

House Staff Manual *2018-2019*

Henry Ford Macomb Hospitals



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This **House Staff Manual** provides you with an introduction to the Department of Medical Education as you begin your graduate medical education training program. The manual is informative and provides an explanation of pertinent educational support services offered by the Medical Education Department.

The **Manual** is a guide to policies, procedures and general information to assist you as a member of the House Staff. **Aside from the requirements as outlined in your contract, the program reserves the right to make changes in content or application of its policies and procedures as it deems appropriate.** These changes may be implemented even if they have not been communicated in this **Manual**.

KEY CONTACTS

Medical Education Department

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KEY RESOURCES & SERVICES

Physician Wellness Program

[Henry Athletic League](#)

Employee Assistance Program 313-874-7122

Health Professionals Recovery Program 1-800-453-3784

Research Services (Public Health Sciences)

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

Macomb Clinton Township Library..... 586-263-2485

Juliet Mullenmeister, Librarian

jmullen2@hfhs.org

Melanie Bednarski, Librarian

mbednar1@hfhs.org

KEY LINKS

Employee Self Service on HR Connect

[Employee Self Service on HR Connect](http://henryfordconnect.com) is located at <http://henryfordconnect.com>. Your employee identification number and password are required for access. Your user name is your corporate user name, also your email name minus the @hfhs.org. Your password is your corporate password.

HFHS Medical Education Policies

Henry Ford Health System Medical Education Policies are accessible through the intranet by clicking here: [Medical Education Policies](#).

Henry Ford Health System

Henry Ford Health System (HFHS) is a 2011 Malcolm Baldrige National Quality Award Recipient and 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 <https://www.henryford.com>. For information specific to Henry Ford Macomb Hospital go to <https://www.henryford.com/locations/macomb>. You may also wish to view our new intranet site at <https://onehenry.hfhs.org/Pages/Home.aspx> from any computer within the health system.

HFHS Mission Statement

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

HFHS Vision Statement

Transforming lives and communities through health and wellness, one person at a time.

HFHS Value Statement

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

- Each patient first
- 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, residents and fellows as well as the continuing education of faculty and affiliated physicians.

HFHS trains over 2,200 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 700 medical students each year. Henry Ford Hospital is also affiliated with the Wayne State University School of Medicine to teach medical students creating a clinical campus providing 104 medical students their junior year clinical clerkships.

Henry Ford Hospital, in affiliation with the Wayne State University School of Medicine, sponsors about 500 residents and 165 fellows in its 50 programs approved by the Accreditation Council for Graduate Medical Education (ACGME). HFH sponsors an additional 27 fellows in specialized training programs that are not governed by ACGME.

Henry Ford Macomb Hospitals (HFMH), Henry Ford Wyandotte Hospital (HFWH) and Henry Ford Allegiance Hospital (HFAH) train more than 250 osteopathic (D.O.) medical students each year. The training programs at these hospitals are affiliated with Michigan State University College of Osteopathic Medicine.

The community hospitals, Henry Ford Macomb, Henry Ford Wyandotte, and Henry Ford Allegiance Hospitals sponsor about 500 residents in 18 programs approved by the American Osteopathic Association (AOA), the Accreditation Council for Graduate Medical Education (ACGME), and the American Association for Podiatric Medicine and Surgery (AAPMS). Many of our residents participate in the Osteopathic Postgraduate Training Institute (OPTI) operated by the Michigan State University College of Osteopathic Medicine (MSU-COM), also known as the Statewide Campus System (SCS). All three hospitals have been granted the status of Sponsoring Institution through the Accreditation Council for Graduate Medical Education (ACGME). All programs have applied for ACGME accreditation and all have achieved Initial Accreditation with a few programs receiving Continued Accreditation.

The Henry Ford Health System also provides over 200 educational programs annually 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, through the CME portal, expanding the reach and impact of the Henry Ford Medical Group expertise.

HFHS Medical Education Mission Statement

Medical Education at Henry Ford Health System incorporates within every residency and fellowship program a commitment to continuous improvement in the processes, quality, and outcomes of patient care. The aim is to serve as responsible stewards of scarce health care resources while working to improve the health status and well-being of the populations we serve. Physicians are educated to provide principled leadership in compassionate patient-centered care, education, research, and innovation.

HFHS Medical Education Vision Statement

We educate physicians to master the art and science of clinical excellence and to transform the quality of patient care through research, compassion, and innovation.

HFHS Osteopathic Medical Education

The Medical Education programs at Henry Ford Health System had their beginning in 1919 at Detroit Osteopathic Hospital, which ceased operation in 1992. Today, Henry Ford Macomb Hospital, Henry Ford Wyandotte Hospital and Henry Ford Allegiance Hospital are the process of obtaining initial and continued accreditation through the Accreditation Council for Graduate Medical Education (ACGME). Each training program is subject to an accreditation process conducted by the ACGME or the CPME.

These HFHS community hospitals maintain an academic affiliation with Michigan State University College of Osteopathic Medicine.

HFHS Podiatric Medical Education

Henry Ford Health System has two Podiatric Medicine and Surgery Residency (PMSR) Programs that offer the Reconstructive Rear Foot and Ankle Surgery Certification. One program is located at Henry Ford Macomb Hospital. This hospital and residency program joined Henry Ford Health System in 2006. The other PMSR program is located at Henry Ford Wyandotte Hospital and had its beginnings at Riverview Hospital in Trenton.

Henry Ford Macomb Hospital maintains academic affiliations with:

- Barry University School of Podiatric Medicine
- Midwestern University Arizona Podiatric Medicine Program

The Podiatric Medicine and Surgery Residency Program with Reconstructive Rearfoot and Ankle Surgery credential (RRA) is fully accredited by the Council on Podiatric Medical Education (CPME) and is subject to the accreditation process as specified by the CPME.

Henry Ford Macomb Hospital

Henry Ford Macomb Hospital is a 361-bed community hospital offering comprehensive acute and tertiary care. Specialty services include a Women's Health Center, a comprehensive Joint Replacement Center, Josephine Ford Cancer Institute, a Heart and Vascular Institute, and robust clinical services with teaching faculty in the areas of obstetrics and gynecology, orthopedic surgery, internal medicine, emergency medicine, general surgery, neurosurgery, neurology, an in-patient physical rehabilitation unit and an adult psychiatric hospital.

