



Dear Residents:

It is my pleasure to welcome you to the Graduate Medical Education Programs of Henry Ford Health System. The education of physicians is a vitally important part of the mission of our organization. We are proud of the well-established tradition of excellence in education and committed to providing high quality educational programs that will prepare you well for your future medical practice.

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

As a new resident beginning a training program in a new environment you may feel some apprehension. Rest assured that we will do everything we can to make your transition to our program as problem free and comfortable as possible.

The Medical Education staff is already familiar with many of you through the clerkship, application and credentialing process. Although your director or administrative director of medical education or residency program director will be able to offer help and answer many of your questions, the staff of the Medical Education Department is also available to you. The HFWH Medical Education Department serves as your personnel office.

We look forward to your participation in all aspects of the life of our institution, excellent clinical care for our patients, your best endeavor in the educational process, and a commitment to develop research activities in a community hospital setting.

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

Nikhil Goyal, M.D.  
Director of Medical Education  
Designated Institutional Official

# Henry Ford Health System and Medical Education Overview & Mission, Vision and Values

## 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 <http://henryford.com> For information specific to Henry Ford Wyandotte Hospital go to <https://www.henryford.com/locations/wyandotte> . 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 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.

### [Henry Ford Medical Education Page](#)

## HFHS History of Osteopathic & Podiatric Medical Education

### HFHS Osteopathic Medical Education

Henry Ford Health System (HFHS) osteopathic medical education programs trace their beginning to 1919 at Detroit Osteopathic Hospital (DOH). Henry Ford Wyandotte Hospital (HFWH) became affiliated with Henry Ford Health System (HFHS) in 1988. Conversations in the early 1990s among Drs. Dennis Lemanski, Michael Opirari and David Leach led to an expansion of medical education in HFHS. The 1995 merger with Horizon Health System brought two osteopathic hospitals into HFHS (Riverside Osteopathic Hospital and Bi-County Osteopathic Hospital--both had inherited programs from DOH). Although HFHS closed these two hospitals, their osteopathic medical education programs were transferred to Henry Ford Wyandotte and Macomb Hospitals. Today, Henry Ford Wyandotte, Henry Ford Macomb and Henry Ford Allegiance Hospitals have continued accreditation through the ACGME. Each program is subject to an accreditation process conducted by the ACGME or the CPME. These community hospitals maintain an academic affiliation with the Michigan State University College of Osteopathic Medicine.

### *HFHS Podiatric Medical Education*

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

The Podiatric Medicine and Surgery Residency Program with Rear Foot 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.

## Medical Education Department Information, Key Contacts and Links

### Medical Education Contact Information

<b>Lori Balsler</b> Medical Education Specialist - OB/GYN	<a href="mailto:lbalsler1@hfhs.org">lbalsler1@hfhs.org</a>	734-324-3781
<b>Jill Kulaszewski</b> Medical Education Specialist - Emergency Medicine	<a href="mailto:jkulasz1@hfhs.org">jkulasz1@hfhs.org</a>	734-287-9029
<b>Sarah Fuller</b> Medical Education Specialist - General Surgery	<a href="mailto:sFuller7@hfhs.org">sFuller7@hfhs.org</a>	734-246-7086
<b>Jackie O'Connor</b> Medical Education Specialist - Podiatry and Medical Students	<a href="mailto:joconno6@hfhs.org">joconno6@hfhs.org</a>	734-287-9030
<b>Karen Johnson, M.Ed.</b> Administrative Director	<a href="mailto:kjohns41@hfhs.org">kjohns41@hfhs.org</a>	734-246-6943
<b>Nikhil Goyal, M.D.</b> DIO/DME	<a href="mailto:ngoyal1@hfhs.org">ngoyal1@hfhs.org</a>	734-246-6925 (Office)
<b>Chelsea Raupp</b> Administrative Secretary	<a href="mailto:craupp1@hfhs.org">craupp1@hfhs.org</a>	734-246-5571
Medical Education Department Fax		734-246-8795

### Medical Education Specialists:

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, organizing Program Evaluation Committee and, Clinical Competency Committee meetings.

### Key Resources, Services & Links:

- [Physician Wellness Program](#)
- [Measure Your Well-being:](#)
- [Employee Assistance Program:](#) 313-874-7122
- [Health Professionals Recovery Program:](#) 1-800-453-3784
- [Employee Self Service on HR Connect:](#) Your employee CORP ID and password are required for access.
- [HFHS Medical Education Policies \(link to website\)](#)

# Henry Ford Wyandotte Hospital & Henry Ford Wyandotte Hospital

## Medical Education

### Henry Ford Wyandotte Hospital

HFWH is a 401-bed hospital which provides comprehensive acute care. HFWH is currently accredited for patient care by Joint Commission. The hospital offers a full range of clinical services, including general medicine, surgery, birthing center and 24-hour emergency care. HFWH, with one of the busiest community hospital emergency departments in Michigan, has been verified as a Level III trauma center since 2015. HFWH also provides in-patient physical medicine and rehabilitation unit, adult mental health and neurological services.

### Henry Ford Wyandotte Hospital Medical Education

We believe our commitment to the education of medical students, resident physicians, and senior medical staff contributes to the quality of patient care throughout Henry Ford Health System. Through their learning, medical students, interns and residents stimulate the use of best practices, promote the recruitment of the highest quality medical staff, and enhance the reputation of HFHS. We are committed to providing a comprehensive range of high-quality educational opportunities for medical students, interns, resident physicians, and senior staff through programs that reflect the strengths of an integrated health care delivery system.

### Director of Medical Education

The ACGME states that the Sponsoring Institution (HFH) 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.

DME/DIO responsibilities include:

- Organize and implement a high-quality graduate education program at the sponsoring institution;
- Ensure compliance with the ACGME Institutional Requirements and common and specialty specific program requirements.
- Ensure compliance with CPME's Standards and Requirements for Approval of the Podiatric Medicine and Surgery Residency with Reconstructive Rear foot and Ankle Surgery Program with Reconstructive Rear foot and Ankle Surgery Certification. Manage all applicable program letters of agreement, documents and correspondence related to ACGME programs
- Prepare and present an annual report on the "state of ACGME educational programs in the institution" to the Medical Staff, Governing Board, and Hospital Quality and Safety board.

### Program Director

Each program director (PD) is responsible for the general administration of his or her residency program. A program director must be board certified in the appropriate specialty. Program directors 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 DIO/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. Each residency program director is responsible for oversight and rotation schedules 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.

## **Graduate Medical Education Committee**

The Graduate Medical Education Committee, reporting to the Medical Executive Committee meets monthly. The GMEC convenes under the leadership of a Chairperson and Vice Chairperson.

