymous Duty Hour Complaints](#) website and via HFH.HSC@gmail.com.

Fitness for Duty

If HFHS has reason to suspect that an employee is unfit for duty by a physical, emotional or cognitive reason, the house officer may be required to submit to a Fitness for Duty Evaluation. [Medical Education Policy # 207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment & Counseling Services](#) includes procedures to be used to evaluate house officers and employees whose behaviors and/or work performance bring questions to their ability to perform the essential functions of their position.

Grievances & Due Process

HFHS maintains a training environment for house officers that provides a fair and timely peer review process for resolving grievances and affording due process. [Medical Education Policy # 208 Grievances & Due Process](#) provides details.

Immigration

Contact a Graduate Medical Education Representative in the Medical Education Department regarding J1 or H1B visas.

Income Tax Withholding

Income Tax Withholding (W4) Forms are must be changed through [Employee Self Service on HR Connect](#). There is no limit to the number of times per year that house officers may change their withholdings.

Leaves of Absence

HFHS complies with Federal, State and local rules and regulations related to the administration and implementation of leaves of absence programs. [Medical Education Policies #210 Leaves of Absence](#) provides details regarding medical, family, personal, educational, military, funeral and jury duty leaves.

Loan Deferments

House officers receiving deferment forms from lending institutions may bring them to the GME Department (CFP-046) for processing. Copies of loan deferment forms that are processed by the GME Representatives are kept in each house officer's file in the event that a duplicate copy is needed for future reference.

Moonlighting

With the permission of the program director, house officers are allowed, but never required, to engage in moonlighting as outlined in [Medical Education Policy # 220 Moonlighting \(Supplemental Professional Work\)](#). Moonlighting must be counted in Duty Hour reporting.

Non Renewal of Appointment

The Program Director must give the house officer a minimum of 120 days notice of the intent not to renew the Graduate Trainee Physician Agreement or ‘contract’ unless the performance warrants immediate dismissal. If the primary reason(s) for the nonrenewal or non-promotion occurs within the four months prior to the end of the agreement, Henry Ford Hospital must ensure that its programs provide the resident with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement. [Medical Education Policy # 208 Grievances & Due Process](#) provides details.

Performance Improvement

HFHS recognizes house officers’ unique and multiple roles in the system. It maintains a training environment where teaching, learning and improvement are supported. [Medical Education Policy # 213 Performance Improvement](#) outlines an improvement process based on timely and documented feedback to address performance and/or behavior issues. The Performance Improvement Policy is designed to help house officers successfully complete their training programs; however, it also forms the basis of corrective action if remediation is not successful.

Personal Information

House officers are required to provide and maintain up-to-date personal information through [Employee Self Service on HR Connect](#):

- I-9 Form
- Income Tax Withholding (W-4) Forms for federal, state and local taxes
- Direct deposit for stipends
- Insurance (Life and accidental death & dismemberment (AD&D) beneficiaries
- Email Address
- Name Change
- Marital Status
- Emergency Contacts
- Home Address
- Phone Numbers
- Tax Shelter Annuities (TSA) withholding (optional)

The linked document provides quick and easy steps to follow, along with helpful tips:

<http://henryfordconnect.com/documents/HumanResources/self%20service/Employee%20Self%20Service%20Tip%20Sheet.pdf>

Notify the Medical Education Department immediately regarding any change in:

- Immigration status
- Medical licensure
- Completion of program

Physician Impairment

HFHS maintains a training environment for house staff that is free from the effects of drugs and alcohol abuse and expects house officers to report fit for duty. The use, abuse and possession of alcohol and illegal drugs in the workplace are a threat to the health and safety of employees and the general public. Henry Ford Health System is committed to providing a working environment free from alcohol and illegal drugs. [Human Resources Policy # 5.11 Drug-Free Workplace](#) provides details.

[Medical Education Policy # 207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment & Counseling Services](#) includes procedures to be used to evaluate house officers and employees whose behaviors and/or work performance bring questions to their ability to perform the essential functions of their position.

Program Closure or Reduction

In the event that a decision is taken to close a residency program, senior year house staff will be provided the opportunity to complete their training at Henry Ford Hospital. The Program Director will make every effort to secure transfers to positions in other programs for other house officers. [Medical Education Policy # 219 Program Closure/Reduction Institution Closure](#) provides details.

