

**RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL
NEW BRUNSWICK, NEW JERSEY**

GRADUATE MEDICAL EDUCATION MANUAL

POLICY#: II. 3
SECTION: BENEFITS & AMENITIES
SUBJECT: WORKING ENVIRONMENT

I. PURPOSE

To establish guidelines for the provision of adequate working environment for housestaff.

II. SCOPE

This applies to all postgraduate medical education programs.

III. DEFINITIONS

Housestaff - refers to all interns, residents and fellows enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. An individual member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITIES/REQUIREMENTS

A. Policy:

The training programs shall provide a working environment that is consistent with proper patient care and the educational needs of housestaff.

1. Housestaff shall be supervised by the teaching staff in accordance with the Program requirements as published in the American Medical Association's Graduate Medical Education Directory.
2. Each training program shall establish policies governing duty hours and working environments that are optimal for housestaff education and the care of patients. They shall meet the special requirements that relate to duty hours and on-call schedules based on educational rationale, patient need, and include continuity of care. This is reviewed as part of the GME internal review of programs. Copies of the policies are maintained by the GME office. Policies shall include the following items:
 - a. The goals and objectives of each residency shall not be compromised by excessive reliance on housestaff to fulfill institutional service obligation.
 - b. Programs should ensure that housestaff are provided backup support when patient care responsibilities are especially difficult or prolonged.

- c. Duty hours will be consistent with this policy manual as well as meet the general and special requirements pertaining to each program.
 - d. Housestaff on duty will be provided adequate sleeping quarters and food services.
 - e. Training sites will provide effective laboratory, medical records and radiologic services to insure high quality patient care. The GME office maintains a log of JCAHO accreditation letters of all participating institutions.
 - f. All locations where housestaff are assigned shall provide security, including but not limited to parking facilities, on-call quarters, and hospital departments.
3. Housestaff are expected to participate in a working environment which is free of objectionable and disrespectful conduct and communication of a sexual nature. The Medical School will not tolerate conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment. (Also see **Rutgers Biomedical and Health Sciences Policy** on Sexual Harassment # 00-01-35-25:00.)

Approved by GMEC on 2/23/99