Henry Ford Macomb Hospital Medical Education

Henry Ford Macomb Hospital is approved to provide post graduate medical education by the Accreditation Council of Graduate Medical Education (ACGME) and the Council on Podiatric Medical Education (C.P.M.E.). The hospital has achieved accreditation status as a Sponsoring Institution with the (ACGME). Five of the seven osteopathic residency programs have achieved Initial Accreditation status with the ACGME. The Family Medicine Program has also achieved Initial Accreditation for Osteopathic Focus. One residency program remains with the status of Continued Pre-Accreditation with the ACGME and are anticipated to achieve Initial Accreditation during this academic year. The Podiatric Medicine and Surgery Residency Program is subject to the accreditation standards and process of the C.P.M.E. The medical education department has been established to support its medical students, residents and program directors as well as residency programs. The medical education department is also responsible for the Human Resources (HR) or personnel functions for all house officers.

The medical education office is open from 7 a.m. to 4:30 p.m., Monday through Friday. The department is under the physician leadership of Anthony Affatato, D.O., FACOEP-D, the Director of Medical Education/Designated Institutional Official (D.I.O.) and administrative leadership of Karen Ruwoldt, A.C.S.W., Administrative Director of Medical Education.

The Graduate Medical Education specialists are responsible for supporting students, residents, and program directors with all aspects of graduate medical education activities such as recruitment, post-match activities, orientation, scheduling, and assignment of evaluations, current house staff issues, benefits, and dismissal. If you are unable to have your issue appropriately addressed by the specialists, please contact the administrative director.

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

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Medical Education Fax Number		586-263-2975

Graduate Medical Education Committee

The Graduate Medical Education Committee meets monthly and is comprised of residency program directors, administrative staff from the department of medical education, a representative from the hospital’s quality improvement department, residents and representatives from affiliated teaching institutions. The GMEC reports to the Medical Executive Committee.

The Graduate Medical Education Committee (GMEC) is responsible for institutional oversight of all of residency programs accredited by the A.O.A., the A.C.G.M.E. and the C.P.M.E. The GMEC 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 Macomb Hospitals programs. Policies and procedures are delineated in [Medical Education Policy #404 HFMH Graduate Medical Education Committee](#). The committee works toward building collaboration between various constituents in support of the medical education mission. Specific duties of the Committee include:

- Act as an advisory committee in selection of applicants for residency;
- Assist Administration of the Hospital in matters of government and discipline of residents;
- Assist the Administration of the Hospital in matters of stipend and benefits to be accorded to residents;
- Assist the Administration in establishing responsibilities of residents to the staff and the Hospital;
- Ensure proper function of the Medical Library;
- Review and approve any education program initiated within the Hospital which requires cooperation of the staff;
- Initiate and provide educational programs for the staff;
- Approve new residency programs;
- Approve the addition of new rotations in existing or new participating sites;
- Review and approve the annual program evaluation (APE) as required by the ACGME;
- Review and approve the annual institutional report (AIR) as required by the ACGME;
- Develop guidelines and conduct special reviews of residency programs requiring support and guidance in meeting accreditation requirements;

Director of Medical Education

The ACGME states that the Sponsoring Institution (HFMH) must appoint a Designated Institutional Official (DIO). This individual, in collaboration with the Graduate Medical Education Committee (GMEC), must have the authority and responsibility for the oversight and administration of each of the Sponsoring Institution’s programs as well as ensuring compliance with the ACGME, AOA and CPME institutional, common and program specific requirements. The DME/DIO will:

- Organize and implement a high-quality graduate medical education program at the sponsoring institution;

- Ensure compliance with the ACGME institutional, common and specialty specific program requirements and the AOA's Basic Documents and specialty standards for Postdoctoral Training Programs
- Ensure compliance with CPME's Standards and Requirements for Approval of the Podiatric Medicine and Surgery Residency Program with Reconstructive Rearfoot and Ankle Surgery Certification; Manage all applicable program letters of agreement, documents and correspondence related to AOA/ACGME programs;
- Prepare and present an annual report on the "state of AOA/ACGME educational programs in the institution" to the Medical Staff and Governing Board and the MSU-COM Statewide Campus System;

Program Director Responsibilities

Each program director (PD) is responsible for the general administration of his or her residency program. The program director must meet program specific ACGME requirements for that role. The Director of Podiatric Medical Education must be certified in the appropriate specialty area(s) by the American Board of Podiatric Surgery.

In coordination with the DME, PD responsibilities include, but are not limited to, recruitment, selection, instruction, supervision, counseling, evaluation, advancement and maintenance of all records related to program accreditation, and fiscal activities. All program directors are members of the Graduate Medical Education Committee (GMEC). Each residency program director is responsible for oversight and scheduling of rotations for residents in his or her program. Schedules must be coordinated with the medical education office prior to the academic year for the approval of the director of medical education.

Medical Education Specialist Responsibilities

The specialists support medical students, residents and program directors with all aspects of medical education activities such as recruitment, pre-and post-match activities, orientation and current house staff issues. The medical education department and specialists function as the human resources department for all residents including assistance with hiring, benefits, and terminations. Specialists are also responsible for ensuring that all resident required and elective rotations are scheduled and meet the educational requirements established by the ACGME and CPME and the program director. In general, the medical education specialist is the 'go to' person in medical education for all questions and needs. Specialists will attempt to assist with rectifying issues either within the medical education department or through referral to another department with specialized expertise.

House Staff Council

The Henry Ford Macomb Hospitals (HFMH) House Staff Council (HSC) is a forum for all house officers in HFMH programs and those rotating at HFMH to raise and collectively address common concerns. HSC leaders also serve as voting members of the Graduate Medical Education Committee (GMEC). All house officers are strongly encouraged to participate. The HSC maintains an electronic system where any resident can post an anonymous complaint or concern. The chair of the HSC monitors this system and brings any posts to the HSC for review and proposed response. The chair of the HSC may also bring concerns to the D.M.E. or the G.M.E.C.

PROGRAM RESOURCES

Research Opportunities

Research and scholarly activity is a high priority for Henry Ford Health System and an expectation in all graduate medical education programs. Henry Ford Macomb Hospitals provide house officers with opportunities to gain further insight into scientific investigation and develop competence in research. HFMH supports house officer research through: (1) Consultations, (2) Web based learning modules provided by the Michigan State University-College of Osteopathic Medicine Statewide Campus System (SCS), (3) Participant travel funding to present at conferences and (4) Grant funding to assist with publication costs and other related expenses.

