

Department of Obstetrics and Gynecology The Sloane Hospital for Women at Columbia University

Resident Work Environment and Administrative Responsibilities

Work Environment

It is the policy of the department of Obstetrics and Gynecology and of NewYork-Presbyterian Hospital to comply with the ACGME Program Requirements for resident facilities and support services, as delineated below:

According to the RRC Program Requirements for Obstetrics and Gynecology (July 1, 2007):

“The program must provide adequate facilities for residents to carry out their patient care and personal educational responsibilities. These include adequate on-call, sleep, lounge, and food facilities for residents while on duty and on call. Also required are clinical support services such as pathology and radiology, including laboratory and radiologic information retrieval systems that allow rapid access to results, intravenous (IV) services, phlebotomy services, and messenger/transport services in sufficient number to meet reasonable demands at all times.”

According to the Institutional Requirements and the NYPH policy and procedure manual, *“Institutions are responsible for providing ready access to reference material in print or electronic format (IR I.B.7). Program sites that have online reference materials are expected to provide access to residents. Typically, this means that residents have access to computers with internet access in rooms that are conveniently located and easily accessible but secure. If online access is not possible, then access to a collection of specialty-specific print materials is required.”*

Policy on Administrative Responsibilities

The Residency Review Committee for Obstetrics and Gynecology, the ACOG Council on Resident Education for Obstetrics and Gynecology, and the American Board of Obstetrics and Gynecology place record keeping at a very high priority in their objectives and requirements. Accurate, timely and comprehensive documentation is also a reflection of the programs' and the residents' ACGME competencies in systems-based practice, professionalism, and patient care. As stated by the RRC: *“For the purpose of program review, accurate and complete documentation of each individual resident's experience for each year of the program is mandatory.”*

As a result, the Department of Obstetrics and Gynecology at the Sloane Hospital for Women at Columbia University has developed and implemented a specific policy for timely and accurate completion of administrative work by residents at all levels of training:

All residents must complete the following administrative work, with a due date of one week past the end date of the last rotation/block:

- All Operative case logs in the ACGME database
- All Primary and Preventive Care case logs in the ACGME database
- All duty hour logs in the E*Value system
- All evaluations in the E*Value system
- All medical student evaluations
- All outstanding discharge summaries
- Circumcision and Ultrasound Skills checklists (for those to whom these apply)

If residents do not complete this work by seven days past the end of each rotation, a three day warning will be generated to the resident by the Program Coordinator. The resident in question is then granted 72 hours from the time the message is sent to complete this work. If, subsequently, this work is not complete after the 72 hour grace period, the Coordinator notifies the Program Directors and the Coordinator arranges a meeting for the noncompliant resident to meet with the Chair of the department to discuss noncompliance with administrative responsibilities. Actions taken may include suspension of clinical privileges until administrative responsibilities are up to date and complete. All communication and documentation regarding this will be placed in the resident's binder.