Promotions

House officers showing satisfactory completion of educational and experiential objectives as outlined by the training program in which they are enrolled will be promoted at the end of the academic year. [Medical Education Policy #214 Promotions](#) provides details.

Transfers

House officers may wish to transfer from one program to another either within or external to the HENRY FORD HOSPITAL. Transfers must be conducted in a manner that allows for the optimal transition for the house officer and the program. House officers must inform their current program director of the desire to transfer to another program, prior to any formal interview for such a transfer, and facilitate the communication of the two program directors relating to the transfer. [Medical Education Policy #216 Resident Transfers](#) provides details.

USMLE Step III

In accordance with the “[Graduate Trainee Physician Agreement](#)” (contract) house officers are required to take the USMLE Step III examination within the first postgraduate year of training and pass the examination within the second postgraduate year of training.

YOUR COMPENSATION PACKAGE

Stipends, Benefits & Professional Development Funds

Henry Ford Health System provides a generous compensation package for residents and fellows. The package includes a competitive stipend schedule and a comprehensive benefit package designed to meet the needs of today’s house officer and his or her family. [Medical Education Policy #204 Compensation, Benefits & Reimbursement](#) provides details. The following stipends and professional development funds are effective July 1, 2010.

House Officer Year Level	Annual Stipend	Professional Development Funds
1	\$ 47,720	\$ 300
2	\$ 49,143	\$ 300
3	\$ 51,295	\$ 1,250
4	\$ 53,620	\$ 1,250
5	\$ 55,879	\$ 1,250
6 through 8	\$ 57,351	\$ 1,250

All house officers also receive the following benefits:

- Flex Benefits to cover medical, vision, dental and insurance overages
- Professional Liability coverage for Henry Ford Hospital assigned duties
- Salary Continuation (6 months for documented medical leave)
- Long-Term Disability coverage: 60% of base salary up to \$4,000 per month
- Paid Vacation [Medical Education Policy # 221 Paid Time Off](#) provides details
- Free parking

Stipend or Pay Checks

Stipends are distributed in 26 bi-weekly checks which are mailed directly to the house officer's place of residence the Thursday before every pay Friday.

Direct Deposit. House officers are encouraged to use Direct Deposit. Direct Deposit takes the unpredictability out of when you will receive your paycheck. With Direct Deposit, all funds are directed to the bank or credit union account you set up. It's a timely, easy way to receive your pay every pay Friday. No more waiting for the mail to come to see if your check has arrived! To setup your Direct Deposit go to [Employee Self Service on HR Connect](#). Once logged in, select Payroll Home, then the Direct Deposit link. Please read the instructions and setup your account information and/or add/delete/edit your current direct deposit selections.

Benefits

Flex Benefits are part of the System's Total Rewards program, which recognizes and rewards employees for their contributions to the organization's success. Henry Ford Health System will contribute a significant amount toward the cost of your benefits in the form of "flex credits." House staff can customize their benefit selections to meet their needs. Some plans may require additional contributions in the form of payroll deductions.

To make Flex Benefit selections, go to [Employee Self Service on HR Connect](#) within 30 day of beginning your program. Most benefits are effective the first of the month after your contract start date, or first of the month, if your contract start date is the first of the month. During the annual Open Enrollment period you will have the option of changing benefits. Open Enrollment changes are effective January of the following year. The 2010 benefits provided to you as a house officer include:

- Medical & Vision Options
- Dental Options
- Accidental Death & Dismemberment (AD&D) Insurance Options
- Life Insurance Options
- Flexible Spending Accounts for Health & Dependant Care
- Adoption Assistance
- Tax Deferred Annuities
- Discounts: Take advantage of a variety of discount programs and special offers. Explore the many savings opportunities available to you through [Employee Self Service on HR Connect](#).

Child Care Center

Henry Ford Kids was established by Henry Ford Health System to assist employees with their childcare needs. It is a state-licensed child care facility that is accredited by and adheres to National Association for the Education of Young Children (NAEYC) guidelines. The center cares for children six weeks to six years of age. Modern facilities and low teacher-to-child ratios provide a high quality environment where your child can flourish. For additional information contact the [Henry Ford Kids'](#) director at (313) 871-2100.

Credit Union & Banking Services

[DFCU Financial](#) is a credit union that is located on the campus of Henry Ford Hospital. Direct deposit and automatic teller machines are available throughout the system for DFCU Financial. House officers have the option to set up direct deposit at any financial institution through [Employee Self Service on HR Connect](#). Direct deposit for bi-weekly pay is strongly encouraged. Most HFHS employees use this method of pay receipt.