The voting membership includes, at minimum:

- The Designated Institutional Official (DIO)
- House Officers nominated by their peers from each program
- All ACGME-accredited Residency and Fellowship Program Directors
- The Administrative Director of Medical Education
- Quality & Safety Officer or designee
- House Staff Council Representative

The Graduate Medical Education Committee (GMEC) is responsible for institutional oversight of all of residency programs accredited by the ACGME and 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 Wyandotte Hospital programs and its participating sites. Policies and procedures are delineated in [Medical Education Policy #238 HFHS 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:

- Review and approve the annual program evaluation (APE) as required by the ACGME;
- Review and approve the annual institutional review (AIR) as required by ACGME;
- Initiate and provide educational programs for the staff;
- Approve new residency programs, program directors and voluntary withdrawal of programs.;
- Develop guidelines and conduct special reviews of residency programs requiring support and guidance in meeting accreditation requirements.

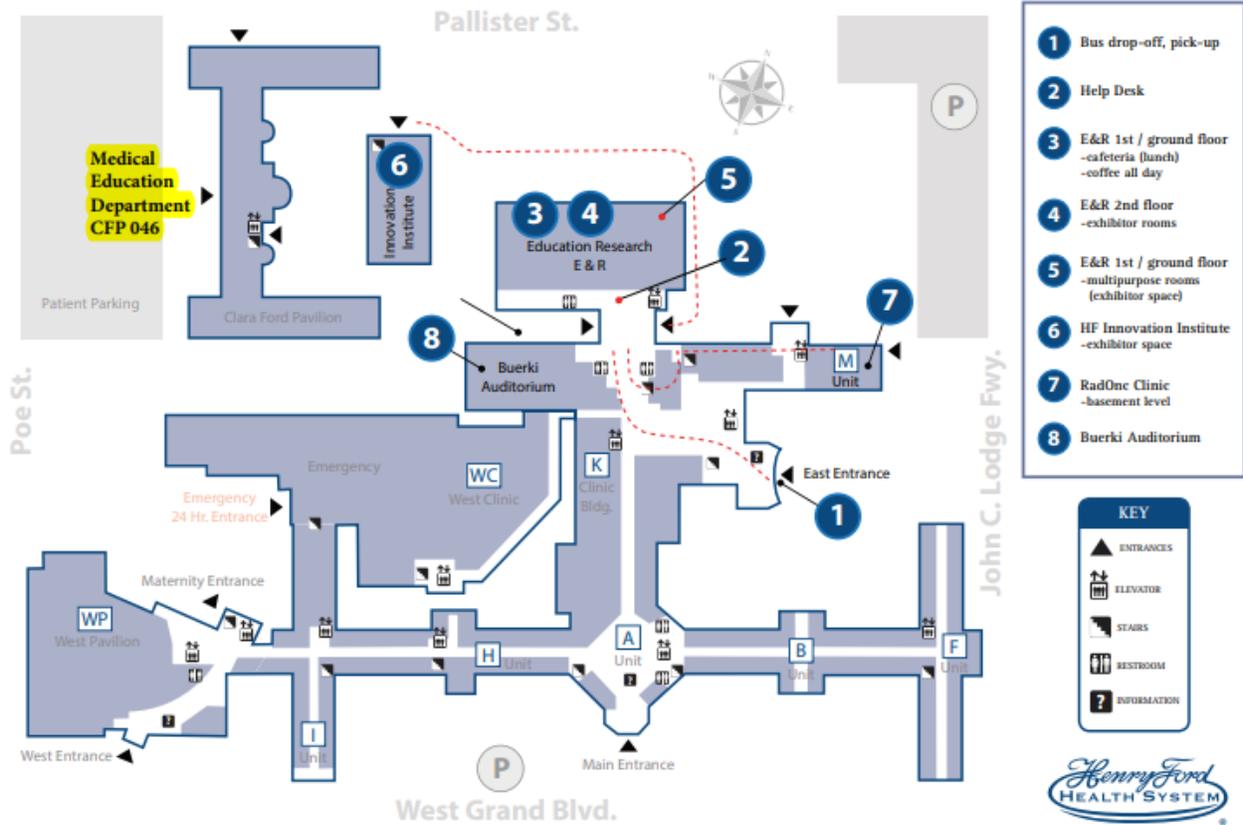
## **Resident House Staff Council**

The Henry Ford Wyandotte Hospital (HFWH) Resident House Staff Council provides a forum for all house officers in HFWH programs and those rotating at HFWH to raise and collectively address common concerns. Resident representative leaders also serve as voting members of the Graduate Medical Education Committee (GMEC). ALL house officers are strongly encouraged to participate in the resident House Staff Council quarterly meetings organized by the resident chair or co-chairs. The House Staff Council also has a "What's App" account to communicate events planned by the committee and updates for residents from the Chair. MedHub, the electronic residency system is also a means for residents to post anonymous comment, complaint or concern directly to the DIO. The chair or co-chair(s) may also bring concerns to the DME/DIO or the GMEC.

