

Department of Medicine

VA Hospital Policies: Internal Medicine

VA Services

- Four (4) General Medicine Teams
- One (1) ICU Team
- One (1) Med Consult Resident
- One (1) Day MAR
- One (1) Night Float Resident
- One (1) Night Float Intern
- Two (2) VA PACT/Quality Residents

ACGME Rules Applied to the VA

- **ACGME Rules Regarding Supervision**
 - *Level 1/Direct Supervision*, defined by immediate, in-person supervision, is required for all procedures performed by non-credentialed housestaff regardless of the time of day. The supervisor may be a credentialed house officer or faculty member; if the former, the responsible faculty member must be immediately available either on/off site (this is defined as Indirect Supervision depending on the time of day as is described below).
 - *Level 2A/Indirect Supervision*, defined as immediate on-site availability, is required of faculty between 7AM-4PM daily for housestaff clinical responsibilities and is required of senior housestaff 24 hours a day for PGY-1s.
 - *Level 2B/Indirect Supervision*, defined as immediate availability from off-site faculty, is required of faculty between 4PM-7AM daily for housestaff clinical responsibilities.
- **ACGME Rules Regarding Duty Hours**
 - The Work Day
 - No shift can be longer than twenty-four (24) hours for PGY-2/3s (16 hours maximum for PGY-1s).
 - An additional three (3) hours can be utilized to finish work that does not relate to direct patient care.
 - There must be ten (10) hours off between shifts.
 - The Work Week
 - No work week (Sunday through Saturday) can exceed eighty (80) hours under any circumstance.
 - Moonlighting (for fellows and chief residents) counts toward the eighty (80) hours; PGY1s-PGY3s may not moonlight.
 - There must be a continuous twenty-four (24) hours off per week.
- **ACGME Rules Regarding Patient Numbers per Intern and Resident**
 - Interns (PGY-1)
 - *Interns can follow no more than ten (10) patients at any one time.*
 - No more than five (5) new patients + two (2) transfers can be assigned to an intern during a routine day of work.
 - No more than eight (8) total patients (news + transfers) can be assigned to an intern over a 2-day period.
 - Senior Residents (PGY-2/PGY-3)

- *With one (1) intern on the team, the supervising resident can follow no more than fourteen (14) patients at any one time (this means the intern can follow up to ten (10) patients and the resident, without the intern, can follow an additional four (4) patients).*
 - With one (1) intern on the team, the supervising resident can only have five (5) new patients + two (2) transfers assigned to the team during a routine work day.
 - No more than eight (8) total patients (news + transfers) can be assigned to the team over a 2-day period.
- *With two (2) interns on the team, the supervising resident can follow no more than twenty (20) patients at any one time.*
 - With two (2) interns on the team, the supervising resident can only have ten (10) new patients + four (4) transfers assigned to the team during a routine work day.
 - No more than sixteen (16) total patients (news + transfers) can be assigned to the team over a 2-day period.

Admitting Schedule and Man-Power at the VA

Please see section "The Upstate IM Residency-An Overview"

1. Weekdays

a. 8AM-12PM

- i. The MAR will distribute overnight admissions to all four (4) teams fairly based on team numbers that morning.
 1. Bounce-backs, defined as a patient cared for by a team's current intern or resident, will be assigned to that team.
- ii. The MAR is responsible for assigning and completing all admissions to the non-ICU medicine services during this time; the MAR may also provide emergency/urgent care to patients in the ER if they are awaiting medicine admission.
- iii. The ICU resident is responsible for admitting ICU patients.
- iv. If help is needed, the MAR or the ED attending may contact the Chief Resident who will then be responsible for finding additional manpower (for example, jeopardy).

b. 12PM-4PM

- i. The MAR will be responsible for distributing admissions to all services; all services are responsible for completing their own admissions.
 1. Assignment of admissions:
 - a. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
 - b. Team numbers at the time of the admission (not in the morning as discharges may have occurred) will determine team assignment otherwise.

c. 4PM-8PM

- i. The MAR and on-call resident (and intern, if available) take all medicine admissions (including ICU admissions) during this time.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
 2. The on-call resident can only receive one (1) additional admission (not counting ICU transfers to the floor, but counting floor transfers to the ICU) from 7PM onward with

the last admission at 7:30PM and may sign out anytime after 8PM (when work is complete).