Discounts

Henry Ford Health System provides a number of discounts to house officers and family members. Take advantage of a variety of discount programs and special offers. Explore the many savings opportunities available to you through [Employee Self Service on HR Connect](#).

Fitness Center

[Fitness Works](#) is a modern fitness center available to HFHS house officers at a reduced membership fee. Located at 6525 Second Ave. in the New Center Area, Fitness Works provides an ideal setting in which to exercise. The center has a cardiovascular and weights training area, jogging track, pool, aerobics room, basketball court, racquetball/squash courts, a golf center, sauna and steam rooms and a Pro Shop. Call Fitness Works at (313) 972-4040 for details.

Lab Coats

Lab coats are provided for each house officer at the start of their training program. Additional lab coats may be provided for the third and fifth years of training at Henry Ford Hospital. New lab coats must be ordered through the program coordinator or secretary by October 1. Free laundry service for lab coats is available to house officers in the M Unit basement.

Long Term Disability Coverage

Henry Ford Health System provides house officers with a long-term disability policy through UNUM. The benefit includes 60% of salary up to a maximum of \$4,000 per month. The plan pays benefits until age 65. This unique plan designed for house officers provides residual or partial payment if you return to work on a part-time basis, and a cost of living adjustment to protect you from the negative impact of inflation.

The plan also has a conversion privilege that allows you to continue coverage upon graduation on a guaranteed basis regardless of medical history. This is not offered in most programs.

Pat Flynn & Company, Inc.

patf@flynncompany.com

(800) 768-6100

On-Call Meal Supplement

House officers assigned to in-house call are provided an On-call Meal Supplement to help cover the cost of hospital meals. Those scheduled for overnight call (24-hour call) receive \$10.70 per call, and/or those who work extended shifts (in excess of 14 hours per day) receive \$5.35 per call. At the beginning of the contract term, house staff identification badges are loaded with the funds to cover all assigned call for the entire contract term, as determined by the program director. The on-call meal supplement may be used to purchase food in the Henry Ford Hospital cafeteria, West Pavilion kiosk, HFH Lobby Café, Little Caesar's, Java City and the HFH Gift Shop.

Physician Wellness Program

The [Physician Wellness Program](#) has been established to promote the physical, mental, emotional, social and relational wellbeing of the Henry Ford Medical Group and house officers throughout the Henry Ford Health System. The Wellness Program sponsors a variety of annual events and ongoing programs designed to assist our physicians live healthy and well-balanced lives.

Henry Ford Health System recognizes that house officers may experience personal problems which require assistance to resolve. We believe that it is in the best interest of both the house officer and HFHS that personal problems be identified and treated at the earliest possible stage before they affect training performance. The Physician Wellness Program provides assistance by specialists who understand physicians and the challenges of the profession. The program provides the following timely, appropriate and free services to house officers:

- Wellness Education
- Coaching
- Family Engagement
- Confidential counseling related to personal issues include, but are not limited to: training or personal stress, emotional problems, marital/family conflicts, alcoholism, other chemical dependencies, and financial or legal difficulties

- Fitness for Duty (i.e., physical, emotional and cognitive disabilities; drug and alcohol abuse) evaluations and follow-up in accordance with [Medical Education Policy # 207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment & Counseling Services](#)

The decision to seek assistance and accept treatment for any personal problem is the responsibility of the house officer. Confidentiality shall be maintained in assisting the house officer at all times.

You may contact the Physician Wellness Program directly or your Program Director may make a formal referral to for problems affecting performance during your training program.

Wes Baldwin, Manager

waldwi1@hfhs.org

313-608-9371

Professional Liability Coverage (Malpractice)

Henry Ford Health System has a self-insured vehicle and provides umbrella coverage for professional liability to senior staff and residents. The program is structured in three tiers of protection. The first two tiers are the HFHS Trust and Onika. The third tier provides coverage for catastrophic events. The insurance program is written on a claims-made basis (i.e., it covers only those claims asserted during the annual term, and there is no need to purchase additional independent tail coverage).

House officers doing an outside rotation at a non-affiliated institution are not covered by Henry Ford Health System's malpractice insurance. Supplemental coverage must be purchased to cover the period of the outside training.

In summary, licensed house officers practicing medicine with the Henry Ford Health System are fully covered by malpractice insurance during approved HFHS training at HFHS facilities.