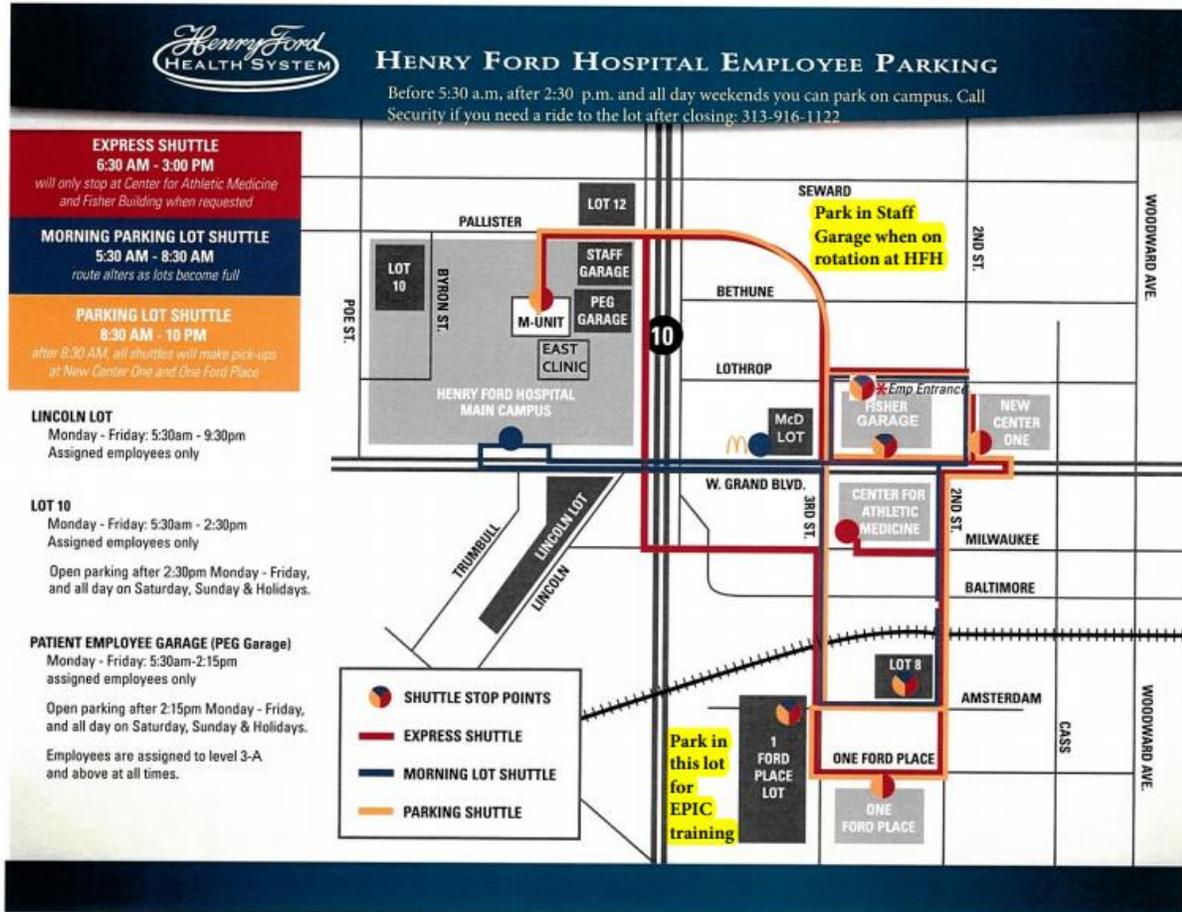
# Parking and Building Floor Plans

## HFH Building Map

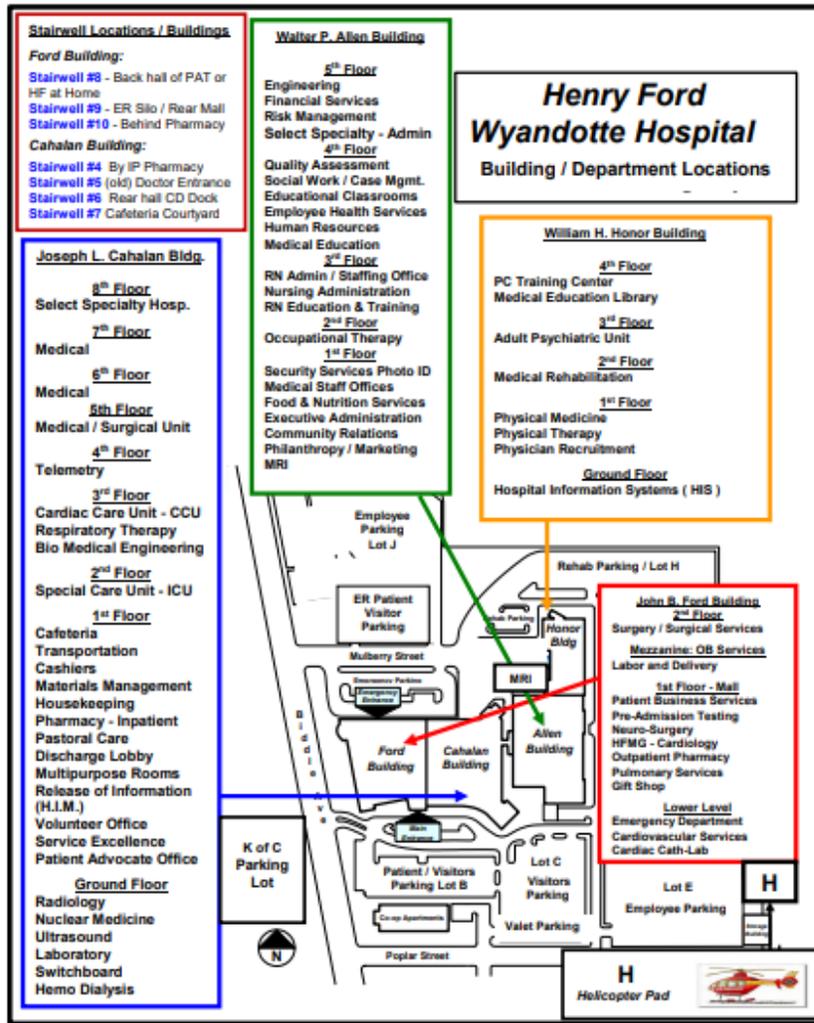
### HENRY FORD HOSPITAL



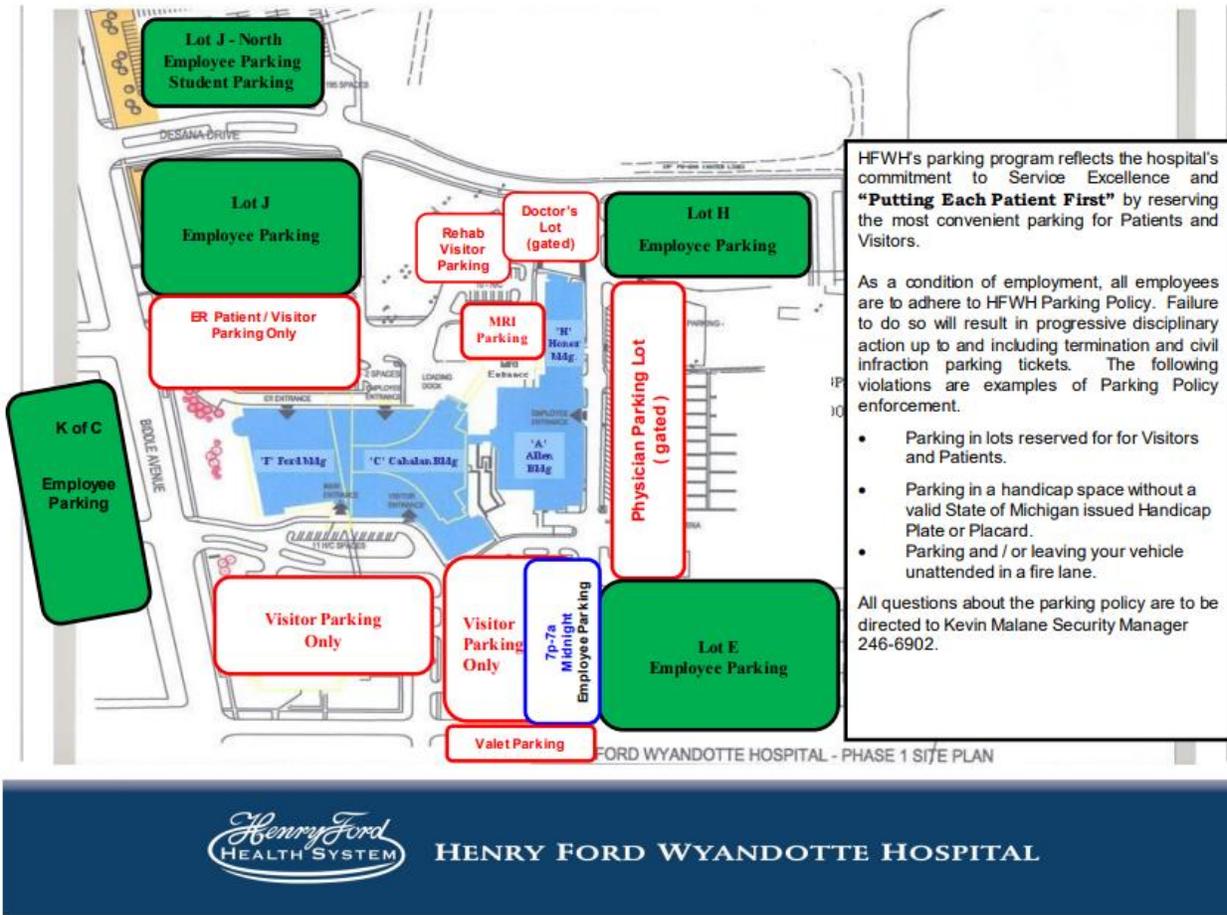
# HFH Parking Map



# Wyandotte Building Map



## Wyandotte Parking Map



## Program Resources

### Micro-Surgical & Anatomy Laboratory

Henry Ford Health System's 2,500 square foot Microsurgical/Anatomy Laboratory is located at Henry Ford Hospital. The micro-surgical facility features state-of-the-art Zeiss Surgical Microscopes complete with electronic monitoring, S-VHS, irrigation and central suction. Each of the 13 surgical stations is multi-discipline and can accommodate a variety of surgical models. Training sessions are designed to provide laboratory instruction in microvascular techniques that can 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. Contact Mark Dhans (Technical Specialist [mdhans1@hfhs.org](mailto:mdhans1@hfhs.org) 313-916-3874 (16-3874)) or Samantha Winslow (Technical Specialist [swinslo1@hfhs.org](mailto:swinslo1@hfhs.org) 313-916-2029 (16-2029))

## **Simulation, Education & Research Center**

The HFHS 15,000 square foot Center for Simulation, Education and Research is the largest center of its kind in the Midwest. This educational facility at Henry Ford Main Hospital allows physicians, nurses and other health care professions to practice and augment their skills in a risk-free environment. The HFWH programs occasionally schedule simulation labs in this facility. Contact **Mark Dhans** (Technical Specialist [mdhans1@hfhs.org](mailto:mdhans1@hfhs.org) 313-916-3874 (16-3874)) or **Samantha Winslow** (Technical Specialist [swinslo1@hfhs.org](mailto:swinslo1@hfhs.org) 313-916-2029 (16-2029))

## **Wyandotte Simulation Training Lab**

In 2019 Henry Ford Wyandotte Hospital Medical Education added a full high fidelity training room with simulation equipment, including a SimMan, SonoSim, FLS and FES surgical trainers to provide hands-on practice of essential skills, procedures and multidisciplinary critical care training. This training room also has a highly sophisticated computer-controlled mannequin to provide an environment for procedural training techniques such as airway management, emergency resuscitations, trauma care and obstetrical management skills in a multidisciplinary environment. Please contact Medical Education to reserve the lab for small groups.

## **Communication**

The Medical Education department issues pagers to interns and access to HALO Communications through your personal cell phone. This pager and/or HALO communication should be used throughout your residency on all rotations regardless of location. Residents are responsible for their pagers and notifying the Medical Education office if the pager is not working properly. There is a replacement charge for each lost pager.