- a. Additional admissions will become the responsibility of the VA Night Service (at 8PM).
- b. The only exception to this is if a patient is unstable and requires urgent attention.

d. 8PM-8AM

- i. The VA Night Service (Attending and Resident) will admit all patients.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
 2. The on-call resident can only receive one (1) additional admission (not counting ICU transfers to the floor, but counting floor transfers to the ICU) from 7AM onward.
 - a. Additional admissions will become the responsibility of the MAR (at 8AM).
 - b. The only exception to this is if a patient is unstable and requires urgent attention.

2. Weekends

a. 7AM-2PM

- i. The MAR and will fairly distribute overnight admissions to his/her own team and the off-call team based on team numbers that morning.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
- ii. The on-call resident will fairly distribute admissions during 7AM-2PM between his/her own team and the off-call team; ICU admissions are assigned to the ICU team.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.

b. 2PM-8PM

- i. The on-call resident (and intern, if available) takes all medicine admissions (including ICU admissions) during this time.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
 2. The on-call resident can only receive one (1) additional admission (not counting ICU transfers to the floor, but counting floor transfers to the ICU) from 7PM onward with the last admission at 7:30PM and may sign out anytime after 8PM (when work is complete).
 - a. Additional admissions will become the responsibility of the VA Nocturnist/VA Night MAR.
 - b. The only exception to this is if a patient is unstable and requires urgent attention.
- ii. If help is needed, do not hesitate to call the on-call Chief Resident who will coordinate extra man-power.

c. 8PM-8AM

- i. The VA Night Service (Attending and Resident) will admit all patients.
 1. Bounce-backs, defined as a patient cared for by a team's current resident, will be assigned to that team.
 2. The on-call resident can only receive one (1) additional admission (not counting ICU transfers to the floor, but counting floor transfers to the ICU) from 7AM onward.

- a. Additional admissions will become the responsibility of the MAR (at 8AM).
 - b. The only exception to this is if a patient is unstable and requires urgent attention.
- 3. ICU admissions
 - a. Weekdays
 - i. 7AM-12PM
 - 1. The ICU resident takes all admissions/transfers to the ICU.
 - 2. All ICU admissions must be presented to ICU fellow.
 - ii. 4PM-8PM
 - 1. ICU admissions are done by the MAR or on-call resident.
 - 2. All ICU admissions must be presented to ICU fellow.
 - b. Saturdays
 - i. 7PM-2PM
 - 1. The ICU resident takes all admissions/transfers to the ICU.
 - 2. All ICU admissions must be presented to ICU fellow.
 - ii. 2PM-8PM
 - 1. ICU admissions are done by the on-call resident.
 - 2. All ICU admissions must be presented to ICU fellow.
 - c. Sundays
 - i. 7AM-8PM
 - 1. All ICU admissions are done by the on-call resident.
 - 2. All ICU admissions must be presented to ICU fellow.
 - 3. The on-call resident will round on all patients in the ICU, but is not responsible for writing notes.
- 4. What About Overflow or Above-the-Cap?
 - a. Unless there is an urgent/emergent patient safety issue, the ACGME rules outlined above may not be violated under any circumstance.
 - b. Overflow patients are the responsibility of the on-service attendings (or other VA-appointed health-care providers); housestaff are not to be involved in the care of these patients unless team numbers allow for transfer to a housestaff-covered service or if an urgent/emergent issue requires immediate medical attention.

Medicine Consult at the VA

-Medicine Consult

- Weekdays

- 7AM-5PM

- In hospital

- 5PM-8PM

- Home Call (may be UH or VA Med Consult Resident)

- 8PM-7AM, VA Night Service (not the intern) covers all urgent consults.

- Weekends (1st Sat-UH; 1st Sun-VA / 2nd Sat-VA; 2nd Sun-UH)

- Saturdays and Sundays

- 7AM-4PM (or later until work is done)

- 4PM-8PM (Home Call)

- 4PM-8PM, you are first call for medicine consults and, after 2PM, back-up for admissions.

- 8PM-7AM, VA Night Service covers all urgent consults.

Admission Notes

Admission Notes may be typed or dictated and must include the following information:

1. Chief Complaint
2. History of Present Illness
3. Past Medical/Surgical History
4. Allergies (drug and reaction)
5. Current Medications (drug, dose, and schedule)
6. Social History
7. Family History
8. Review of Systems
9. Physical Exam
10. Labwork/Diagnostics
11. Assessment
12. Problem List
13. Plan
14. The last line should indicate that the patient has been discussed with your attending; don't forget to designate the attending as the co-signer of your note.
15. CC List

Daily Progress Notes

Daily Progress Notes must be completed using the SOAP (Subjective, Objective, Assessment, Plan) format.

