RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL
NEW BRUNSWICK, NEW JERSEY

GRADUATE MEDICAL EDUCATION MANUAL

POLICY#: V. 1
SECTION: RESPONSIBILITIES & SUPERVISION
SUBJECT: GENERAL RESPONSIBILITIES OF HOUSESTAFF

I. PURPOSE

To provide guidelines to housestaff regarding their general responsibilities as a RUTGERS Robert Wood Johnson Medical School trainee. Specific responsibilities are contained in departmental job descriptions and manuals.

II. SCOPE

This guideline applies to all medical records and all housestaff.

III. DEFINITION

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

IV. RESPONSIBILITIES/REQUIREMENTS

A. Policy:

The RUTGERS Robert Wood Johnson Medical School housestaff are expected to take advantage of the educational opportunities offered within the institution and provide medical treatment to the hospital's patients in a competent and caring manner. Moral, ethical and professional behavior is expected at all times.

To meet these responsibilities, housestaff are expected to:

1. Attend and actively participate in all conferences and teaching rounds within the assigned department.

2. Render appropriate medical care to patients in a kind caring manner under the supervision of the attending/consulting physician.

3. Attend assigned clinics.

4. Participate in the evaluation of the program, peers and teaching faculty as requested by the Program Director.

5. Participate in research projects and quality improvement activities of the Program or Affiliated Hospitals.

7. Volunteer to serve as a member of various departmental and hospital Committees.

8. Be on time for all assignments.

9. Respond to pages on a timely basis.

10. Conduct themselves in an ethical and moral manner.

11. Maintain a professional appearance, comportment and conduct.

12. Assume progressive responsibilities as he/she gains experience.

13. Contribute to the overall success of the operation within the Department and Hospitals.

14. Provide supervision and instruction to less senior house officers and students.

15. Document completion of procedures and submit information on a timely basis to the Program Director's office.

16. Cooperate with nursing and support staff.

17. Perform "other duties" as required by your Department/Program Director.

Approved by GMEC on 2/23/99