



**LOUISIANA STATE UNIVERSITY**  
**HEALTH SCIENCE CENTER**  
**SCHOOL OF MEDICINE – NEW ORLEANS**  
**GRADUATE MEDICAL EDUCATION**  
**POLICY AND PROCEDURE MANUAL**

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## **COMMUNICATIONS BETWEEN PROGRAMS AND THE ACGME**

According to the new Institutional Requirements beginning July 1, 2003 Graduate Medical Education Committee (GMEC formally known as IGMEC) must review and approve the following types of communication between programs and the ACGME (RRC) prior to submission to the ACGME:

- a. all applications for ACGME accreditation of new programs and subspecialties;
- b. changes in resident complement
- c. major changes in program structure or length of training
- d. additions and deletions of participating institutions used in a program
- e. appointments of new program directors
- f. progress reports requested by any Review Committee
- g. responses to all proposed adverse actions
- h. requests for increases or any change in resident duty hours
- i. requests for “inactive status” or to reactivate a program
- j. voluntary withdrawals of ACGME-accredited programs
- k. requests for an appeal of an adverse action; and
- l. appeal presentations to a Board of Appeal or the ACGME

Should a program have a submission of the above to the ACGME, it must notify the GME Office by the 5th of the month in order for the item to be placed on the monthly GMEC agenda (meetings are held the third Thursday of each month.). Programs are responsible for entering there submissions into WebADS (if applicable) prior to the GMEC meetings.

## **RELOCATION OF RESIDENCY PROGRAMS OR ALLOCATION OF POSITIONS POLICY**

All program directors are mandated to notify the Assoc. Dean, Dean, Chancellor, and Director of Governmental Affairs of any proposed changes in resident allocations or program changes in any facility involved in our educational mission. That information, in turn, will be communicated by the Director of Governmental Affairs to the Systems Office as well as to any legislators whose constituents might be affected by such a move.

## **ACGME POLICY ON REQUESTS FOR CHANGE IN PROGRAM DIRECTOR**

All requests for new program director's must be initiated by the DIO through ADS (staff of all RRCs will no longer accept requests submitted via paper or email). To initiate a change in program director, the DIO must log into ADS and under *Program and Resident Information*, select *Initiate PD Change* from the menu on the left. The DIO must then click on the *Request PD Change* icon for the appropriate program and is then prompted to respond to several questions. The DIO must also verify that the new PD meets the required qualifications and is approved by the GME Committee.

An email which provided the login information will be automatically sent to the new PD when the request is initially submitted by the DIO. The program director must log into ADS to complete professional and certification information, as well as other required documentation. After the request is complete and submitted, the new program director's name will be posted in ADS and the submitted materials will be forwarded to the review committee staff.

## **INSTITUTIONAL POLICY ON DUTY HOURS**

The institution through GMEC supports the spirit and letter of the ACGME Duty Hour Requirements as set forth in the Common Program Requirements and related documents July 1, 2003 and subsequent modifications. Though learning occurs in part through clinical service, the training programs are primarily educational. As such, work requirements including patient care, educational activities, administrative duties, and moonlighting should not prevent adequate rest. The institution supports the physical and emotional well being of the resident as a necessity for professional and personal development and to guarantee patient safety. The institution will develop and implement policies and procedures through GMEC to assure the specific ACGME policies relating to duty hours are successfully implemented and monitored. These policies may be summarized as:

- work no more than 80 hours per week when averaged over 4 weeks
- have 1 day (24 hours) in 7 free of program duties when averaged over 4 weeks
- have call no more frequently than every third night when averaged over a 4 week period
- limit continuous in-house duty to 24 hours with up to 6 additional hours for transition as described in the ACGME requirements
- have 10 hours between all daily duty periods and after in house call.

The institution as well as each program is required to monitor and document compliance with these requirements for all trainees. To accomplish this, the institution will implement the following policies and procedures:

1. Each program will need to sign a statement attesting to compliance with these requirements at all sites.
2. Each program will develop their own written duty hours policy that is in keeping with the ACGME and Institutional policy. This policy will be distributed to all trainees and faculty with a copy provided to the GME Office. The policy must delineate specifically how compliance will be monitored and what actions will be taken to remedy problems. Yearly changes or revisions to policies must be forwarded to the GME Office.
3. Programs must monitor residents for fatigue. The institution will develop resources to educate faculty and residents about sleep deprivation and fatigue.
4. The institution will ask each participating institution to advise it where legally permissible of incidents or trends suggesting fatigue as a component of the problem.
5. If the program has developed and instituted a method to monitor for individual resident duty hour compliance (eg work hour logs) it will regularly share this data with the institution.
6. We will encourage programs to add questions on the 5 requirements to their monthly rotation evaluations in addition to other monitoring.
7. The institution will make it clear to residents that our Ombudsman is available to field questions or complaints about duty hours and those complaints will remain anonymous.
8. The resident agreement of appointment/contract will be changed to include a reference to duty hours policy and an agreement to participate in institutional monitoring of duty hours.
9. Internal Reviews will include detailed sections on duty hours.
10. An annual web-based questionnaire will be administered to residents regarding duty hours by the GME Office. Responses will be anonymous.
11. The GME Office will randomly audit programs.
12. Program specific data will be presented at GMEC annually and included in the annual report to each participating institution.

13. Systematic or repeated violations of duty hours requirements by participating institutions may result in removal of residents from that institution.
14. Programs with repeated or systematic violations will be subject to close, regular monitoring by GMEC.
15. Programs cited by the ACGME for duty hour violations will have special monitoring programs implemented.
16. Moonlighting must be strictly approved in writing and monitored to assure resident fatigue does not become a problem.

This policy applies to every site where trainees rotate.

## **GRANTING DUTY HOUR EXCEPTIONS**

The Graduate Medical Education Committee (GMEC) will accept, review and act on requests to increase resident duty hours up to a maximum of 88 hours per week when averaged over a four week period.

Applications for such increases shall be based on a sound educational rationale. Only programs in good standing with their RRC may apply for increases.

### **PROCESS:**

1. Programs will submit a written request as described below.
2. After screening by the Graduate Medical Education Office to be sure the application is complete, it will be presented for consideration at the next regularly scheduled GMEC.
3. GMEC will vote to endorse or not endorse the request based on the merits of the application. The decision is not appealable.
4. If approved the Designated Institutional Official/Chair of GMEC will prepare a letter of endorsement to be included in the programs application to their RRC along with a copy of the Institutions Policies and Procedures for Granting Duty Hour Exceptions.
5. The institution will reevaluate the continued necessity and appropriations of the increase and patient safety aspects of the increased hours at each internal review.

### **APPLICATION FORMAT:**

The program must supply information on each of the areas below sufficiently detailed for GMEC to make an informed decision.

1. Patient Safety: Describe how the program will monitor, evaluate, and ensure patient safety with extended resident work hours.
2. Educational Rationale: Provide a sound educational rationale which should be described in relation to the program's stated goals and objectives for the particular assignments, rotations, and levels of training for which the increase is requested. Blanket exceptions for the entire educational program should be considered the exception, not the rule.
3. Moonlighting Policy: Include specific information regarding the program's moonlighting policies for the periods in questions.
4. Call Schedules: Provided specific information regarding the resident call schedules during the times specified for the exception. Explain how this will be monitored.
5. Faculty Monitoring: Provide evidence of faculty development activities regarding the effects of resident fatigue and sleep deprivation.

## **INSTITUTIONAL DUTY HOURS ATTESTATION STATEMENT**

The following statement must be signed by every incoming program director of a LSU training program.

As the program director of \_\_\_\_\_(program name) at LSU School of Medicine-New Orleans I have read the Institutional Policy regarding Duty Hours and by signing this document I attest to compliance of the policy in the \_\_\_\_\_ training program. I verify that a copy of the policy has been issued to each of the faculty members and house officers within my program.

I also attest that my program has developed a program specific duty hours policy that is in compliance with the ACGME and institutional guidelines and it has been issued to the faculty and house officers within my program.

I agree to monitor the house officers for fatigue and educate the faculty and house officers about the seriousness of sleep deprivation and fatigue on work performance. As program director I agree to report to the Graduate Medical Education Committee (GMEC) semi annually regarding data, house officer performance and compliance within my program to the duty hours policy.

Should changes be made to the program policy or monitoring issues the LSU School of Medicine- New Orleans Office of Graduate Medical Education and the GMEC Committee will be notified.

## **ACGME POLICY ON SPONSORSHIP OF PROGRAMS**

The ACGME does not recognize co-sponsorship of residency training programs. The ACGME mandates that there be one sponsor that assumes the ultimate “educational” responsibility for the AGME-accredited programs. The ACGME seeks assurance that the sponsoring institution ensures that there is adequate financial support for the residents to fulfill the responsibilities of their educational program. The sponsoring institution is held accountable for making sure funding is adequate, and that funding sources do not have an adverse impact on the residents’ educational program, and that the sponsoring institution maintains strong oversight of financial or other resident support issues.