It is required that pagers be carried with you and 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. **House staff are expected to 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 though Outlook for all evaluation and clinic 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 of absence is not expected. Please refer to the [Medical Education System-Wide Policy #225, Social Media and Email](#) for more information.

## **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 3<sup>rd</sup> and 5<sup>th</sup> year by HFWH 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 Wyandotte Hospital, 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 at HFWH. Each hospital provides access to the Scrubex machine, so please reach out to the coordinator at the hospital on "out rotations". All soiled scrubs are to be returned to the Scrubex machine in order to have additional clean scrubs accessible to you. Do not wear them home.

## **Lockers**

Lockers are available to residents and medical students. The location of lockers is dependent upon the specialty. Lockers include a lock, which is the responsibility of the resident to whom it is issued. The loss of any of these items should be reported to the medical education office. House staff is responsible for the provision of a lock and any stolen or lost items.

## **Lounges/Call Rooms**

The Hospital provides a lounge and on-call rooms for house staff to 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 by contacting any security officer at Henry Ford Wyandotte Hospital to arrange for taxi service home, free of charge.

Support is available for breast feeding mothers. All breastfeeding residents have the right to request breaks for expressing milk. Henry Ford Health System also offers employee discounts for the purchase of personal pumps.

For more information on lactation support, including help with pump kits and spare parts, location and door codes for nursing nooks and contact information for house officers who have successfully breastfed during training, contact: Mary DeSana at 734-246-9248. Three lactation rooms are available 24 hours a day, one is located on the labor and delivery floor, one near the medical staff lounge on 1 Allen and the other room is located on 4 Allen room 456. The passcode for this room is 532.

## **Mailboxes**

The medical education office assigns mailboxes to each house staff member. The mailboxes are located on the 4<sup>th</sup> floor Allen building, in the lounge outside the sleep rooms (passcode: 532). Mail is to be picked up at least once per week (when you come for didactics is the best time). While on an out rotation, mail is to be picked up at least weekly. The mailbox area is only for mail pick up, not for storage. Your specialty may have House Staff mailboxes, this box is secondary to the Medical Education Mailbox.

## **Statewide Campus System (SCS)**

The SCS, provides an extensive schedule of academic required events for medical students, residents and program directors. Residents should refer to their program director for information regarding participation in SCS activities.