Consultations: In collaboration with the HFHS Public Health Sciences (PHS), house officers and faculty are provided with epidemiologic, biostatistical and corporate data store retrieval support for their respective research projects.

PHS staff members are available by phone or email for consultations. Residents wishing to utilize this support must complete the PHS approval form in order to obtain these support services.

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<i>For assistance with study design:</i>		
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Conference Presentations: HFHS encourages residents to conduct research and disseminate findings to further the profession and advance knowledge. HFMH supports this activity with up to \$1,500 per year when the 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, PDF & Travel](#) for details.

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 be 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 can hold 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. Residents must work with their program director to establish a specific educational opportunity.

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Simulation, Education & Research Center

The 12,000-square-foot Center for Simulation, Education and Research at Henry Ford Hospital gives our professionals the ability to practice new approaches to health care and refine their clinical skills using state-of-the-art simulations in a risk-free environment.

Fully accredited as a Level 1 Comprehensive Education Institute by the American College of Surgeons, the Center for Simulation, Education and Research at Henry Ford Hospital is the most advanced facility of its kind in Michigan and one of the largest in the United States.

The Center offers procedural simulation technologies using computerized mannequins and other mechanical devices. It also is a venue for advancing education and assessing the competencies of residents, physicians and other health care workers in the areas of inter-professional team communications, patient safety and doctor-patient communication skills. Reconfigurable suites replicate the emergency department, operating room, intensive care

unit, labor and delivery suite, and other hospital environments. Mannequins allow staff to realistically challenge their skills, perfect new care protocols and practice code situations.

By training on these medical simulation machines and in these simulated patient and operating rooms, physicians and other health care professionals will have even greater expertise and experience for real-life situations.

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Henry Ford Macomb Hospital has developed a simulation space in the resident lounge on the 2nd floor of the medical office pavilion. The simulation space houses laparoscopy simulators, an endoscopy simulator, a central line simulator with an ultrasound machine and GibLib, an on-line library of surgical videos and lectures. The surgical videos are of full length cases with surgeon narration. The topics can be viewed from a mobile device, a computer or through a virtual reality headset. A DaVinci robot in the surgical suite has a teaching arm installed and residents can complete robotic modules on the DaVinci. Please contact the surgery manager to determine times when the DaVinci is available for training.

Sladen Library

The [Sladen Library](#) at Henry Ford Hospital is your gateway to knowledge-based information, including over 4,000 electronic journals, more than 5,000 electronic books, and an excellent collection of database resources. Key resources include:

- AccessEmergencyMedicine
- AccessMedicine
- AccessSurgery
- Clinical Pharmacology
- ClinicalKey
- DynaMed
- Embase
- Endnote
- JAMAevidence
- Micromedex
- Procedures Consult
- Psychiatry Online
- UpToDate
- Web of Science

Sladen’s resources are easily accessible remotely with your Henry Ford user name and password. Additionally, most of our resources are available for use with your [mobile device](#). A great timesaver are Sladen’s [subject guides](#) – one-stop collections of resources around a particular specialty or topic. Sladen staff can assist you with manuscript preparation and provides a variety of training sessions.

The Sladen Library is located on the 17th floor of Henry Ford Hospital’s clinic building. The library affords a beautiful view of the city and provides a comfortable area for study.

Hours: M – Th, 8:00 a.m. – 7:30 p.m. F, 8:00 a.m. – 5 p.m. Closed: Sat, Sun, and Holidays; there is no after-hours access to Sladen Library.

Email: sladen@hfhs.org Phone: 313-916-2550

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

Henry Ford Macomb Hospital Library

The Medical Library is on the 4th floor of the Medical Office Pavilion. The Medical Library door is almost always open. In the event that it is closed; please contact security x63-2445 to have them open the door. House Staff have 24-hour access; but must show security a hospital I.D. badge for entrance after hours.

Information requests can be sent via email, phone, in written form, or via walk-in. Library personnel are happy to assist with any information needs. Computers with Microsoft Office and access to the Network Resources of the facility are available for use.

The HFHS Library Catalog is available for searching materials in all HFHS libraries. You may find it online at: www.Henryfordconnect.com/slادن and then click the **Sladen Library Catalog** link in the blue box on the right. This will link you to print materials, and to the large collection of Electronic Books available through the HFHS Library Network.

Staffed Hours:

Monday-Friday: 7:00-3:30 PM

Juliet Mullenmeister, Medical Librarian

Jmullen2@hfhs.org

Melanie Bednarski, Medical Librarian

Mbednar1@hfhs.org

Phone: 586.263.2485

Fax: 586.263.2270

www.macomblibrary@hfhs.org

Communication

The medical education department issues pagers at the beginning of the year. This pager should be used throughout the year on all rotations regardless of location. Residents are responsible for their pagers and notifying the medical education office if pager is not working properly. There is a replacement charge for each lost pager.

It is required that pagers be turned on at all times while on duty, even when on rotations off site. The only exception to this policy is for rotations completed outside of Michigan. **Please answer all pages promptly.** Batteries can be obtained from the medical education office.

- Residents will be assigned a HFHS Outlook email account. This email account will be used for **all** standard communication from the System and the medical education department. Residents will receive email notification through Outlook for all evaluation and clinical and educational work hour notifications throughout the year. Each resident is expected to view and respond to emails each working day whether the individual is assigned to an internal or external rotation. Viewing of email on days off, vacation or while on an approved leave is not expected. Please refer to the [Medical Education System-Wide Policy No. 225 Email](#) for more information.

Lockers

Lockers are available to residents and medical students. Lockers include a lock, which is the responsibility of the resident to whom it is issued. House staff is responsible for lost items.

Lounges/Call Rooms

The Hospital provides a lounge and on-call rooms to house staff for rest during call or when too fatigued after a shift to safely drive home. The Hospital provides telephones, computers, fax machine, television, showers, and bathrooms for on-call use. If a house officer is too fatigued to drive but must go home after a shift, the house officer can take a

taxi home and back to work the next shift. Receipts are to be turned in to the medical education office for reimbursement.

Lab Coats & Scrubs

Each resident will be provided three lab coats during the first year of training and an additional two lab coats in the third year by the department of medical education.

Scrubs are available for use within the hospital. Scrubs are the property of the hospital and are not to be taken for personal use. Henry Ford Hospital and Henry Ford Macomb Hospitals use a Scrubex machine system to dispense scrubs. Upon completion of an application form you will have I.D. badge access to the Scrubex machine. All soiled scrubs are to be returned to the Scrubex machine in order to have additional clean scrubs accessible to you.