## **ACGME LETTERS OF AGREEMENT**

The ACGME is requiring all programs to have Letters of Agreement with the Major or Participating Institutions (Affiliating Entities) that their residents rotate at. These letters are not part of, nor, take away from the required Contracts, Affiliation Agreements and Supplements which are administered through the LSUHSC Contracts Office. Each Letter of Agreement (3 originals of each) requires the program directors signature and the person /faculty who oversees the residents at the affiliating entity (etc) signature in addition to a signature from the affiliating entity (CEO, or Medical Director) if applicable. The Letter of Agreement is good for five years unless a program director or oversight person changes at the institution. In that case a new letter must be executed. It is the responsibility of the individual programs to execute the ACGME Letters of Agreement. A template for the ACGME Letters of Agreement can be obtained in the Office of Graduate Medical Education. **One original stays in the training program files, the second original must be submitted to the Director of Accreditation in GME, and the third original must remain at the participating institution for their files.**

## **APPOINTMENT OF HOUSE OFFICERS**

Programs must secure, in writing, funding for all house officers that will be training in the program. If funding is not adequate, match quotas or number of house officers the program accepts for that year must be adjusted.

## **PAY LINES AND RESIDENT NUMBERS**

Programs, through their departmental business offices are responsible for keeping resident numbers within the numbers agreed to in the contracts with each institution where they are sending residents. Variances will be the responsibility of the department. This information is attested to each month by departments and programs via the attestation statement.

## **INSTITUTIONAL MATCH POLICY**

All programs that are able to participate in the Match must do so in accordance with all rules and regulations of the NRMP. Programs are advised to be aware of the rules regarding hiring of residents/fellows outside of the Match.

Programs that receive the list of students that they matched before Match Day are not to share this information with the students either directly or indirectly prior to Match Day. The Match ceremony is a very special event in the student's life and placement should be a surprise until the student receives notification from the Associate Dean of Student Affairs.

## **ACCEPTING RESIDENT FROM ANOTHER PROGRAM**

All programs are required to verify the adequate performance of a resident in writing before accepting the trainee from another program. Common Program Requirements from the ACGME that apply to all training programs REQUIRE programs to obtain verification of performance including performance in the six competencies in writing prior to accepting a resident.

## **FELLOW RANKING**

To distinguish a fellow from a resident, the LSU Systems Office approved the following titles for fellows:

House Officer 8 – first year of fellowship program  
House Officer 9 – second year of fellowship program  
House Officer 10 – third year of fellowship program

These titles DO NOT relate to the postgraduate year of the individual.

## **HOUSE OFFICER SALARY POLICY**

House officers may not be appointed gratis or self funded to ACGME approved programs. House officers will be paid the LSUHSC approved base salary at the assigned academic level in the training program regardless of the number of postgraduate years completed in other training programs. House officers

training at the same academic level in the training program must receive the same salary amount. No one will be paid more or less than another trainee in that program at the same academic level.

All first year residents and fellows will be paid a base salary no higher than the approved base salary for a first year resident or fellow in the training program and a base salary no higher than the approved base salary for all other academic levels in the training program.

All trainees will be appointed in the personnel system with the approved base salary for his/her academic level of training. Programs that have approval to pay residents or fellows a salary greater than the approved base salary can do so by paying the difference between the approved base salary and the greater amount by submitting a PER 3. The source of funds for this difference can be department/section funds, funds from an executed contract, a grant or another source of funds. All trainees at the same academic level are to receive the same salary amount. A separate executed contract must be done. An existing or renewed house officer contract cannot be used to pay a higher salary than the approved base salary.

### **ADVANCED STANDING FOR RESIDENTS WITH PREVIOUS TRAINING POLICY**

This policy is regarding the house officer training Level and pay level for house officers who have had previous postgraduate training. LSU does not grant any credit to pay house officers at a higher level of salary if the house officer has completed an internship or residency prior to entering LSU residency programs as House Officer 1's. For pay purposes, residents will be paid at the lowest PGY year rate at which they could enter a program. If they can enter as a PGY1 they will be paid as a PGY1. If they must have one year of training (e.g. preliminary year) before they can begin training, they will be classified as a PGY2. This is in effect regardless of past training. In cases where residents could enter after two periods (e.g. Plastic Surgery) the resident will be paid at either level as determined by the GME Office. Other cases will be considered individually.

House officers that transfer into a training program from another training program will be appointed and paid at the level of training the house officer is in as long as all previous training months are approved by the specialty board of the program the house officer transferred into. If the board does not accept any of the house officer's previous training, the house officer will begin at the HO 1 level.