Travel

House officers may be required to travel outside the Detroit metropolitan area for rotations, courses and conferences to obtain mandatory experiences for the completion of the program or to represent their hospital or program at the request of the Director of Medical Education or Program Director. Details regarding the requirements for the various types of house officer travel are included in [Medical Education Policy # 204 Compensation, Benefits & Reimbursement](#).

Travel requiring commercial transportation and/or accommodations must be approved in advance using Travel Authorization and Reimbursement procedures located at <http://henry.hfhs.org/body.cfm?id=2964>. Your program coordinator or secretary will process your Travel Requests, Authorizations and Reimbursement. Travel Requests must be submitted at least 15 days in advance of travel. Upon return from travel, receipts and the final report must be submitted within 30 days.

Requests for mileage reimbursement, without travel, must be submitted at least quarterly (March 31, June 30, September 30 and December 31).

Professional Development Funds are aligned with the house officer's contract period (usually July 1-June 30). For those house staff with off-cycle academic years, individual start dates will apply. Funds that are not utilized within the academic year are not available in the following academic year.

FACILITIES

Housing

The [Henry Ford Hospital \(HFH\) Apartments](#), located at 1350 W. Bethune, Detroit, Michigan 48202, directly behind the hospital, providing convenient access to the hospital and its facilities. Free parking is provided in a fenced surface lot surrounding the apartment. The 21-story apartment building has 170 one and two bedroom apartments available.

Lactation Support Services

Support is available for breast feeding mothers. All breast feeding residents have the right to request breaks for expressing milk. The timing of the breaks and the location of space (if located away from main campus) for this purpose will be determined by the program director. Henry Ford Hospital has “nursing nooks” with hospital-grade breast pumps available for house officer use, free of charge. Henry Ford Health System also offers employee discounts for the purchase of personal pumps.

For more information on lactation support, including help with pump kits and spare parts, location and door codes for nursing nooks and contact information for house officers who have successfully breast fed during training, contact:

Mary Kay Smith, Hospital Lactation Consultant H3 Charge Nurse	msmith10@hfhs.org	313-916-8363, pager 313-990-4333 313-916-0956 (16-0956)
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Lockers

Each department provides their house officers with lockers and office space. There are a limited locker number of lockers in the Doctor’s Coat Room (behind the pharmacy on the first floor) for house officers who are not able to obtain locker space within their department.

Lounge Facilities

The House Staff Lounge is located in the H1 corridor. The lounge is open seven days a week, 24 hours per day. Television, refrigerator, microwave ovens, coffee, computers and printer are available. Computers provide internet access as well as direct access to Electronic Medical Record applications.

On-Call Rooms

Henry Ford Health System is committed to providing house staff with on-call rooms that are furnished to provide the occupant with a restful and secure environment. On-call rooms are located throughout the hospital to provide relatively close proximity to patients. Program coordinators and chief residents will provide directions and access to the appropriate call room.

In the event that a call room is not available, for a room call Concierge Service	313-916-1414 (16-1414)
Maintenance issues/repairs identified in on-call rooms:	313-916-1414 (16-1414)

Parking

Free parking is available to all house staff in the Staff Garage on floors six and above from 5 a.m. to 1:30 p.m.; floors two and up between 10:30 p.m. and 5 a.m., Monday through Friday, Saturdays, Sundays and holidays. In the event that the Staff Garage is full, house officers are directed to the Lincoln Lot, south of West Grand Blvd.

House officers are assigned to a parking area (either Staff Garage or Apartment Building if staying as a tenant) during the orientation. Vehicle parking permits are issued upon presentation of vehicle registration(s) and must be properly displayed. While at work, house officers are expected to park in their assigned areas.

ENVIRONMENT, HEALTH, SAFETY & SECURITY

Accidents, Illnesses or Injuries Reporting

All accidents or injuries that occur, regardless of their severity, should be reported promptly to your supervising physician, Chief Resident, or Program Director.

Both Workers' Compensation and Occupational Safety and Health Administration (OSHA) require immediate reporting of all work-related injuries. The on line [Red Form](#) must be completed to report all accidents or injuries.

Reporting Accidents or Illnesses of Visitors. If a visitor becomes ill or has an accident while on HFHS property, please notify your supervising physician, Chief Resident, Program Director, and/or Administrative Manager for follow-up. It is mandatory that the accident or illness of a visitor be reported on the on line [Red Form](#).