## **Research Resources**

Research is a high priority for Henry Ford Health System and an expectation in all graduate medical education programs. Henry Ford Wyandotte Hospital provides house officers with opportunities to gain further insight into scientific investigation and develop competence in research. HFWH supports house officer research through: (1) Consultations, (2) Web based learning modules provided by the MSU-COM (SCS), and (3) participant travel funding to present at conferences and (4) grant funding to assist with publication costs and other related expenses.

## **Public Health Sciences (formerly Biostats)**

PHS works in collaboration with HFWH Graduate Medical Education where trainee research is supported more broadly by providing access to data and statistical aid. Through the PHS Population Data Management Core, skilled programmers access data repositories to help define populations of interest or to provide data on health care services received by study populations. The PHS Biostatistics Core provides further assistance with proposal development, statistical analysis, and epidemiologic

help. They also aid in the preparation of abstracts and manuscripts with residents and fellows engaged in research. Residents wishing to utilize this support must complete the PHS approval form through HFWH GME and signed by your program director or designee in order to obtain these support services.

### **Research Assistance Process**

1. Complete the [Graduate Medical Education PHS Approval Form](#)
2. Both your faculty mentor and program director must sign this form
3. Email the signed form to the Medical Education assigned biostatistician:  
-[Meredith Van Harn, M.S.](#), Biostatistician

### **Contact Information**

- Lois Lamerato, Ph.D. (Senior Scientist) [llamera1@hfhs.org](mailto:llamera1@hfhs.org) 313-874-6367 (74-6367)
- Gordon Jacobsen, M.S., Biostatistician III [gjacob2@hfhs.org](mailto:gjacobs2@hfhs.org) 313-874-6649 (74-6649)
- Charlotte Burmeister, M.S., Biostatistician II [cburmei2ataylor9@hfhs.org](mailto:cburmei2ataylor9@hfhs.org) 313-874-3493 (74-3493)

### **For assistance with study design:**

- Jennifer Straughen, Ph.D., Assistant Scientist [jstraug1@hfhs.org](mailto:jstraug1@hfhs.org) 313-874-3764 (74-3764)

### **State-Wide Campus System (SCS)**

For questions regarding the Scholarly Activity Support Program or application procedures, contact Dr. Corser at Email: [corser@msu.edu](mailto:corser@msu.edu) or via Phone: 517-918-3470 (August 31<sup>st</sup> Deadline for 2018-19 academic year).

### **Conference Proceedings**

HFHS encourages residents to conduct research and disseminate findings to further the profession and advance knowledge. HFWH 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.

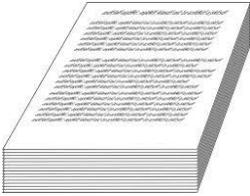
[Conference Posters](#) printing submission process

### **Institutional Review Board (IRB)**

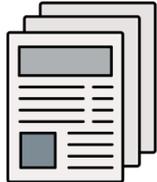
The HFHS [Institutional Review Board](#) utilizes both a Full Board and Expedited review process for IRB submissions. These categories are based on risk and ultimately determined by the HFHS IRB. We accept applications throughout the month, however if the application requires Full Board review, the published deadlines (noon on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday) will apply.

IRB Assistance: Robert Jarski, Ph.D., P.A. [jarski@oakland.edu](mailto:jarski@oakland.edu) 248-651-7949

## Sladen Library

<h1>Sladen Library</h1> <p>Sladen library is located on the 17th floor of the clinical building.</p>	
	Email: <a href="mailto:sladen@hfhs.org">sladen@hfhs.org</a>  Phone: 313-916-2550
<p><b>Monday - Thursday:</b> 8:00 a.m. – 7:30 p.m.</p> <p><b>Friday:</b> 8:00 a.m. – 5 p.m.</p> <p><b>Saturday, Sunday, and Holidays:</b> Closed</p> <p>After-hours access to Sladen Library is not available.</p>	
Services	
	<a href="#">Manuscript Preparation</a>
<a href="#">Training</a> for PubMed, EndNote, and others	

**Wyandotte Library**

<a href="#">Henry Ford Wyandotte Hospital Medical Library</a> located on the 4th floor of the Honor building	
	Email: <a href="mailto:wylibrary@hfhs.org">wylibrary@hfhs.org</a> Phone: 734-246-7361
<p><b>Monday – Friday:</b></p> <p>8:00 a.m. – 4:30 p.m.</p> <p><b>Saturday, Sunday, and Holidays:</b></p> <p>Closed</p> <p>Badge swipe after-hours access is available</p>	
<p>Services</p>	
	<a href="#">Literature Search</a>
<a href="#">Article Retrieval</a>	

**The Contractual Relationship**

**Contracts**

All incoming and continuing house officers are required to sign a "Graduate Trainee Physician Agreement" usually referred to as a "contract." Contracts are awarded on an annual basis. Most house staff contracts are based upon the traditional academic year cycle (July 1 – June 30) and follow consistent level of training and salary based upon functional level in the program (PGY1, PGY2, etc.). House staff whose year of training is "off cycle" due to credentialing delays (i.e., license and/or visa issues, etc.) will be issued a contract reflecting 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 Wyandotte Hospital (including duty 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 Employee Health Screening, For Cause Testing and Fitness for Duty,](#)
  - 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 the house officers to maintain current certification. Re-certification is required every two years in order to maintain clinical privileges at HFHS. All house officers are required to maintain BLS certification for the duration of their training at Henry Ford Wyandotte Hospital. Failure to re-certify will result in suspension of privileges without pay.

All incoming first year house officers must be ACLS-certified prior to training at HFHS. A BLS and ACLS course is included in orientation activities for those incoming house staff without current certification. Those unable to participate in the orientation BLS and ACLS courses must obtain certification elsewhere prior to their training start date; however, BLS and ACLS certification courses must be sponsored by American Heart Association and include in-person skill testing.

HFHS will bear the cost of the BLS and ACLS re-certification if completed in-system and completed before the expiration date. House staff should note that if re-certification does not occur prior to the expiration date, within the system, the recertification cost is the house officer's responsibility.

## **Michigan Automated Prescription System (MAPS)**

MAPS, Michigan's prescription monitoring program, is used to track controlled substances, schedules 2-5 drugs. It is a tool used by prescribers and dispensers to assess patient risk and is also used to

prevent drug abuse and diversion at the prescriber, pharmacy, and patient levels. All incoming residents must sign up for MAPS and follow the guidelines of Public Act 246 of 2017. Access FAQ's regarding MAPS: [Michigan Opioid Laws](#), and go to the [LARA website](#) for further information. All house officers must take an approved opioid course prior to residency.