### **INP-55 POSITIONS**

LSU does not allow appointment of international medical graduates into INP-55 positions for training purposes.

### **RESIDENTS/FELLOWS ON J-1 VISA**

The institution policy states that there are to be no gratis appointment clinical training positions for International Medical Graduates on J-1 ECFMG sponsored visas. In addition fellows on J-1 visas must not be appointed in part as instructors nor may they moonlight to generate any income. Trainees on J-1 visas may not be appointed to gratis or self funded positions, nor may they moonlight to generate any income.



## **NON-RENEWAL OF AGREEMENT OF APPOINTMENT**

The institution must ensure that programs provide the residents with a written notice of intent not to renew a resident's agreement of appointment (contract) no later than four months prior to the end of the resident's current agreement of appointment. However if the primary reason(s) for the non-renewal occur(s) within the four months prior to the end of the agreement of appointment, the institution must ensure that the program provide their residents with as much written notice of the intent not to renew as the circumstances will reasonable allow, prior to the end of the agreement of appointment. Residents must be allowed to implement the institution's grievance procedures as addressed in section I.B.3.f(4), when they have received a written notice of intent not to renew their agreements of appointment.

## **PAPERWORK FOR NEW HIRES, PROMOTIONS, AND TERMINATIONS**

All new hires, promotions, and terminations within a program must have all completed paperwork to the GME office prior to June 1<sup>st</sup>. Clearance for hire must be issued once an individual has completed the required pre-employment drug screening. All new hire packets must be completed with proper signatures before house officers can begin the training program. All PER 3's to promote, terminate, or transfer house officers must be completed by June 1<sup>st</sup>. Information on spreadsheets is requested and they are due by the specified due dates or attached to PER 3.

All of the paperwork is required to:

1. Pay the new house officers for the first pay period of July.
2. Pay the continuing house officers at their promoted levels.
3. Pay the terminating house officers their last check, and make them eligible to receive their deferred compensation contribution if they elect to deduct the funds.
4. Pay the transferring house officers at their correct level of pay and transfer them to the correct program for July 1.

## **DRUG SCREENING**

House officers are not allowed to start work prior to receiving the results of the pre-employment drug screening. This is in accordance with LSUHSC Human Resources policy.

All drug screening for new hire house officers should be done as soon as possible after the MATCH. House officers are to contact their program coordinator to schedule their drug screening. House officers should bring with them a valid driver's license or valid state id with photo or a passport; prescription medication they are currently taking; and a completed agreement to submit to Drug Testing/Release of Test Results Form, Drug Notification Form, and where applicable Chain of Custody document and kit.

## **LICENSURE**

Sent to LSBME to review and revise if needed

House Officer contracts state all house officers must have a valid LA Medical Permit/License/GETP for training. It is the house officers responsibility to contact the LSBME regarding licensure and to maintain a valid LA Medical License or permit during all training years. All questions regarding permits or licensure should be directed to LSBME staff.

Licensure is available to graduates of medical school who complete the PGY 1 or PGY 2 year, pass USMLE Step 3 and meet all other requirements of the LSBME.

Graduates of Osteopathic Schools follow the same procedure as the MD graduate for interns and PGY2s and must pass USMLE Step 3 or Complex 3 before proceeding to the PGY 3 year of training. They need to contact LSBME to apply for the permit.

Individuals that do not want to apply for a LA Medical License are eligible for a LA Medical Permit after completing the PGY 2 year if they have taken and passed USMLE Step 3. They should contact LSBME to apply for the permit.

All questions regarding permits or licensure should be directed to LSBME staff.

## **Permits**

### **PGY1**

- For up to 12 months
- Issued to graduates of medical /osteopathic schools
- For first year internship

To enter the PGY2 year, interns (PGY1) must either apply for full licensure or renew their training permit. House Officers are encouraged to take and pass USMLE Step 3 in their PGY1 year so that they can apply for full licensure after the PGY1 year. Applicants who do not pass USMLE Step 3 in their PGY1 year may apply for a PGY2 permit for up to 12 months except for international medical graduates (IMG's). There is no extension of the training permit beyond 24 months of total training (ie PGY1 and 2) without passing USMLE Step 3. Please see the LSBME.org site for rules governing obtaining full licensure for those who do pass Step 3.

### **PGY2**

- For up to 12 months
- Issued to graduates of medical /osteopathic schools
- Can be issued to graduates of a medical / osteopathic school who have not taken and/or passed USMLE 3/ Complex 3
- If applicant has not previously received LSBME-issued PGY 1 permit (i.e applicant from out-of-state moving to LA and applying for PGY 2 permit) applicant must complete a licensure application and provide letter from PGY 2 Program Director. There is generally no permit or license issued and immediately available to the applicant who has not taken and passed the USMLE Step 3 when the PGY 2 permit expires.