Mail Boxes

The medical education office assigns mailboxes to each member of the house staff. The mail boxes are located in the 2nd floor house staff lounge or in your program's lounge area. Please pick up your mail each work day. If you are on an out rotation, please pick up your mail at least weekly. If you will be away from the hospital for more than a week, please arrange to have your mail picked up in your absence. Do not use the hospital mailing address for magazine or journal subscriptions. The hospital will not accept magazines and journals due to a lack of space. The mail box area is only for mail pick up, not for storage.

Parking

At Henry Ford Macomb Hospitals, parking is provided for residents in the designated employee parking areas. The medical education office will direct residents to the appropriate parking areas.

Residents are encouraged to call the Medical Education Department at Henry Ford Hospital, (313) 916-1601, to obtain information about parking at that facility.

State Wide Campus System (SCS)

The Michigan Osteopathic Postgraduate Training Institution (OPTI), the Statewide Campus System (SCS), provides an extensive schedule of academic events for medical students, residents and program directors. Each program has specific requirements and activities related to the SCS. Residents should refer to their program director for information regarding participation in SCS activities.

Students of Physician Assistant, Nurse Practitioner, and other Mid-Level Provider Schools

Any requests from students of Physician's Assistant, Nurse Practitioner, or other mid-level provider school for rotations within the program's primary training facilities or with program faculty must be reported and coordinated with the medical education office. Priority for rotations will be given of osteopathic and podiatric medical students, and residents.

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 a 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.) or delays due to leaves of absence 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 Macomb Hospitals (including clinical and educational work scheduling, receiving a stipend and qualifying for other benefits), each house officer must:

- present a diploma demonstrating graduation from a medical school;
- 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);
- 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;
- have cleared the HFHS background check including criminal background checks, Office of Inspector General Sanctions, etc.;
- have passed the COMLEX/USMLE III exam prior to the beginning of the PGY 3 year of training.

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](#) provides details.

Attendance

House officers are expected to consistently report for clinical and educational work assignments as scheduled. [Medical Education Policy #202 Attendance](#) provides details.

BLS/ACLS Certification

It is the responsibility of house officers to maintain certification. Re-certification is required every two years in order to maintain clinical privileges at HFHS. Failure to re-certify will result in suspension without pay. Current house staff must enroll in an HFHS-sponsored course, unless other arrangements are made through the medical education office. HFHS will bear the cost of re-certification IF completed before the expiration date. If re-certification does not occur prior to the expiration date, the full cost of the course is the responsibility of the house officer. On-line courses are NOT acceptable for ACLS training or recertification.

All incoming first year residents must be ACLS certified before commencing their training at HFHS. BLS and ACLS courses are offered at HFHS prior to orientation for incoming house staff without current certification. Those unable to participate may take courses elsewhere prior to their start date; however, BLS and ACLS certification courses must be sponsored by American Heart Association, and include in-person skill testing.

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](#) provides 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.

Clinical and Educational Work Hours

Clinical and educational activities or work hours are defined as all clinical and academic activities related to the graduate medical education program, i.e., patient care, both inpatient and outpatient, 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. Clinical and educational hours do not include reading and preparation time spent away from the work site. All programs must comply with ACGME common program requirements. [Medical Education Policy #229 Clinical and Educational Work Hours and Fatigue](#) provides details about oversight for clinical and educational work hours and reporting violations.

Fitness for Duty

If HFHS has reason to suspect that an employee is unfit for duty due to 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 raise questions about 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 review process for resolving grievances and affording due process. [Medical Education Policy #208 Grievances & Due Process](#) provides details.

Immigration

Contact a graduate medical education specialist in the medical education department regarding J1 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 medical education department for processing. Copies of loan deferment forms that are processed by the medical education specialists are kept in each house officer's file in the event that a duplicate copy is needed for future reference.

Moonlighting, Extra Shifts and Paid Call

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, Extra Shifts and Paid Call](#). Moonlighting, extra shifts and paid call must be counted in Clinical and Educational Work Hour reporting. First year residents are not permitted to engage in moonlighting activities.

Non-Renewal of Appointment

The program director must give a house officer a minimum of 120 days' notice of the intent not to renew the Graduate Trainee Physician Agreement or 'contract' unless the house officer's performance warrants immediate dismissal. If the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, Henry Ford Macomb Hospitals 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 for 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:

[Employee Self Service at Your Fingertips](#)

Notify the medical education department immediately regarding any change in:

- Immigration status
- Medical licensure
- Completion of program

Fatigue: Options for Dealing with Fatigue as a Resident

Henry Ford Health System provides support and fatigue mitigation to residents in compliance with ACGME requirements as documented in the ACGME Common Program Requirements (7/1/2016) Section VI:F: Clinical Experience and Education. Henry Ford Macomb Hospitals provides comfortable sleep accommodations in the on call lounge for any resident who may be too fatigued to safely return home after a work assignment. In addition, if the resident must get home immediately, the medical education department will reimburse the resident for a trip home via taxi cab. Receipts are required and must be submitted through PeopleSoft for reimbursement.

Sleep facilities and/or safe transportation for residents when on rotation at Henry Ford Hospital

1. **Any resident may** call Concierge Service (16-1414) for a call room available through Service Response. Residents are encouraged not to use their primary service call rooms so they may be cleaned for the on call team that day.
2. **If the resident must get home immediately**, the resident should use a taxi cab. There is a Taxi stand at the West Grand Blvd entrance or in off hours, call the operator (0) and they will connect you to a taxi company. The Medical Education office at Henry Ford Macomb Hospitals will reimburse the resident for a **one-way trip** home. Receipts are required and should be submitted through PeopleSoft. The program coordinator is also responsible for emailing the scanned receipt to the GME Office at gme@hfhs.org for tracking. The resident is responsible for transportation back to the hospital for their next shift.
3. **If the resident/fellow must get home with their car**, the resident/fellow may contact the Concierge Service to request the transportation service to drive them, in their car, to their home. Since this service is arranged with an outside vendor, it takes them approximately 2 hours to arrive at HFH. The invoice for this service will be sent directly to Medical Education by e-mail to gme@hfhs.org or by interoffice mail to Medical Education, CFP B046.