### **Human Trafficking**

In order to meet the State of Michigan's licensing requirement all house officers must take and provide their certificate of completion of a "Human Trafficking" course.

### **CHAMPS**

The Community Health Automated Medicaid Processing System (CHAMPS) is the web-based MDHHS Medicaid claims processing system. All Henry Ford Health System Residents are required to be screened and enrolled in the Community Health Automated Processing System (CHAMPS) within the first week of orientation, and prior to evaluating patients. Further information can be found [HERE](#).

### **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, research and preparation time spent away from the duty site. All programs must comply with [ACGME common program requirements](#). [Medical Education Policy #229 Clinical and Educational Work Hours](#) 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 by a physical, emotional or cognitive reason, the house officer may be required to submit to a Fitness for Duty Evaluation. [Medical Education Policy # 207 Health Evaluations, Fitness for Duty Evaluations, Physician Impairment & Counseling Services](#) includes procedures to be used to evaluate house officers and employees whose behaviors and/or work performance 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 peer review process for resolving grievances and affording due process. [Medical Education Policy # 208 Grievances & Due Process](#) provides details.

## **Immigration**

Contact a Graduate Medical Education Specialist in the Medical Education Department regarding J1 visas.

## **Income Tax Withholding**

Income Tax Withholding (W4) Forms 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. If you find it necessary to request a leave of absence **Do NOT contact CIGNA regarding Leaves of Absence**; first speak with your program director, then contact your program specialist to set up a meeting with GME administration. Be aware leaves of absences will extend training.

## **Loan Deferments**

House officers receiving deferment forms from lending institutions may bring them to the medical education office for processing.

## **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 must be counted and logged in Duty Hour reporting. First year residents are not permitted to engage in moonlighting activities.

## **Non-Renewal of Appointment**

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

## **Performance Improvement**

HFHS recognizes house officers' unique and multiple roles in the system. It maintains a training environment where teaching, learning and improvement are supported. [Medical Education Policy # 213 Performance Improvement](#) outlines an improvement process based on timely and documented feedback to address performance and/or behavior issues. The Performance Improvement Policy is designed to help house officers successfully complete their training programs; however, it also forms the basis 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)

Notify the Medical Education Department immediately regarding any change in:

- Immigration status
- Medical licensure
- Completion of program

### **Fatigue: Options for Dealing with Resident Fatigue**

Henry Ford Health System provides support and fatigue mitigation to residents in compliance with ACGME requirements as documented and the ACGME Common Program Requirements (7/1/2017) Section VI.F: The Clinical Experience and Education.

**Henry Ford Wyandotte Hospital** 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 return home immediately, the medical education department will reimburse the resident for a one-way trip home via taxicab. Receipts are required and must be submitted through PeopleSoft for reimbursement. The resident is responsible for transportation back to the hospital for their next shift.

### **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 taxicab. 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 Wyandotte Hospital 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 must get home with his/her 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**

If 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 Wyandotte Hospital. The Program director will make every effort to secure transfers to positions in other programs for other house officers. [Medical Education Policy # 219 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.

### **Paid Time Off**

House Officers are entitled to four weeks (30 days) paid time off (PTO) per academic year plus two extra PTO days. PTO must not include more than 20 week days (Monday through Friday). There is no payment provided for unused PTO. For further details please refer to [Medical Education Policy #221 Paid Time Off](#).

Program Directors must ensure that program accreditation requirements and specialty board requirements are met when granting time away.

Each program will develop PTO and wellness day policies that meets the specific needs of the program. These policies will ensure coverage of patient care if a resident may be unable to perform their patient care responsibilities due to time away.

### **PTO**

To request paid time off, complete the appropriate PTO Request through Med Hub. All leaves must be submitted at least **30 days** in advance of the requested time off with all required electronic approvals. The resident must obtain approval, based upon the programs approval chain through MedHub. 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.

As a courtesy, the house officers should notify the Attending Physician again, approximately one week before the approved time off begins.

- **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 house officer will be absent. Absence due to illness extending beyond three days requires contacting the GME specialist and notifying CIGNA. At the conclusion of any absence due to illness, bereavement, or personal emergency, the house officer must also notify the Medical Education office three days prior to their return to work. Please refer to the [Medical Education Policy No. 210 Leaves of Absence](#).

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

Paid 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 requested by the house officer and approved in advance by HFH following their department specific guidelines for PTO. 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.

Paid 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**

Time off is not allowed during the Henry Ford Wyandotte Hospital Internal Medicine Teaching Service (IM-TS).

### **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 PTO request through MedHub or followed the notification procedure for illness, bereavement or personal emergency described in policy #213.

### **Selection Process**

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

### **Transfers**

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

### **COMLEX/ USMLE Step III**

In accordance with the "[Graduate Trainee Physician Agreement](#)" house officers are required to take and pass the COMLEX/USMLE Step III examination within the second postgraduate year of training. Residents are strongly encouraged to take this examination during their first 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 and fellows. The package includes a competitive stipend schedule and a comprehensive benefit package designed to meet the needs of today's house officer and his or her family. [Medical Education Policy #204 Compensation, Benefits & Reimbursement](#) provides details. The following stipends and professional development funds are effective July 1, 2019.

Level	Hourly Rate	Annual Salary	PDF
1	\$27.528365	\$57,259.00	\$900
2	\$28.553365	\$59,391.00	\$900
3	\$29.578846	\$61,524.00	\$1,500
4	\$30.603846	\$63,656.00	\$1,500
5	\$31.629327	\$65,789.00	\$1,500

All house officers also receive the following benefits:

- Flex Benefits to cover medical, vision, dental and insurance overages
- Professional Liability coverage for Henry Ford Health System 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 payments.

House officers must use Direct Deposit. Direct Deposit takes the unpredictability out of when you will receive your paycheck. To setup your Direct Deposit go to [Employee Self Service on HR Connect](#).

### Benefits

Flex Benefits are part of the System's Total Rewards program. Henry Ford Health System will contribute a significant amount toward the cost of your benefits in the form of "employer-paid credits." 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 10 days of beginning your program. Most benefits are effective the first of the month after your contract start date, or first of the month, if your contract start date is the first of the month. During the annual Open Enrollment period you will have the option of changing benefits. Open Enrollment changes are effective January of the following year. The 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**

[Michigan Legacy Credit Union](#) has an automatic teller machine on site at Wyandotte Hospital. Every payday Friday, Michigan Legacy Credit Union is available on the first floor Allen building.