1. Clerkship student notes are a vital part of the record and must be reviewed by the intern or resident; however, clerkship student notes alone do not legally suffice and, thus, a full daily progress note must be completed by the intern or resident.
2. Acting-Intern student notes are a vital part of the record and must be reviewed by the resident (not the intern); however, Acting-Intern student notes alone do not legally suffice and, thus, a full daily progress note must be completed by resident (not the intern).

Discharge Summaries

Discharge Summaries must be completed within 48 hours of discharge and must include the following information:

1. Date of Admission
2. Date of Discharge
3. Primary Discharge Diagnosis
4. Secondary Discharge Diagnoses
5. Significant Procedures Performed During Hospitalization
6. Brief Summary of Hospitalization
7. Discharge Allergy List (drug and reaction)
8. Discharge Medication List (drug, dose, and schedule)
9. Disposition/Code Status/Proxy Status/Follow-Up Requirements
10. CC List

Signout/Handoffs (see Signouts/Handoffs Policy in The Residency Handbook)

Signouts or Handoffs are, unfortunately, an opportunity for error. As such, it is imperative that great care be taken in preparing these documents. Signouts/Handoffs must include the following information in the VA document and should be updated as appropriate so that patient data is current and accurate:

1. Team Assignment

2. Intern/Resident of Record
3. Attending of Record
4. Code Status
5. Hospital Day Number
6. Antibiotic/s Day Number
7. Primary Reason for Admission
8. Secondary Issues of Importance
9. Allergies
10. Active Medications
11. Things to Do

For questions or clarifications please page the VA Chief Resident weekdays from 7AM-4PM, and the on-call Chief Resident weekdays after 4PM or anytime on week-ends.

VA INPATIENT FLOOR CALL SCHEDULE						
Week #1						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Team 4	Team 1	Team 2	Team 3	Team 4	LC - 1R, 1AI, 2BI	LC - 2R, 2AI, 1BI
					SC - 4R, 4AI, 3BI	SC - 3R, 3AI, 4BI
Week #2						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Team 3	Team 4	Team 1	Team 2	Team 3	LC - 4R, 4AI, 1BI	LC - 1R, 1AI, 4BI
					SC - 3R, 3AI, 2BI	SC - 2R, 2AI, 3BI
Week #3						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Team 2	Team 3	Team 4	Team 1	Team 2	LC - 3R, 3AI, 4BI	LC - 4R, 4AI, 3BI
					SC - 2R, 2AI, 1BI	SC - 1R, 1AI, 2BI
Week #4						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Team 1	Team 2	Team 3	Team 4	Team 1	LC - 2R, 2AI, 3BI	LC - 3R, 3AI, 2BI
					SC - 1R, 1AI, 4BI	SC - 4R, 4AI, 1BI
1R	Team 1 Resident	Some Useful Rules:				
1AI	Team 1A Intern			1) Call Team for given weekend day is called "Long Call"		
1BI	Team 1B Intern			2) Other Team for given weekend day is called "Short Call"		
2R	Team 2 Resident			3) R and AI always work together on weekends (with Attending)		
2AI	Team 2A Intern			4) BI always works alone on weekends (with Attending)		
2BI	Team 2B Intern			5) BI's call schedule always mirrors R/AI's call schedule		
3R	Team 3 Resident			6) Thursday Long Call is Sunday R/AI Short Call		
3AI	Team 3A Intern			7) Friday Long Call is Saturday R/AI Short Call		
3BI	Team 3B Intern					
4R	Team 4 Resident					
4AI	Team 4A Intern					
4BI	Team 4B Intern					
LC	Long Call (until 8PM) R - Day MAR (Admits until 8PM; signs out to Nocturnist at 8PM) AI - Cross-Coverage except for BI Team; Takes over Cross-Coverage of BI Team at 2PM, signs out to Night Float at 8PM) BI - Covers own team until 2PM, then becomes MAI until 8PM					
SC	Short Call (until 2PM) R - Helps with Admissions until 2PM AI - Covers own team until 2PM; can take admissions if available BI - Covers own team until 2PM					