The following documents are needed for a one-year valid PGY 2 permit:

- 1.) Permit fee-which is determined by the State Board
- 2.) A promotion letter signed by the Program Director stating PGY 2 name and starting and ending dates in program as PGY 2. These letters must be dated May 1<sup>st</sup> or later.

All programs with PGY 2s must send LSBME a letter, signed by the program director, for each PGY 2 informing LSMBE that the individual is a PGY 2 in their program and include the fiscal year.

## **GRADUATE EDUCATION TEMPORARY PERMIT (GETP)**

The LSBME may issue a GETP to an International Foreign Medical Graduate (FMG), for the purpose of enrolling & participating in an accredited program of postgraduate medical education (residency or fellowship). The FMG must pass USMLE Step 3 within the 24 months during which GETP is maintained; otherwise, the IMG is ineligible for further training. The FMG must also comply with other provisions of the LSBME.

## **PROVISIONAL TEMPORARY PERMITS**

The LSBME may issue these permits to individuals pending application for VISA or for those individuals pending results of Criminal History Record Information.

Licensure is available to graduates of medical school who complete PGY 1 or PGY 2 program, pass USMLE Step 3 and meet all other requirements of the LSBME.

## **MOONLIGHTING POLICY**

Professional activity outside of the scope of the House Officer Program, which includes volunteer work or service in a clinical setting, or employment that is not required by the House Officer Program (moonlighting) shall not jeopardize any training program of the University, compromise the value of the house officer's education experience or interfere in any way with the responsibilities, duties and assignments of the House Officer Program. It is within the sole discretion of each Department Head and/or Program Director to determine whether outside activities interfere with the responsibilities, duties and assignments of the House Officer Program. Residents must not be required to moonlight. Before engaging in activity outside the scope of the House Officer Program, house officers must receive the written approval of the Department Head and/or Program Director of the nature, duration and location of the outside activity. Residents' performance will be monitored for the effect of these moonlighting activities upon performance and that adverse effects may lead to withdrawal of permission to continue.

House officers while engaged in professional activities outside the scope of the House Officer Program are not provided professional liability coverage under LSA-R.S. 40:1299.39 et seq., unless the professional services are performed at a public charity health care facility. A house officer providing services outside the scope of the House Officer Program shall warrant to University that the house officer is and will remain insured during the term of any outside professional activities, either (1) insured against claims of professional liability under one or more policies of insurance with indemnity limits of not less than \$500,000 per occurrence and \$1,000,000 in the aggregate annually; or (2) duly qualified and enrolled as a health care provider with the Louisiana Patient's Compensation Fund pursuant to the Louisiana Medical Malpractice Act, LSA-R.S. 40:1299.41 et seq. or (3) that the house officer is provided such coverage by the person or entity who has engaged the house officer to provide the outside professional services.

House officers shall not provide outside professional activities to any other state agency (e.g., Department of Health and Hospitals, Department of Public Safety and Corrections, Office of Mental Health, etc.) by means of a contract directly between the house officer and the other state agency. Should a house officer desire to provide outside professional services to another state agency, the contract must be between the LSU School of Medicine in New Orleans and the other state agency for the house officer's services, and the house officer will receive additional compensation through the LSU payroll system. House officers

should speak with the Departmental Business Administrator of the House Officer Program to arrange such a contract.

The LA State Board and the DEA will independently investigate and prosecute individual residents if they so desire regarding the following:

- To moonlight all house officers must be fully licensed and have their own malpractice and DEA number.
- Work in pain and weight loss clinics is viewed unfavorably by the LSBME and subject to close scrutiny.
- Pre-signing prescriptions is illegal.
- Using Charity prescriptions outside Charity is prohibited – your “Charity” BNDD (DEA) is site specific.
- Don't ever sign anything saying you saw a patient if you didn't see the patient
- All narcotics prescriptions must be put in the patient's name and address plus the date - don't "let the nurse do it"
- House officers are held accountable for things all things signed - read the fine print
- Follow accepted practice guidelines for everything especially weight loss and pain patients
- All house officers should be cognizant of Medicare fraud and abuse guidelines.

Documentation of resident moonlighting is part of the Internal Reviews and the ACGME site visit.