### **Fitness Center**

The Wellness Center at Henry Ford Wyandotte Hospital also has an onsite fitness center which is available free of cost to all employees. The center has cardiovascular and weight training equipment. Request access to the Fitness Center through Security by filling out the access form in your onboarding packet.

### **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](http://www.flynnbenefits.com). This is not offered in most programs.

Flynn Benefits Group [flynn@flynnbenefits.com](mailto:flynn@flynnbenefits.com) (313)745-4935

### **On-Call Meal Supplement**

House officers assigned to continuous 24-hour in-house call at HFWH 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 or at Café 2333, the coffee shop near the main entrance.

When on rotation at Henry Ford Hospital or Henry Ford Macomb Hospital contact the GME Office to activate funds allocated for continuous 24-hour in-house call at those facilities. Food may be purchased in the Henry Ford Hospital cafeteria, and other food service locations within the hospital. Food may be purchased at the Henry Ford Macomb Hospital cafeteria only. 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.

### **Quickcharge Payroll Deduction Program**

House officers may wish to enroll in the HFHS Quickcharge program. This program is strictly voluntary and allows all employees who "opt in" (this can be done through a link on [Employee Self Service on HR Connect](#)) to swipe their HFHS identification badge to purchase food and other items at any of the HFHS food service areas, retail areas and pharmacies. Purchases will be deducted from the employee's paycheck. This program can be convenient as it allows all employees to avoid carrying cash or credit/debit cards with them at work.

### **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 elective rotation outside of HFHS are not covered by Henry Ford Health System's malpractice insurance. House officers must purchase supplemental coverage for the period of the outside training. PDF funds may be used to obtain this insurance.

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 Specialist within 30 days of return from travel. Car rental is not approved for house officers. Please use an Uber or Taxi at your destination.

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

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

## **Environment, Health, Safety & Security**

**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. Again, it is mandatory that the accident or illness of a visitor be reported in the online 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 each hospital. Each computer user is responsible for use of the computers in an effective, ethical, and lawful manner. Because these computers are hospital property and are shared with others, certain practices and procedures must be followed. It is the objective of the program to maintain an atmosphere of constructive learning and academic freedom while maintaining proper asset control.

In all cases use related to patient care and other hospital-related processes has priority over any other use of computers. Use is restricted to 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 your HFHS OneDrive (Office 365)

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 for personal activities**
- 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 computer contents in any way. Users must save all files to their assigned HFHS OneDrive 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 and log off. Do not leave a computer** with your username locked on the screen.

If you need assistance with computer use, the library staff or IT staff will provide general assistance. The IT Help Desk may be reached at: 248-853-4900.

### **Confidentiality & Information Security**

Henry Ford Health System, due to the nature of service provided, is entrusted with confidential information regarding patients, employees and customers. Numerous federal and state laws protect people's privacy and the confidentiality of certain information. Every effort is made to safeguard and protect such information from unauthorized access, use and disclosure. [Human Resources Policy #5.18 Confidentiality and Information Security](#) is designed to inform all employees of the necessity for confidentiality in HFHS' business affairs and the penalty of corrective action up to and including termination and criminal prosecution for any policy violation.

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.

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 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.

### **Photo, Video, Audio Policy**

Henry Ford Health System released policy Teir 1: [Non – Behavioral Health Services Patient Photographs and Audio/Video Recordings](#)

The important points of this policy are listed below:

- Only Henry Ford approved devices and applications are to be used to take photos, video and/or audio recordings of patients (no cell phone pictures within the hospital).
- Two secure mobile applications – Haiku and Canto – are available for uploading and storing photos and video/audio recordings for patient care purposes in Epic.
- Patients and visitors are permitted to take photos and video/audio recordings in limited circumstances.
- A standard patient consent form attached to policy 318. must be signed in order to take photos and video/audio recordings of patients.

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, photography, audio or video recording, 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 and Voice Mail](#), and the [Tier 1: Electronic Business Communications Policy](#)

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.

### **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, must be reported to your Program Director, supervising physician, or chief resident immediately to obtain first aid treatment. Medical treatment will be arranged through the appropriate medical facility. An online **Radicalogic** Report (RL) must be completed to document **any** injury, regardless of severity or location. 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 form 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 online **Radicalogic report (RL)** must be completed to report all accidents or injuries.

### **We Care [Physician Wellness Program](#)**

The We Care Physician Wellness program is run by and for physicians and aims to help Henry Ford doctors achieve optimal health and well-being through education, training and peer support. It includes a four-pronged approach to maintaining physician wellness:

1. Timely assessment of needs using online well-being tools
2. Wellness programs to develop strategies to maintain health and wellness
3. Access to a wide array of resources to help you meet your emotional, intellectual, social and spiritual needs.
4. Studying and improving outcomes of programs and interventions

### **Henry Ford Enhance:**

A voluntary confidential counseling and referral program aimed at helping you or your loved one's manage life's challenges-so you can get the highest quality of life, at work and at home.

Enhance Services are confidential, free to you and your loved ones, and helps address a variety of personal and professional challenges. It provides you with access to master level counselors for short term counseling. Counseling/coaching is available at Henry Ford Wyandotte Hospital on Tuesdays, 3:30-7:30pm and Thursdays 8:30am-7:30pm. (1-888-327-4347, after-hours emergencies: 1-313-468-2000)

**Health Evaluations and Fitness for Duty:** 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, Physician Impairment, and 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 734-246-6045.**) 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 affect 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 their performance both 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's 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, or 888-327-4347**).
- **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: Shelley Fletcher at 313-874-8377 or 313-705-4849**)
- House officers and physicians may also 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 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**).

### **Drug-Free Workplace**

The use, abuse and possession of alcohol and illegal drugs in the workplace are a threat to the health and safety of employees and the general public. Henry Ford Health System is committed to providing a working environment free from alcohol and illegal drugs. [Human Resources Policy # 5.11 Drug-Free Workplace and Human Resources Policy # 5.14 Tobacco-Free Workplace](#) provides details.

### **Emergency Preparedness**

Henry Ford Health System strives to provide a stable educational environment and employment for 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 Wyandotte Hospital Continuity of Operations Plan](#) 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 [Plain Language Codes](#) for emergencies.

Please refer to your badge buddy to familiarize yourself with the types of emergencies within the hospital.

#### **Additional Henry Ford Wyandotte Hospital Codes:**

**ED Code Max: This code addresses the process for census surges in hospital that are above 65% with high acuity.**

[Code Blue White](#)

## **Employee Health**

Employee Health Services are offered at 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 Wyandotte Hospital employee health department can be reached at:

Employee Health Department

Telephone: (734) 846-6045

Henry Ford Wyandotte Hospital, 4<sup>th</sup> Floor, Allen Building

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 Employee Health Screenings, For Cause Testing & Fitness for Duty Examinations \(HR System Wide Policy\)](#).