Computers

As part of its education mission, the program provides computers throughout its major training sites, both in Computer Labs and in other areas of each hospital. Each computer user is responsible for use of the computers in an effective, ethical, and lawful manner. Because these computers are hospital property and are shared with others, certain practices and procedures must be followed. It is the objective of the program to maintain an atmosphere of constructive learning and academic freedom while maintaining proper asset control.

In all cases use related to patient care and other hospital-related processes has priority over any other use of computers. Use is restricted to educational pursuits related to medical education.

Hospital computer use is contingent upon prudent and responsible use. Inappropriate use will not be tolerated and may result in loss of computing privileges and/or disciplinary action up to and including suspension from your training program.

Examples of inappropriate use include the following:

- Saving files on the hard drive
- Altering, changing, or deleting hardware and software configurations
- Wasting limited resources, such as playing games or printing multiple copies of documents
- Knowingly introducing a computer virus or other destructive program
- Using computer facilities for a commercial purpose
- Copying software from any of the computers
- Loading any application/program on the computers
- Using the computers to view what may be considered pornographic material.

All work must be saved to a personal disk or on shared drives assigned to specific medical education programs as assigned by Program Directors.

The following are guidelines for use of any hospital-provided computer:

- Computers are intended for hospital-related, patient care, research, education and management use only. Playing computer games is not permitted. Hospital-related work takes precedence. Do not use computers to view web sites with inappropriate content.
- Do not use computers in patient care areas for non-patient-related work of any kind.
- Do not alter, change the settings of, or reconfigure software on these computers in any way. This includes changing the desktop, icons, wallpaper, and taskbar.
- Use only the software loaded on the computers. Installing any software on the computers is prohibited. Making any modification to the computers, their operating systems, or their software is prohibited.
- No software may be copied from the computers other than the files that you create.
- Users are not to store files on, write data to, or alter the contents of the hard disk in any way. Users must save all files to floppy disks or CDs, or on sites as assigned to specific programs.
- Do not delete any software, files or documents from these computers.
- Do not download anything from the internet onto these computers.
- Printing should be limited to material for hospital-related patient care, research, education, or management use only. Do not print extensive material from the internet.
- When you are finished using a computer, close out of a program completely. Leave the computer at the desktop screen with the program icons.

If you need assistance with computer use, the library staff or IT staff will provide general assistance. .

Confidentiality & Information Security

Henry Ford Health System reserves the right to privacy with regard to confidential information. Any information obtained or maintained by Henry Ford Health System must be protected from unauthorized use whether accidental or intentional. Any house officer who misuses information puts the organization in a position of potential liability.

It is the responsibility of each house officer to adhere to security policies, standards, and procedures when accessing confidential information. House officers in training agree to maintain professional and ethical standards with regard to access and knowledge of confidential information. The program director will provide details about the information a house officer will be permitted to access when providing patient care responsibilities. [Human Resources Policy #5.18 Confidentiality and Information Security](#) and [System Administrative Policy #710.60 Patient Photographs and/or Video Recordings](#) provide details.

Revealing confidential information of any nature regarding patients, visitors, employees, or the organization, and inappropriate access, modification, destruction or disclosure of confidential information in any format (including, but not limited to: personal computers, electronic mail, voice mail, fax machines, Internet, Intranet, medical record, etc.) is strictly prohibited and may result in dismissal. Electronic mail is the property of HFHS, all compositions are and remain the property of HFHS, and may be subject to review by authorized personnel if there appears to be a violation or misuse of this privilege. [Medical Education Policy # 102 Email](#) provides details.

Drug-Free Workplace

The use, abuse and possession of alcohol and illegal drugs in the workplace are a threat to the health and safety of employees and the general public. Henry Ford Health System is committed to providing a working environment free from alcohol and illegal drugs. [Human Resources Policy # 5.11 Drug-Free Workplace](#) provides details.

Emergency Preparedness

Henry Ford Health System strives to provide a stable educational environment and employment for interns, residents and fellows. A declaration of an emergency will be made in accordance with the HFHS Emergency Preparedness plans for each site. The [Henry Ford Hospital Emergency Operations Plan](#) provides specifics.