#### **MOONLIGHTING - FOREIGN MEDICAL GRADUATES**

Moonlighting by J-1 visa holders is not allowed. This was instituted to prevent abuse of J-1 visa holders and to prevent their having to moonlight to generate their own salary. If an activity is considered an integral part of a program it should be covered by the base salary. If it is not covered by the base salary it is considered moonlighting. Any J-1 moonlighting is in violation of our contract with the residents and the ACGME guidelines which both forbid forced moonlighting.

#### **OUT-OF-COUNTRY/OUT-OF-STATE RESIDENT/FELLOW ELECTIVE ROTATION**

Residents cannot participate in out-of-country or out-of-state electives while assigned to the MCLANO account for the rotation. Salary and fringe benefits must come from another source of funds, i.e. departmental funds, funds from the institution he/she will be at for the elective, or funding approval, in writing, from a private institution that our program has an affiliation with for the resident/fellow training.

The following must be understood if the resident/fellow participates in an out-of-country or out-of-state rotation while on vacation.

- 1.) Any time spent on vacation should not be counted as part of the educational program for credit purposes. If applicable, the resident/fellow should be notified in writing that the rotation does not count towards satisfying educational requirements.
- 2.) State Malpractice will not cover the resident/fellow working at an institution while out-of-state or out-of-the country during vacation time. The resident/fellow will have to purchase his/her own policy if the institution he/she will be at does not provide malpractice insurance while working at the institution. It would be very wise to obtain a copy of the policy that will cover the resident or a statement to that effect.

- 3.) The resident/fellow must have the available vacation time to do an out-of-country/state rotation. The program will be financially responsible for any time taken over the allowed vacation days.

## **PEOPLESOFT RESIDENT SCHEDULER SYSTEM AND SYSTEM FUNCTIONS (PS-RTS)**

THE PS-RESIDENT SCHEDULER SYSTEM (PS-RTS) provides the Payroll system the information required to issue a paycheck to all house officers.

The following information are guidelines for programs to follow to appoint house officers & input rotation schedules in the Resident Scheduler System. Program Coordinators must send New Hire packets to all new hire house officers entering their program(s). House officers are to complete the New Hire packet and return the packet with all required documents to the Program Coordinators. The Program Coordinators must attach a completed Personnel Form 2 (PER 2) to the New Hire packets and send the packet with the Per 2 to the GME Coordinator to review and forward to the Dean's Office for signature. The Dean's Office signs and forwards the New Hire paperwork and PER 2 to Human Resource Management (HRM) to forward to the Chancellor's Office for signature. It is returned to HRM to input the data contained in the New Hire Packet and on the PER 2 into the PeopleSoft Personnel system.

- Once the house officer's information has been inputted into the PeopleSoft Personnel system, the Program Coordinator can enter the house officer rotation schedules into PS-RTS.

A check will not be issued for any house officer that is assigned to a non-paying account, or assigned to Leave of Absence Action in the resident scheduler system. If a House Officer is assigned for less than 100% effort, his/her check will be issued based on the percent of effort he/she is assigned in PS-RTS.

**Account Codes** – Account Codes are issued by accounting once a fully executed contract for the rotation site is received. Accounting enters the account code information in PeopleSoft to be used when scheduling House Officers.

**Facility Numbers** – Facility Numbers identify the Facility the House Officer is assigned to each month and is entered in the PS-Resident Scheduler System when the program Coordinator enters the schedule for the month.

The PS-RTS is locked to all Coordinators every payday for the next pay period and it is locked to the GME Coordinator a week prior to the House Officer payday. The information in PS-RTS is used by payroll to issue a paycheck to the House Officers. When the PS-RTS System is locked, any changes related to that payroll must be made on a PER 3 submitted by the Program Coordinator to the GME Coordinator. The PS-RTS must be locked for paychecks to be issued.

## **LOA (LEAVE OF ABSENCE) ACCOUNT**

The House Officer LOA account was set up to be used in the PS-Resident Scheduler System to schedule house officers on LOA/LWOP from the program. It is a non-paying account. House officers are placed on this account in the PS-Resident Scheduler system if they have used all vacation, sick leave and other allowed paid leave. House officers are also assigned to this account in the PS-Resident Scheduler System if they have not passed Step 3 of the Licensing exam and are entering their 3<sup>rd</sup> year of post graduate training; if they are away doing a "research" year to fulfill a future fellowship requirement; and if they have to return to their country but will be returning to the US to complete training during the same academic year.

