

Graduate Medical Education Resident and Medical Student Management Guidelines

I. Check-in

- A. All residents and medical students who are scheduled to rotate at CHRISTUS Santa Rosa Health Care (CSRHC) are required to check-in with the GME [Physician Services] Office within one (1) week of the start of their rotation to complete the Resident Registration and other applicable forms. The forms may be completed in advance and presented to the GME Office within the time period indicated. Information provided on the form will be used to:
 - 1. Maintain an accurate account of residents and medical students rotating at CSRHC.
 - 2. Assign a dictation number.
 - 3. Issue a CSRHC ID badge.
 - 4. Issue a CSRHC parking tag.
- B. Resident and medical student demographic information will be entered into the CSRHC Meditech System for tracking purposes.
- C. A \$5.00 non-refundable fee and \$25.00 deposit may be required per resident for each ID badge and parking tag issued. The \$25.00 deposit will be refunded only after the resident has properly checked out with the GME Office.
- D. Residents and medical students who do not check-in and who are not properly badged will be directed by CSRHC Associates to the GME Office for processing as they are identified.

II. Contractual Provisions

- A. Payment [according to contract] may be withheld on a prorated basis for residents who do not check-in with the GME Office. The rotation schedule will not serve solely as verification that a resident has rotated at CSRHC.
- B. Residents and medical students may be prevented from providing patient care if they have not checked in with the GME Office.

III. Check-out

- A. Residents and medical students are required to checkout no later than one (1) week after completion of their rotation/training. Residents will be required to complete the appropriate check-out form that will include:
 - 1. Clearance by Health Information Management/Medical Records (medical records completion etc.).
 - 2. Clearance by Information Systems (computer access etc.).
 - 3. Return of the CSRHC parking tag.

4. Return of the CSRHC ID badge.
 5. Return of CSRHC property as applicable (i.e., pager, mobile phone, etc.).
- B. If applicable, a residents \$25.00 deposit will not be refunded if he or she does not properly checkout with the GME Office. He or she will be billed at replacement cost for CSRHC property not returned.
- C. The program director according to contract will be responsible for completing all incomplete medical records not completed by residents
- D. Residents and medical students who do not checkout will be reported to the respective program director who will have ultimate responsibility for appropriate follow-up.

IV. Orientation

- A. PGY1 Pediatrics residents will attend a CSRHC Orientation Session as coordinated with the CSRHC Pediatrics Program Director. Other specialty residents may be requested to attend.
- B. All other residents and medical students will acknowledge receipt of the Resident Orientation Manual and agree to comply with CSRHC policy and procedures regarding Environment of Care, Infection Control, Safety and Security and other policies as deemed appropriate.

V. Rotation Schedules

- A. Each UTHSCSA program director or their designated residency coordinator will be responsible for electronically submitting via email a CSRHC specific monthly rotation schedule, to the GME Office no later than two (2) weeks prior to the start of a rotation. The rotation schedule will clearly include the residents' year in training, pager number and assigned faculty and other pertinent information.

VI. Meal Tickets:

- A. Meal tickets may be issued to residents on call at the discretion of CSRHC.
- B. Terms of Use
1. Tickets are non-transferable and are for use solely by named resident. Name on the ticket must be the same as that on the resident's badge.
 2. Limit one ticket per transaction per meal.
 3. Tickets must be used during the month issued prior to expiration.
 4. Tickets are not valid without an original authorized signature.
 5. Tickets are printed on colored card stock paper. The color of the ticket will change on a monthly basis.