[Medical Education Policy #103 Medical Education Program Emergency Preparedness: Disasters and Extreme Emergent Situations](#) provides guidance regarding decisions about the involvement of medical students and house officers in emergencies

HFHS uses the Universal Emergency Preparedness Codes as defined by [System Environment of Care Manual Policy #4.11 Emergency Preparedness Codes](#):

Code Red:	Fire	Code Pink:	Infant Abduction (< 1 yr old.)
Code Yellow:	Bomb Threat	Code Purple:	Child Abduction (> than 1 yr old)
Code Triage Internal:	Internal Disaster	Code Gray:	Combative Person
Code Triage External:	External Disaster	Code Silver:	Weapon or Hostage Situation
Code Blue:	Adult Medical Emergency	Code Green:	Missing Person, Elopement
Code White:	Pediatric Medical Emergency	Code Orange:	Hazardous Material Spill/Release
Code Black:	Tornado Warning		

Employee Health

Employee Health, located on the main campus between Clara Ford Pavilion and the Education and Research Building, provides pre-placement medical evaluations, work related illness and injury evaluations, performs infection control screening, administers vaccinations, tests respirator fit, manages exposure of blood/body fluids and tuberculosis, chemical impairment testing, chemical exposure evaluations and all other work related physical examinations. Employee Health also conducts activities related to regulatory compliance. House officers are required to complete periodic screening/testing and be cleared for work in accordance with [Medical Education Policy #207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment and Counseling Services](#).

Fire Guidelines

Fire evacuation procedures/routes differ for each work area and should be reviewed periodically by your Program Director. At that time, you will be informed of your specific responsibilities in case of fire. General guidelines are as follows:

- Do not remove safety devices, tamper with or make unauthorized repairs to equipment.
- Keep aisles, exits and fire equipment clear of obstruction at all times.
- Report all incidents, no matter how slight, to your Program Director or Administrative Manager, even if no injury appears.
- Place all equipment and materials solidly on the floor, away from passageways.
- Obey all federal safety regulations. Failure to observe them will result in disciplinary action.
- Report any missing or damaged fire extinguisher or any potential fire hazards to your Program Director immediately.
- If fire is sighted, take appropriate action according to the procedures outlined in your facilities Emergency Preparedness Manual. The [Henry Ford Hospital Emergency Operations Plan](#) provides specifics.

Fire Safety

In case of fire, R.A.C.E.:

- **R**escue any person in the immediate area
- **A**lert Security
- **C**ontain the fire-Close doors behind you
- **E**xtinguish or evacuate.

When using the fire extinguisher, P.A.S.S.:

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the handle and use a
- **S**weeping motion

Take a minute to locate the fire alarms and extinguishers in your area. Know where your department's Emergency Procedure Manual is located.

First Aid

If you suffer an injury while at Henry Ford Hospital, contact your Program Director or supervising physician immediately to obtain first aid treatment. If there is a more serious injury, medical treatment will be arranged through the appropriate medical facility. A Quality Management Report ([Red Form](#).) must be completed to document any injury. It is important to complete this form as it allows the hospital to monitor incidents and/or injuries and make necessary changes to prevent further such instances. The completion of the form is also generally the first step in documenting an injury for any sort of disability reimbursement.

HIPAA

HIPAA regulations require the protection of patient information:

- All personnel are responsible for protecting the confidentiality of patient information and preventing unauthorized access and use of patient information, whether communicated electronically, on paper, or orally
- Before giving out patient information, think privacy first.
- Use reasonable safeguards to maintain confidentiality of patient information.
- **Under no circumstances is it acceptable to access the information of persons known to you, including friends, family, associates, co-workers or public figures. The only exception to this rule is when it directly relates to your job responsibilities.**

The term "Protected Health Information" or patient information includes information that identifies a person (e.g., name, medical record number, social security number, or phone number). It also includes information about that person's health status or condition, or payment for healthcare services.

All house officers are required to complete a HIPAA education module through the HFHS University, the electronic learning management. Additional HIPAA training is provided at the program level.

All house officers must comply with [System HIPAA Policies](#). [What you need to know about HIPAA privacy rules](#) summarizes key points.

Infection Control

Henry Ford Health System has an active and comprehensive Infection Control Program designed to protect employees, house staff, patients, and visitors. Infection Control, along with support from Employee Health Services, provides education and management of communicable disease exposure and immunizations. Infection Control staff conduct surveillance for hospital/procedure associated infections and targeted environmental studies.

Each house officer receives infection control information during the orientation program and throughout the residency training curriculum. An infection control learning module is assigned to house staff through the HFHS University for review and completion each year.