## **VERIFICATION OF SCHEDULES ENTERED IN RTS**

Program Coordinators are encouraged at the beginning of every month to begin entering their House Officer Schedules for the next month. Coordinators can use the Unassigned/Under Assigned option in PS-RTS to view if they have any un-assigned or under-assigned house officers for a particular month or range of dates. The GME Coordinator also reviews the Un-Assigned/Under-Assigned option in PS-RTS before locking the PS-Resident Scheduler System. If any problems are seen, the GME Coordinator contacts the program coordinator for clarification before corrections are made and the system is locked by the GME Coordinator.

Program Coordinators are encouraged to have the schedules for a particular month entered in PS-RTS by the last day of the previous month. Program Coordinators can begin scheduling for the next fiscal year when the Account Codes have been activated in PS-Resident Scheduler System to begin scheduling for the next fiscal year. The Program Coordinator can only schedule the new House Officer if the New Hire packet has been received by HR and the information has been entered into the PS Personnel System. Once the House Officer's information is entered in PS-Personnel, he/she will appear in PS-RTS and the rotation schedule can be entered. The GME Coordinator can update past and present PS-RTS schedules, except when PS-RTS system has been locked by the GME Coordinator.

After payroll runs that includes the last day of the month, the Program Coordinator must run and print the Certification Report with signature page for that month. The report is reviewed by everyone that must sign and corrections are to be made to the report. If there are account code changes, a PER 3 noting the account code change must be attached to the Certification report and submitted to the GME Office. The GME Office enters the corrections in PS-RTS. When all reports are received and all corrections made, the GME Office notifies accounting and accounting can begin their invoice process.

Discrepancies between the invoice and the information the hospitals have must be investigated and corrected and new invoices printed.

## **REQUEST FOR VERIFICATION OF MEDICAL MALPRACTICE FORM FOR HOUSE OFFICERS**

The verification form requires, that the person requesting the verification must indicate briefly the nature of his/her association with the listed hospital(s)/company(ies), facility and/or organization(s). This information must be included when submitting the form for the Director of Medical Education's signature. After signing, the form will be forwarded to Vice Chancellor for Administrative, Community and Security Affairs office for the verification letter. Forms that are submitted for the Director of Medical Education's signature that do not include the required information will be returned to the department to complete. Please provide complete addresses on all agencies not listed in the multiple choice section.

**LSUHSC DOES NOT PROVIDE COVERAGE FOR WORK NOT DONE FOR OR ON BEHALF OF LSUHSC (MOONLIGHTING). CONTRACTS BETWEEN LSUHSC AND OTHER INSTITUTIONS HAVE THE MALPRACTICE COVERAGE LANGUAGE ALREADY IN THEM FOR WORK DONE FOR AND ON BEHALF OF LSUHSC**

**DEA NUMBERS**

All temporary DEA Numbers issued at MCLNO will expire eighteen (18) months from the date issued. Use of this temporary DEA number is restricted to prescriptions written only for MCLNO patients on the MCLNO Prescription Form # MCL 12/95 (blue). Violators will be reported to the Medical Director and DEA for appropriate disciplinary action.

Once the temporary DEA number has expired, the physician must have his/her permanent DEA License. The application process takes 3-6 months to complete, therefore, it is recommended that physicians begin this process before their temporary DEA Number expires.

**MEAL TICKETS – MCLANO**

The value of the MCLANO meal tickets will be \$4.50. This ticket will cover the cost of daily meal specials to include a small drink.

**CRITERIA FOR A VISITING RESIDENT – PARTICIPATING IN PATIENT CARE ACTIVITIES**

The following information is criteria and required documentation for a visiting resident:

1. A letter from the LSUHSC department acknowledging/ informing the GME office of the status of the visiting resident which includes the following:
  - a. Full name of visiting resident/fellow.
  - b. Start date and end date visiting resident/fellow will be participating in the short-term training.
  - c. Paragraph stating what the training will include (for example, participating in clinics, scrubbing in Surgery, attending various academic conferences connected with the program, along with all the hospitals the visiting resident/fellow will be rotating to during the visit, (see attached sample).
  - d. Paragraph stating there is no re-numeration or salary offered and that any costs incurred, including transportation, all living expenses and mandatory health insurance is the visiting resident's responsibility, (see attached sample).
  - e. Approval of rotation with signature line for Chairman, Program Director, Director of Graduate Medical Education, and visiting resident.
2. Must have a valid Louisiana Medical permit/license before beginning the short-term training as a visiting resident/fellow. Visiting resident/fellow must contact the LSBME at (504) 568-6820 to obtain information on getting a temporary permit to practice medicine in LA. This is a lengthy process (a few months), therefore it should be done as soon as the visiting resident decides he/she wants to come to LA. Permit/license is to be attached to the letter (#1).