Drug Free Workplace

HFHS is committed to providing a working environment free from alcohol, illegal drugs and tobacco and improving the health and productive lives of its employees and their families, as well as providing a hygienic, comfortable environment free of tobacco smoke odor. The manufacture, use, possession or sale of illegal drugs on HFHS premises or when conducting business on behalf of HFHS is prohibited. Lawfully prescribed prescription drugs used in accordance with their instructions are not subject to this policy, however, reporting for work or working under an impairment caused by the abuse of lawfully prescribed drugs is prohibited. [Human Resources Policy #5.11 Drug Free Workplace](#) and [Human Resources Policy # 5.14 Tobacco-Free Workplace](#) provides more details related to drug, alcohol and tobacco use.

[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 raise questions about their ability to perform the essential functions of their position.

Program Closure or Reduction

In the event that a decision is made to close a residency program, senior year house staff will be provided the opportunity to complete their training at Henry Ford Macomb Hospitals. The program director will make every effort to secure transfers to positions in other programs for other house officers. [Medical Education Policy #219 Program Closures & Reductions](#) 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.

Scheduled Time Off

Vacations:

In order to request time off, complete the appropriate Absence/Vacation Request form available in the medical education office. The fully completed form must be submitted at least **30 days** in advance of the requested time off with all required signatures. The resident must obtain written approval, as indicated on the form, from the program director, the rotation preceptor and the chief resident. The house officer must contact the medical education office to learn if his/her request has been approved. Residents are responsible for informing the faculty and senior residents with whom they will be working during the requested vacation time of this plan for vacation 30 days in advance.

The program director reserves the right to refuse any leave time request or cancel any previously approved leave time due to extenuating circumstances that may adversely impact patient care.

- **In the case of absence due to illness, bereavement, or personal emergency**, the house officer must notify the medical education office and their attending physician by the beginning of the shift during which the resident will be absent. Absence due to illness extending beyond three days requires a physician's documentation and LOA forms. After any absence due to illness, bereavement, or personal emergency, the resident must also notify the medical education office on the day of their return to work. Please refer to the [Medical Education Policy No. 210 Leaves of Absence](#). House officers are offered two "wellness days" in addition to the allotted vacation days in order to take care of personal business such as doctor's appointments or other such personal business.

The medical education department reserves the right to establish additional criteria for scheduled time off, including establishing "blackout" periods when time off is not permitted. As a general rule, scheduled time off may not be used while on an ICU rotation at any HFHS hospital. House officers may not use scheduled time off during the month of June except in the event of illness or personal emergency.

House officers may request time off during rotations at HFH through individual departments in accordance with that department's policy. Scheduled time off may not be used when assigned to any HFH rotation, whether it is completed at the HFH main campus or at any of their ambulatory sites, unless approved by HFH following their department specific guidelines for vacation.

House officers are required to be available at their assigned rotation through the end of their regular workday/work shift on the last day of their contract. If this includes responsibility for night shift or call, the shift will not officially end until 0700 on the following day. There are no exceptions to this policy.

Scheduled time off not used in accordance with medical education policy is forfeited. Time off may not be saved to be used at the end of the contract year or during subsequent years of training, nor may it be transferred to another house officer for their use.

Time Off During Internal Medicine Rotation at Henry Ford Hospital:

The procedure for taking time off during an internal medicine rotation at Henry Ford Hospital involves an extra step. A resident seeking time off during an internal medicine rotation at Henry Ford Hospital must obtain written approval from their base hospital's medical education office using the standard form. Once the base program has determined that the resident is eligible according to their standards, the resident should contact the Henry Ford Hospital Internal Medicine program to request the time off. Residents should not contact the Henry Ford Hospital Internal Medicine program unless they have followed appropriate procedures at their home institution.

The Henry Ford Hospital Internal Medicine program will grant up to three days off provided the following conditions are met:

- There are at least two other residents scheduled on the same team (on most floors during most months, this is not a problem)
- The requested time off does not include a night during which the resident is on call (although they are free to arrange a switch with another resident)

- In the interest of optimal team performance and continuity of care during the internal medicine rotation, if more than three days off have been requested by the resident, either the resident or the resident’s base institution must provide a substitute resident.

Unauthorized Absence:

The medical education office will follow the [Medical Education Policy # 213 Performance Improvement](#) when encountering any instance of a house officer absent from an assigned rotation who has not completed an approved Absence/Vacation Request form or followed the notification procedure for illness, bereavement or personal emergency described above.

Selection Process

Henry Ford Macomb Hospitals strictly adheres to the guidelines established by the AOA, ACGME and the CPME in the selection of residents for their medical education programs. The [Medical Education Policy # 217 Eligibility and Selection](#) offers specific details regarding the eligibility and selection of residents.

Transfers

House officers may wish to transfer from one program to another either within or external to the Henry Ford Macomb Hospitals. 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 relative to the transfer. [Medical Education Policy #216 Resident Transfers](#) provides details.

COMLEX/ USMLE Step III

In accordance with the [“Graduate Trainee Physician Agreement”](#) (contract) house officers are required to take and pass the COMLEX/ USMLE Step III examination within the second postgraduate year of training. Residents are not allowed to be promoted to the third year of training without having passed COMLEX/ USMLE Step III.

Your Compensation Package

Stipends, Benefits & Professional Development Funds

Henry Ford Health System provides a generous compensation package for residents. 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, PDF & Travel](#) provides details. The following stipends and professional development funds are effective July 1, 2018.

House Officer Year Level	Annual Stipend	Professional Development Funds
1	\$ 55,037.00	\$ 900.00
2	\$ 57,087.00	\$ 900.00
3	\$ 59,137.00	\$ 1500.00
4	\$ 61,187.00	\$ 1500.00
5	\$ 63,237.00	\$ 1500.00
6	\$ 65,287.00	\$ 1500.00

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 of your choice. 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 set up 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 "employer-paid" benefits. House staff can customize their benefit selections to meet their needs. Some plans may require additional house officer 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 on the first day of contract start date. 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 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 & Dependent 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](#).

Credit Union & Banking Services

Henry Ford Macomb Hospitals has a [Fifth Third Bank](#) automatic teller machine which dispenses cash for any debit card holder. [DFCU Financial](#) is a credit union that is located on the campus of Henry Ford Hospital. Automatic teller machines are available at Henry Ford Hospital and One Ford Place 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, near Henry Ford Hospital, Fitness Works provides an ideal setting in which to exercise. The center has a cardiovascular and weight 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. Some fitness centers offer discounts to HFHS employees. Fitness Works, Fitness 19, and Fuse45 are a few of the fitness centers offering discounts. To view the entire list, access [Employee Self Service on HR Connect](#) click on the Employee Discounts link under Hot Spots and then on the Wellness box.