House staff are expected to comply and practice Standard Precautions, including good hand washing technique at all times. Personal protective equipment (such as gloves, gown, facial protection, etc.) is provided in all work areas to help prevent exposure to blood and other potentially infectious materials.

Contact Infection Control at 313-874-9175 for additional information, educational needs, concerns or comments; the office is located in One Ford Place.

Personal Safety

Pleasant work conditions include an environment of safety that promotes well-being during your training program. Good housekeeping, attentiveness to potential hazards and consideration for colleagues all play an important role. Practicing good safety measures during your training also reduces the risk of hazards to your health and well-being. A learning module detailing elements of professional safety is assigned to each house officer during orientation.

Safety Events

Henry Ford Health System believes in a “Just Culture” that encourages personnel self-disclosure and continual delivery of high quality services. HFHS wants all personnel to feel safe to speak-up and speak-out about reporting of adverse events, near misses, existence of hazardous conditions and related opportunities for improvement as a means of identifying systems changes and behavior changes which have the potential to avoid future adverse events. [Human Resources Policy #5.24 Response to Safety Events](#) provides details.

Security & Identification Badges

HFHS is committed to providing patients, visitors, employees and house officers with a safe environment.

To help with maintaining a secure workplace, all house officers are required to wear identification badges at all times while on HFHS property. Badges are to be worn chest high and may not be defaced, or used to display pins or other decorative items. Lost or stolen badges must be reported to Security (313-916-1122) immediately. Wearing identification badges and taking normal precautions helps reduce the risk of theft in the workplace. Do not bring large amounts of money or valuable items to work, since HFHS cannot be responsible for the loss or theft of personal items. House officers are encouraged to secure personal belongings in designated lockers.

HFHS reserves the right to inspect any packages brought into or out of the building. Incident investigations may require inspection of lockers, desks, and/or workstations. A package pass signed by a Program Director should be used when removing any HFHS property from the premises.

Theft

Any house officer who is victim to stolen property should contact Security Administration immediately (313-916-1122) and file an incident report.

The practice of house staff routinely helping themselves to various things belonging to HFHS is not tolerated. Any house officer that steals or misappropriates HFHS property, patient property, visitor property, or the property of colleagues, regardless of the value, may face disciplinary action up to and including termination.

Tobacco-Free Environment

HFHS, all buildings and property, are designated a tobacco-free environment. As a health care system, it is important that we strive for a positive tobacco-free image. [Human Resources Policy #5.14 Tobacco-Free Environment](#) provides details.

Violence

It is the policy of the Henry Ford Health System to provide a safe and non-violent environment for house officers. [Medical Education Policy #222 Workplace Violence](#) provides details.

Weapons

Firearms, knives or any other weapons, are not authorized in all properties, buildings owned or leased, by Henry Ford Health System. For everyone's safety, the carrying, possession or storage of firearms and other dangerous weapons, by any patient, visitor, employee, staff, vendor, contractor, student, contingent or volunteer on Henry Ford Hospital property is prohibited. Possession of any weapon not authorized by HFHS will result in disciplinary action up to and including termination. The [Environment of Care \(Safety\) Manual Policy #2.16 Dangerous Weapons Prohibited in Weapons-Free Zone](#) provides details.

PROGRAM COMPLETION

Certificate of Program Completion

Graduating house officers receive a certificate at the completion of their program at Henry Ford Hospital. Residency program coordinators or secretaries are responsible for completing the necessary paperwork to provide signed certificates at the time of program completion.

Clearance Procedure

House officers completing a graduate training program are required to complete a "House Officer Clearance Form" prior to the last day of training to ensure that there are no outstanding issues requiring resolution prior to their departure. This process is MANDATORY in order to allow for processing of termination. In addition to the required signatures, the anticipated plans of the house officer and a forwarding address are requested. This information enables the GME Office to respond appropriately to various surveys and ensures that you receive your current year W-2 for filing federal, state and city tax returns.

Cobra Insurance

Continuation of health benefits will be offered upon graduation, termination, or resignation. Within 30 days of termination, the former house officer will receive written information via mail from HFHS Employee Services regarding the COBRA process and options. Upon receipt of the information, house officers may elect to continue benefits and accepts responsibility for payment on a month-to-month basis. Should the former house officer elect to continue his/her benefits, coverage will be continuous and retroactive to the termination date.

Verification of Training

House officers who require verification of training for hospital privileges, prospective employers, and lending agencies must to send a request in writing to the Medical Education Office for processing.