Employee Health at HFH is located in the HAP building across from the main campus at 2850 West Grand Boulevard. Hours: Monday – Friday, 7:30 a.m. – 5 p.m., Closed Saturday, Sunday and holidays; 313-651-1025.

## **First Aid**

If you suffer an injury while at Henry Ford Wyandotte Hospital, contact your Program Director or supervising physician immediately to obtain first aid treatment. If there is a more severe 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 form is also generally the first step in documenting an injury for any sort of disability reimbursement. Complete the Request for [Emergency Department Medical Evaluation Related to Potential On-Site Injury Form](#) to avoid medical charges to you and your insurance company.

## **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. Failure to observe them will result in disciplinary action.
- Report any missing or damaged fire extinguisher or any potential fire hazards to your Program director immediately.
- If fire is sighted, take appropriate action according to the procedures outlined in your facilities Emergency Preparedness Manual. The [Henry Ford Wyandotte 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.

## 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 system. Additional HIPAA training is provided at the program level.

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

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 HFWH are required to use Haiku, Canto, or EPIC to communicate patient information. Texting of patient information through personal cell phones is prohibited

## Infection Control

Henry Ford Health System has an active and comprehensive Infection Control Program designed to protect employees, house staff, patients, and visitors. Infection Control, along with support from Employee Health Services, provides education and management of communicable disease exposure

and immunizations. Infection Control staff conduct surveillance for hospital/procedure associated infections and targeted environmental studies.

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

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

When a need arises, please contact Infection Prevention Specialists, Tarlisha Holsey, (734) 246-9748, or the on call cell phone at (734) 497-8245 at Henry Ford Wyandotte Hospital. You may alternatively contact [Infection Control](#) 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 diminish the occurrences of 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 defected, 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, since HFHS cannot be responsible for the loss or theft of personal items. House officers are encouraged to secure personal belongings in designated lockers.

HFHS reserves the right to inspect any packages brought into or out of its buildings. 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 resident who is victim to stolen property should contact Security Administration immediately and file an incident report.

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

### **Tobacco-Free Environment**

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

### **Violence**

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

### **Weapons**

Firearms, knives or any other weapons are not authorized in all properties, buildings owned or leased, by Henry Ford Health System. For everyone's safety, the carrying, possession or storage of firearms and other dangerous weapons, by any patient, visitor, employee, staff, vendor, contractor, student, contingent or volunteer on Henry Ford Wyandotte 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 Wyandotte Hospital. 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; preceptor evaluations of resident training for each rotation; 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 and replaced 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 program completion. 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 GME Office to respond appropriately to requests and ensures that you receive your

current year W-2 for filing federal, state and city tax returns. As part of your clearance download your case logs and/or procedures for your file and update your forwarding address in MedHub.

### **Cobra Insurance**

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

### **Termination**

The program director is responsible for notifying the medical education office, in writing, in the event that a resident must terminate their training earlier than anticipated. The resident 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 ACGME/CPME program requirements.

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 Work Hours and Fatigue](#) provides details about oversight for Clinic and Educational Work 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:

A written electronic evaluation of each resident:

1. Must be submitted by the supervising faculty member 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.
2. Must be acknowledged electronically by the resident to acknowledge receipt, and a reciprocating evaluation must be filled out on the faculty member at the end of each rotation. The residency program director must meet on a regular basis with each trainee to evaluate their progress in the program, following, at minimum, ACGME and CPME guidelines, semi-annually.

Evaluation of program faculty:

- Residents must be provided with an opportunity to evaluate program faculty in writing/electronically at the completion of each rotation.

Evaluation of the educational program:

- Residents must be provided with an opportunity to evaluate their educational program at least once annually, in writing/electronically (either through Med Hub or the

ACGME survey). Program Directors are encouraged to conduct an exit interview at completion of the program.

Peer Evaluations:

- Residents are requested to evaluate peers at minimum semiannually, please do so.
- Nursing or Technician Evaluation of Residents:
- Nursing staff evaluate residents as required by the program. These evaluations are designed to provide information on resident performance from the ancillary health provider standpoint and utilized during resident evaluations during CCC.

Patient Evaluation of Resident

- All programs utilize patient feedback regarding resident performance. These evaluations are reviewed during the semi-annual resident evaluation at the CCC meeting.
- Resident Self-assessment
- Residents complete a self-assessment each year through Med Hub to provide goal setting during program director evaluation meetings with residents. This self-assessment will be reviewed by the clinical competency committee prior to the semi-annual resident performance review meeting.

Annual ACGME evaluation:

- Residents and core faculty are required to respond to the annual ACGME evaluation. The Podiatry program responds to the annual program evaluation, please do so when received.
- Summative Evaluation:
- The program director completes a summative evaluation on all residents at the completion of training.

### **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 in 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 the resident and to participate in evaluation of this care with the resident.

### **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 HFHS and 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 the Med Hub master schedule. Changes must be submitted through Med hub to the program director and

medical education specialist and approved by the program director. Failure to follow these procedures may result in performance improvement.

### **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 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 dealt with within the residency program by the Program Director and DME.

### **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

House staff are required to attend all didactics at outside rotations.

Attendance: The residency chief or faculty member will record all attendance 80% attendance is required for all residents. If the resident is on an out-rotation attendance to didactics at the out rotation is required.

Any hospital-sponsored CME program may be attended free of charge.

Each program develops and distributes a monthly schedule for residency education through Med Hub. Please refer to your Med Hub Schedules.

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 under #6 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 Medical Durable Power of Attorney delegate and/or family member 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 Wyandotte Hospital, the intern/resident is to respond to the Code Blue and assists the Code Team as directed by either the Nursing Supervisor or the House Physician. Please refer to the [Tier 2: HFWH Code Blue White Policy](#)

### **Death of a Patient**

The intern or resident must notify all Attending Physicians identified on the patient's chart if the patient expires. The intern or resident must also take appropriate steps to notify the Medical Durable Power of Attorney delegate and 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.

### **Incident Reports**

When called by nursing, for example, to evaluate a patient who has fallen, evaluate the patient and, in the chart, write a progress note why you were called, physical exam, assessment, and plan. Do **NOT** write in the progress note that a (RL form) was completed. Contact the Medical Education office if you have any questions regarding this policy. Patient and employee injuries are to be reported to the hospital nurse manager or risk management department.

### **Requirements for Medical Records**

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 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 Updates](#)." 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.