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. For detailed information please go to www.flynnbenefits.com. This is not offered in most programs.

Flynn Benefits Group

pflynn@flynnbenefits.com
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(313) 745-4935

On-Call Meal Supplement

HFHS house officers assigned to continuous, 24-hour in-house call are provided an on-call meal supplement to help cover the cost of hospital meals. 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 and call schedules. The supplement is not provided to visiting house officers (e.g., not under contract with HFHS). The on-call meal supplement may be used to purchase food in the hospital cafeteria.

When on rotation at Henry Ford Hospital, contact the GME Office to activate funds allocated for continuous 24-hour in-house call at HFH. Food may be purchased in the Henry Ford Hospital cafeteria, and other food service locations within the hospital. Hospitals outside of the Henry Ford Health System may have a different meal fund allocation. It is important to contact the medical education office at the hospital where you are rotating to ensure you obtain the meal fund allocation for the month.

Physician Wellness Resources

Crisis Program: A house officer in crisis may be required to undergo an immediate evaluation of fitness for duty (i.e., physical, emotional or cognitive disability) or physician impairment (i.e., substance abuse, chemical dependency, mental illness, or use of drugs or alcohol that does not constitute substance abuse or chemical dependency) in accordance with [Medical Education Policy #207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment & Counseling Services](#) and the corresponding Human Resources Policy #4.10. Evaluations of house officers in crisis will be conducted by the following, depending upon the severity of the disability or impairment and the resources available at the time of crisis:

- Human Resources/Employee Health, 7 a.m. to 5 p.m. (**Call: Debbie Saoud at 313-399-0396, or Employee Health at 586-203-1660** Behavioral Health, 7 a.m. to 5 p.m. (**Call: Patient Access Liaison at (888-564-3577)**)
- Emergency Department, 5 p.m. to 7 a.m.

Counseling Program: Henry Ford Health System recognizes that house officers may experience **emotional, psychological or substance abuse problems which require counseling to resolve**. We believe that it is in the best

interest of both the house officer and HFHS that these problems be identified and treated at the earliest possible stage before they impact training performance.

The decision to seek assistance and accept treatment for any emotional, psychological or substance abuse problem is the responsibility of the house officer. However, the program director may also require a house officer to obtain assistance if the problem interferes with his/her performance either clinically or as a team member.

Confidentiality shall be maintained at all times. The Counseling Program provides timely and physician-appropriate services to house officers regarding:

- Professional Performance & Behaviors
- Mental Health Disorders
- Substance Abuse

The Counseling Program provides resident access to **specialists who understand physicians and the challenges of the profession**. House officers may obtain confidential counseling through any of the following HFHS resources:

- Specialty- Specific Graduate Medical Education **program director** support
- **Professional Counseling** (through the Employee Assistance Program) related to personal issues, including: stress, emotional problems, marital/family conflicts, alcoholism, other chemical dependencies and financial or legal difficulties (**Call: 313-874-7122**).
- **Behavioral Health Treatment** related mental health issues, including but not limited to: severe depression, anxiety, panic, personality disorders or any other mental health disorder (**Call: Patient Access Liaison at (888) 564-3577**)
- House officers and physicians may contact the [State of Michigan Health Professionals Recovery Program \(HPRP\)](#). This confidential program is designed to encourage health professionals to seek treatment before their impairment harms a patient or damages their careers through disciplinary or regulatory action. The HPRP supports the recovery of its participants so they may safely return to practice and protect the safety of the general public. By providing health professionals an opportunity to enter into treatment and to seek recovery from their diseases early in the disease process, the HPRP can serve to minimize negative impacts on licensees/registrants, patients and their families and friends. (**Call: 1-800-453-3784**).

Wellness Program

The [Wellness Program](#) has been established to promote the physical, mental, emotional, social and relational wellbeing of the Henry Ford Medical Group, affiliate physicians 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:**

- Wellness Education Workshops
- Physician Athletic League
- [Fitness Works Memberships](#)
- [Employee Resource Groups \(ERG\)](#) (e.g., Amigos de HFHS ERG, Pride ERG, iCare4U ERG)
- Preventative Services

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 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, PDF & Travel](#).

Travel requiring commercial transportation and/or accommodations must be approved in advance by your program director and by using the Program Travel Authorization procedures submitted through the PeopleSoft on-line system accessible through [Employee Self Service on HR Connect](#). Travel requests must be submitted at least 15 days in advance of travel. Detailed expense reports must be submitted to the medical education specialist within 30 days of return from travel.

Requests for mileage reimbursement 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 1st-June 30th). 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.

Environment, Health, Safety & Security

Accidents, Illnesses or Injuries Reporting

All accidents or injuries that occur, regardless of their severity, while at a Henry Ford facility or on an outside rotation should be reported promptly to your supervising physician, chief resident, or program director. Medical treatment will be arranged through the appropriate medical facility. An on line **Radicalogic** report ([RL](#)) must be completed to document *any* injury, regardless of severity. It is important to electronically document these incidents as it allows the hospital to monitor incidents and/or injuries and make necessary changes to prevent further such instances. The completion of the report is also generally the first step in documenting an injury for any sort of disability reimbursement.

Both Workers' Compensation and Occupational Safety and Health Administration (OSHA) require immediate reporting of all work-related injuries. The on line **Radicalogic report (RL)** 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 director for follow-up. It is mandatory that the accident or illness of a visitor be reported on the on line **RL system**.

Computers

As part of its educational mission, the program provides computers throughout its major training sites, both in computer labs and in other areas of the 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 patient care and 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.

Unencrypted electronic devices **are not allowed for any use** in the Henry Ford Health System.

All work must be saved to the resident's HFHS 'H' drive or 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 their 'H' drive 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 I.T. staff will provide general assistance. The I.T. Help Desk may be reached at 248-853-4900.

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](#) 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. Please refer to the [Medical Education Policy #225 Social Media, Email & Voice Mail](#) and the [HFHS Tier 1 Non-Behavior Health Services Patient Photographs and Audio/Video Recordings Policy No. 318](#) for 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 Macomb Hospitals Emergency Preparedness Plan](#), located in the administrative offices, provides specifics.