3. If the visiting resident/fellow is a foreign medical graduate (FMG), he/she must have a valid ECFMG certificate and it should also be attached to the letter (#1) along with the LA license/permit.
4. Have an ID badge to be worn while on campus and in hospitals, or obtain a visiting ID badge from LSUHSC Human Resource Management Department. Department should contact HRM department for instructions for obtaining a visiting ID badge
5. Must submit a MCL Appointment for Visiting House Officer Form to the LSUGME Office to approve and forward to MCL.

Once the Chairman, Program Director, and visiting resident have signed the letter, it is sent to the attention of GME Coordinator to obtain the signature of the Director of Medical Education. After all parties have signed, copies are sent to Medical Education Office at MCLANO for observation privileges at MCL/University Hospital; Vice Chancellors Office for malpractice issues; the GME Office keeps a copy and the original is returned to the program.

### **CRITERIA FOR A VISITING RESIDENT – OBSERVATIONAL**

In order for a visiting resident to do observational work the following documents are required. A letter from the LSUHSC department acknowledging/ informing the GME office of the status of the visiting resident which includes the following:

- Full name, Start date and end date.
- Paragraph stating he/she is observing and that there is no direct or indirect patient care.
- Paragraph stating there is no re-numeration or salary offered and that any costs incurred, including transportation, all living expenses and mandatory health insurance is the visiting resident's responsibility, (see attached sample).
- Approval of rotation with signature line for Chairman, Program Director, Director of Graduate Medical Education, and visiting resident.
- Have an ID badge to be worn while on campus and in hospitals, or obtain a visiting ID badge from LSUHSC Human Resource Management Department. Department should contact HRM department for instructions for obtaining a visiting ID badge.
- Must submit a MCLANO Appointment form for Visiting House Officer to GME Office to forward to MCLANO

Once the Chairman, Program Director, and visiting resident have signed the letter, it is sent to the attention of GME Coordinator. After all parties have signed, copies are sent to Medical Education Office at MCLANO for observation privileges at MCL/University Hospital; Vice Chancellor for malpractice issues; the GME Office keeps a copy and the original is returned to the program.

### **MEDIA POLICY**

The Office of Information Services is charged with the responsibility for releasing information about programs, emergencies, crimes, controversies, the official position on issues involving the LSU Health Science Center, and other events to which the press has a reasonable claim.

The following procedures are established:

1. LSUHSC personnel shall not release information about programs, events and other activities to the media independent of the Office of Information Services.



2. No one is authorized to speak to the media concerning LSUHSC policy or significant matters affecting the HSC unless directed to do so by the Office of Information Services and the Chancellor's Office.
3. All media contact to the campus must be directed to the Office of Information Services.
4. The Office of Information Services is responsible for coordinating efforts of the HSC to obtain coverage in the news media.
5. Faculty and staff should make every effort to apprise the Office of Information Services of events which may be newsworthy.
6. Faculty and staff shall work with the Office of Information Services to "be available" to representatives of the news media when requested.
7. HSC personnel contacted for an interview by media representatives shall immediately inform the Office of Information Services.
8. The Office of Information Services will conduct Media Training as necessary or requested, to prepare faculty and staff to deal effectively with media.

### **RESIDENCY PARTNER COMPUTER SOFTWARE PROGRAM**

Residency Partner is the software package that has been chosen by the Office of Graduate Medical Education to collect and maintain resident records for ACGME accreditation and compliance purposes. To comply with institutional policies, House Officer must record duty hours in the Duty Hours module of Residency Partner. Additionally, many departments require the use of Residency Partner for completion of evaluations, recording of case and procedure logs, and informing residents of events at which their attendance is required. Information about how to use Residency Partner can be obtained at [http://www.medschool.lsuhs.edu/medical\\_education/graduate/rp\\_support/](http://www.medschool.lsuhs.edu/medical_education/graduate/rp_support/). Additionally, instructions on use of Residency Partner will be given at the House Officer Orientation. Failure to comply with GME and departmental policies regarding the use of Residency Partner may result in disciplinary action.

IGMEC 4/05  
Revised GMEC 4/07

**HOUSE OFFICERS ARE TO REFER TO THE LSU HOUSE OFFICER MANUAL OR THE GME WEBSITE [http://www.medschool.lsuhs.edu/medical\\_education/graduate/default.asp](http://www.medschool.lsuhs.edu/medical_education/graduate/default.asp) FOR A COMPLETE LIST OF REQUIREMENTS, POLICIES, AND PROCEDURES PERTAINING TO THEIR TRAINING.**