

DAY TEAM – RESIDENT RESPONSIBILITIES

Chief Resident (PGY 4 or 5)

1. Round on all general surgery inpatients and necessary consults daily.
600 - 620 Sign out from night senior **FACE TO FACE**
620 - 700 See emergencies, sick patients, post-ops
700 - 800 Lead rounds on entire service (including consults) with entire team. Residents to pre round and present patients to you, together you determine plan
800 - OR or clinics

Concept – each resident is responsible for preroounding and writing notes daily on patients

2. See all new general surgery consults with resident and develop plan and discuss with attending.
3. Contact each general surgery attending concerning the status and plan on their patients ('running the list') every day during the week and the on call attending over the weekend and on holidays.
4. Review plan on ICU patients with ICU chief daily. **FACE TO FACE**
5. Make daily schedule and assignments and post in the conference room prior to dismissing the service.
This includes all OR cases and Clinics for residents and medical students – during clinic times residents should be in clinic or OR unless dealing with critically ill patient – Chief Included
6. Oversee and Run daily sign out rounds at 5pm in the ICU.
7. Attend and prepare for all surgical conferences.
8. Oversee maintenance and updating of surgical list by the residents.
9. Ultimate responsibility that progress notes, pre-operative, and procedure notes are written.
10. Detailed off-service **FACE TO FACE** sign out with updated surgical list to oncoming chief resident. This included sign-out of upcoming M and M's, Tumor board and Breast conference cases.

PGY 3

1. Responsibility for all ICU and PACU patients (preroounding by 7am, presenting on rounds, writing daily notes, dressing changes and daily tasks) **FACE TO FACE** sign out from on call ICU resident.
2. Daily maintenance of ICU and PACU patients on main surgery list.
3. Attend clinics and OR as assigned on time (should have films available and chart reviewed prior to OR).
4. Attend all Friday conferences unless in the OR or attending to a critically ill patient.
5. Preoperative notes for all ICU patients
6. Attend 5pm signout rounds – **FACE TO FACE** sign out to oncoming ICU call resident, with an updated ICU list - including a checklist of tasks, alerts for sick patients and post-op checks (including RR)
7. Detailed off-service sign out with updated surgical list to oncoming PGY3 at the end of the month.
8. Attend Tuesday afternoon access clinic and OR access cases Friday.

PGY 2

1. Responsibility for all Consult patients (preroounding by 7am, presenting on rounds, writing daily notes, dressing changes and daily tasks) **FACE TO FACE** sign out from on call consult resident.
2. Daily maintenance of consult patients on main surgery list.
3. Attend clinics and OR as assigned on time (should have films available and chart reviewed prior to OR).
4. Evaluate consults promptly and present with senior resident, develop a plan and present to attending.
5. Attend all Friday conferences unless in the OR or attending to a critically ill patient.
6. Attend 5pm signout rounds – **FACE TO FACE** sign out to oncoming consult call resident, with an updated list - including a checklist of tasks, alerts for sick patients and post-op checks for consult patients
7. Preoperative notes for all consults going to the OR.
8. Detailed off-service sign out with updated surgical list with oncoming PGY2 at the end of the month.

you are the face of the general surgery department here – be courteous, professional, timely and kind when dealing with the ER and consulting services

Intern(s) and PA

1. Responsibility for all floor patients . (preroounding by 7am, presenting on rounds and writing daily notes) **FACE TO FACE** sign out from on call floor resident.
2. Delegation and oversight of medical student activities on floor patients. Review and cosign all notes.
3. Daily maintenance of floor patients on main surgery list

4. Attend clinics and OR as assigned on time (should have films available and chart reviewed prior to OR).
5. Attend all Friday conferences unless in the OR or attending to a critically ill patient.
6. Attend 5pm signout rounds – **FACE TO FACE** sign out to oncoming floor call resident, with an updated list - including a checklist of tasks, alerts for sick patients and post-op checks for floor patients
7. Preoperative notes for all floor patients going to the OR.
8. Detailed off-service sign out with updated surgical list with oncoming intern at the end of the month.
9. Make sure all medicine reconciliation and integrated plan of care forms are complete on floor patients.

Medical Students

1. Round on 2 to 3 patients daily before 7am. This includes: vital signs, relevant I/O's, patients subjective complaints, focused physical examination and relevant lab values.
2. Presentation of these patients to the chief on daily rounds.
3. Writing of daily notes on these patients. Take notes to Intern to have it reviewed and co-signed. *
4. Attend clinics and OR cases as assigned (read patient chart on MYSIS prior).
5. Attend Friday conferences and medical student lectures.

CONFERENCES

Friday

800 - Core Curriculum – ICU Conference room

900 - M and M – 4th Floor Conference room

930 - Floor Rounds

1100 - Breast Conference – 4th Floor Conference room

1200 - Tumor Board – 4th Floor Conference room

100 - GI Conference – S3 OR conference room

NIGHT TEAM

Chief (PGY 4 or5)

1. Obtain sign out with an updated surgical list from day chief resident.
2. Aid all night residents in performing left over tasks and seeing alert patients.
3. Face to face sign out with oncoming day chief.
4. See all consults with PGY 2 in a prompt fashion, formulate a plan and discuss with attending.

PGY 3

1. Obtain sign out with an updated surgical list from the day ICU/PACU resident
2. Perform any left-over ICU/PACU tasks and post-op checks. May delegate many of these tasks to the rotating ICU resident, however PGY 3 is ultimately responsible for tasks being done.
3. Update ICU/PACU patients on surgical list by 6am. This includes any additions or changes in plans.
4. Find on coming IUC/PACU day resident for face to face sign out of ICU/PACU patients

PGY 2

1. Obtain sign out with updated consult list from day PGY 2.
2. Perform any left over consult tasks and see 'alert' patients.
3. Aid intern and PGY3 in performing all left over tasks and post-op checks.
4. Primary responder for all consults, present and formulate plan with senior resident.
5. Update consult list by 6am. This includes any additions or changes in plans.
6. Find oncoming PGY 2 resident for face to face sign out of consult issues

Intern

1. Obtain sign out with updated surgical list form day Intern at 5pm.
2. Perform any leftover tasks and see 'alert' patients
3. Post-operative notes and checks on all floor patients operated on that day.
4. Primary responder for all floor issues.
5. Update surgical list for floor patients by 6am. This includes all new patients and changes in plans.
6. Find oncoming Intern for face to face sign out of tasks still needed to be done or 'alert' issues.

Medical Students

1. Aid intern in post-operative checks, completion of tasks.

EVERYBODY

It is our mission to bring high quality health care to a population that traditionally has limited access to it.

Treat all staff (nurses, techs, MDs) with respect and courtesy

Answer your pages promptly – take them off and place in spot that is accessible to the circulating nurse while in the OR.