[Medical Education Policy #002 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 Yellow:	Bomb Threat
Code Triage Internal:	Internal Disaster
Code Triage External:	External Disaster
Code Blue:	Adult Medical Emergency
Code White:	Pediatric Medical Emergency
Code Black:	Tornado Warning
Code Pink:	Infant Abduction (< 1 yr old.)
Code Purple:	Child Abduction (> than 1 yr old)
Code Gray:	Combative Person
Code Silver:	Weapon or Hostage Situation
Code Green:	Missing Person, Elopement
Code Orange:	Hazardous Material Spill/Release

Additional Henry Ford Macomb Hospital Codes

Code Hug: This code addresses the process for use of protective restraints for patients who are confused and at risk for injury due to falls or the inadvertent disruption of medical treatment. Please refer to the [Henry Ford Macomb Administrative Policy No. 405.02 Restraints](#).

Rapid Response: This code is an alert for the rapid response team. Please refer to the [Henry Ford Macomb General Hospital Policy No. 203.40 Rapid Response Team \(R.R.T.\)](#).

Employee Health

Employee Health Services are offered through all hospitals within HFHS. Services available to house staff include infection control screening, vaccinations, respirator fitness tests, exposure of blood/body fluids and tuberculosis management, and other activities related to regulatory compliance. The Henry Ford Macomb Hospitals employee health department can be reached at:

Employee Health Services Henry Ford Macomb Hospitals
Telephone: (586) 203-1660
Medical Office Pavilion, Suite 305
16151 19 Mile Road
Clinton Township, MI 48038

Residents are expected to comply with policies and procedures regarding infection control screening including reporting for TB testing and flu precautions as defined by HFHS policy. Failure to comply will result in suspension and possible termination from the program.

Employee health also conducts activities related to regulatory compliance. Residents 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 director, even if no injury appears.
- Place all equipment and materials solidly on the floor, away from passageways.
- Obey all federal safety regulations. 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 Macomb Hospitals 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 Macomb Hospitals, 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 Radicalogic report ([RL](#)) must be completed to document any injury. It is important to complete the electronic report as it allows the hospital to monitor incidents and/or injuries and make necessary changes to prevent further such instances. The completion of the report 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.

Please be aware that texting, taking photos without signed consent and sharing information and/or photos through social media or by phone is a HIPAA violation. All residents and physicians at HFMH are required to use perfectserve to communicate patient information.

Infection Control

Henry Ford Health System has an active and comprehensive Infection Control Program designed to protect employees, house staff, patient, 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 Practitioners, Carole Backman at extension 63-2860, Stephanie Borngesser at extension 63-2863 and Rose Maron extension 63- 2862 or visit [Infection Control](#) on OneHENRY for additional information, educational needs, concerns or comments.

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 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, as 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 and file an incident report.

A house officer who 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.

Violence

It is the policy of 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 Macomb 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 residents receive a certificate at the completion of their program at Henry Ford Macomb Hospitals. Certificates are signed by the HFMH director of medical education and the program director. Osteopathic residents completing an AOA Option 1 or 2 initial year will be given a letter of completion for the internship training year.

Certificates and/or letters of completion will only be issued upon completion of all program requirements including but not limited to: resident's evaluation of training for each rotation; faculty evaluation of resident training for each rotation; completion of logs and other required documentation and training requirements. Additional administrative requirements that must be met in order to receive a certificate are the return of all library materials, pagers, I.D. badge and other hospital owned materials.

The medical education office will notify the resident and program director of deficiencies in the resident document file as soon as possible. Verification of program completion certificates will not be processed until the file is complete. The resident is solely responsible to provide the medical education office with the missing or incomplete documentation, at which time the program completion certificate will be issued.

Unclaimed certificates will be held in the medical education office for a period of 1 year after which time the certificate will be discarded. Certificate replacement will be provided at the graduate's expense.

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 and email address are requested. This information enables the medical education office to respond appropriately to various surveys and ensures that graduates receive their 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 the end of employment, 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 accept 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 send a request in writing to the medical education office for processing.

Termination

The program director is responsible for notifying the medical education office, in writing, in the event that a house officer must terminate his/her training earlier than anticipated. The house officer must complete the clearance procedure, as stated above, prior to leaving the institution in order to receive a final paycheck.

GENERAL PROCEDURES and RESPONSIBILITIES

House Staff Supervision

Faculty supervision of house staff clinical activities must comply with AOA/ACGME/CPME program requirements and/or HCFA guidelines.

Senior house staff should be cognizant of the level of competence of house staff and medical students under their supervision in assigning clinical responsibilities. The [Medical Education Policy #229 Clinical and Educational Hours and Fatigue](#) provides details about oversight for duty hours and reporting violations.

Evaluation of House Staff, Faculty, and Programs

The director of medical education and individual program directors must ensure that the following timetable for evaluation is met:

1. A written/electronic evaluation of each resident:
 - a. Must be conducted each month at a minimum for first year residents or at the end of a rotation lasting more than one month for residents beyond the first year of training.
 - b. Must be signed (on paper or electronically) by the resident to acknowledge receipt and kept on file (either in paper or electronically).
2. The residency program director must meet on a regular basis with each trainee to evaluate their progress in the program, following, at minimum, AOA, ACGME and CPME guidelines, either quarterly or semi-annually.
3. Evaluation of program faculty:
 - a. Residents must be provided with an opportunity to evaluate the program faculty in writing/electronically at the conclusion of each rotation
 - b. A confidential copy will be kept in the electronic residency management system.
 - c. Summary reports of trainee evaluations of faculty and teaching services will be distributed to program faculty on an annual basis.
4. Evaluation of the educational program:

- a. Residents must be provided with an opportunity to evaluate their educational program at least once annually, in writing/electronically. Program directors are encouraged to conduct an exit evaluation/interview at completion of the program.
5. Nursing or Technician Evaluation of Residents:
- a. Some programs request that nursing or technical staff specific units evaluate residents either quarterly or semi-annually. These evaluations are designed to provide information on resident performance from the ancillary health provider standpoint.

Annual Reports

The AOA and specialty colleges require that residents complete an annual report. Reports can be located at specialty college web sites. Case logs must be up to date for entry in these reports. A printed copy of the annual report must be turned in to the medical education office 30 days before the end of the annual contract. The medical education office will not award certificates of program completion until these forms are completed and turned in. Specialty colleges will notify the medical education office of completion of the annual report requirement. Failure to comply with the submission of this report may result in performance improvement.

House Officer Teaching Duties

A major responsibility for residents is the teaching of medical students and other residents. Residents actively participate, based on their level of training, in both informal education and assigned formal conferences. Failure to comply with teaching assignments may result in performance improvement.

Medical students are physicians in training and require close supervision. First year residents review and sign each history and physical done by a student physician on their service, making appropriate corrections as necessary, and providing feedback to the student physician. First year residents are responsible for the activities of the student physician on their service. A resident must co-sign the student's history and physical exam and all documentation written by the student.

During call hours, residents must have available an on-call list of attending physicians they may contact for assistance and supervision of the respective patients. Physicians are encouraged to review care given to their patients by residents and to participate in evaluation of this care with the residents.

Leaving an Assigned Hospital During a Rotation

Medical students and residents may not accompany an attending physician to another hospital without written affiliation approval from the medical education office. Malpractice and liability insurance will not cover members of the house staff outside of scheduled rotation sites.

Changes to Rotation Schedules

If a change is made to a resident's schedule after it has been submitted to the medical education office, it is the resident's responsibility to be certain that the change has been recorded in his/her master schedule in the medical education office. Changes must be submitted in writing to the program director and medical education specialist and approved by the program director. Failure to follow these procedures may result in the initiation of a performance improvement plan.

Prescription Writing for Residents

Residents **may not** provide prescriptions to Hospital employees unless the employee is a Hospital patient or a patient in the ambulatory clinical panel of the trainee. Hospital employees requesting a prescription should be informed of this policy and requested to seek the assistance of an attending staff physician for their medical needs.

Prohibition of Consultant, Private Practice, or Attending Status During Training

All residents are specifically prohibited from acting as a consultant, engaging in a private specialty practice, or maintaining attending status during the residency program.

Professional Conduct

Every physician will be tactful, regardless of the difficulty of any situation in which they are involved. Physicians must maintain a courteous and respectful manner toward patients, family members, and all personnel with whom they come in contact at all times. Members of the house staff must observe confidentiality guidelines at all times. Disagreement regarding schedules and other issues should be managed within the residency program by the program director and DME. As necessary, the medical education office will provide assistance, suggestions, and input.

Education Session Attendance

Residents are required to attend all structured didactic programs while in house (unless scrubbed or involved in an emergency) including:

- Department education meetings on an assigned service (check the schedule for your services)
- Journal clubs on an assigned service (check the schedule for your service)
- Any other educational programs on an assigned service
- Statewide Campus System educational programs as appropriate
- Any special programs assigned by the Director of Medical Education

Henry Ford Hospital operates a separate schedule of didactic program activities. Residents assigned to a rotation at Henry Ford Hospital assume responsibility for attendance at these sessions.

Sign in sheets and/or evaluation sheets record attendance at all meetings and must be completely filled out at each session.

Absence from more than 20% of scheduled lecture programs while on a rotation assignment will result in remediation as determined by the program director. More than three months with greater than 20% absence may result in a performance improvement plan including suspension from the training program.

Clinical Information & Policies

Police Cases and the Media

Attempt to cooperate with police officials at all times, especially in terms of providing information regarding patient identification and the nature of a case. Refer requests from the media to the administration office, administrator on call or the attending physician on the case. In the Emergency Department, the emergency medicine physician on duty handles all requests. **House officers are prohibited by HFHS policy from discussing or releasing information to the media.**

Medical Examiner's Cases

According to *Act No. 92 of the Public Acts of 1969*, any physician, any person in charge of any hospital or institution (jail, convalescent home, etc.), or any person who has first-hand knowledge of a reportable death will immediately notify the Medical Examiner on call. When in doubt, or if questions arise, check with the attending physician or resident on the service. Reportable Medical Examiner's cases:

- Death by violence (shooting, stabbing, beating, drowning, poisoning, etc.).
- Accidental deaths (auto, burns, falls, etc.).
- Sudden and unexpected deaths from causes unknown (where deceased was in good health).

- Deaths occurring without medical attendance by a physician within 48 hours prior thereto unless a reasonable natural cause of death can be certified. A person, however, who has been seen by a physician within eight hours of death, is not a Medical Examiner's case unless the death falls within other categories enumerated.
- Deaths under suspicious or unusual circumstances.
- Deaths resulting from or associated with any therapeutic procedures. Deaths during anesthesia should also be reported.

In any case described above, a body may not be removed until after notice of death is given and removal of the body is approved by the Medical Examiner. Failure to give proper notice may have serious consequences. In doubtful cases, report to the Medical Examiner for his determination and advice:

- Specimens. Any portions of blood or urine samples collected during the subject's hospital or institution stay should accompany the body to the Medical Examiner's office (for toxicological analyses) whenever possible. All medications and medication containers are also required. Do not remove any catheters or drains from the body before transferring to the Medical Examiner.
- Clothing. Clothing of all possible homicide or accident victims must be transferred to the Medical Examiner's office with the body.
- Medical Records. Medical records of individuals who come under the jurisdiction of the Medical Examiner's office should be available when the body is transferred from the hospital.

Significant Changes in Patient Status

The family and attending physician must be notified when any patient's condition changes enough to warrant transfer to the ICU or if any complication of unusual circumstance related to patient care occurs. All services involved in caring for the patient must also be notified.

CODE BLUE Protocol (Cardiovascular and Pulmonary Emergencies)

At Henry Ford Macomb Hospitals, the resident is to respond to the Code Blue and assists the Code Team as directed by either the Nursing Supervisor or the House Physician.

Death of a Patient

The resident must notify all Attending Physicians identified on the patient's chart if the patient expires. The resident must also take appropriate steps to notify the family.

Certification in Invasive Procedures

House officers must be evaluated and approved to perform specific invasive bedside procedures without direct supervision. Each house officer is to enter procedures completed under supervision into the electronic residency management system. Each procedure has a specified number to be completed successfully under supervision. Once a resident has achieved the specified number, the electronic residency management system will list the resident as competent to perform the procedure without direct supervision. Each computer in clinical areas of the hospital has an icon to look up and verify resident procedural competencies.

Medical Records Documentation

Medical records reflect patient care and the medical record is evaluated on the basis of whether or not it contains sufficient recorded information to justify the diagnosis and warrant the treatment and result. Hospital care is evaluated primarily on the completeness and accuracy of medical records. Medical records are confidential information and property of the hospital. Residents are required to document patient medical records through the online EPIC Electronic Medical Records System after EPIC orientation training.

Periodically there will be updates to optimize the EPIC EMR. The list of updates may be located on the OneHenry site under "[Epic Changes](#)." These updates are also emailed to each resident's Outlook email address. It is the responsibility of the resident to keep abreast of updates in the EPIC EMR.