PROFESSIONALISM TASK FORCE GUIDELINES

ATTENDANCE AT SEMINARS AND GRAND ROUNDS

- Attendance at each weekly Tuesday Noon Conference, Grand Round, and seminars as well as weekly WH seminars for military residents is mandatory and required. For PGY 1s minimum attendance is set at 70% and for PGY 2s, PGY 3s, and PGY 4s at 80%.
- If for any reason a resident is unable to attend any one of the above conferences/lectures, that resident is responsible for notifying the Education Office of their absence. If the resident is unable to attend due to on-site duties, this should also be reported so it can be brought to the appropriate attention since other services and sites are required to release residents to attend didactics.
- Faculty, residents, and medical students should not sign in at Noon Conference, Grand Rounds, or seminars if they do not stay for the whole presentation. Faculty seminar leaders should verify that the sign in sheet is accurate.
- Residents are required to sign in at the beginning of each conference they attend, including Noon Conferences, Grand Rounds, or seminar.
- Since faculty will be required to keep a log of attendance, the resident is advised to inform the lecturer ahead of time, if possible, when a lecture will be missed.
- If a resident must leave a lecture early, they should notify the faculty giving the lecture at the beginning of the lecture as a courtesy. The Education Office should also be notified by the resident.
- If attendance at conferences/GR/seminars does not meet the 70% (PGY1) or 80% (PGY2-5) requirement, and missed attendance was due to something other than vacation leave, administrative leave, or sick leave, the resident will be required to write a two-page paper (or other activity as deemed appropriate by the education staff) for every hour missed on the topic of the lectures missed.

SITES/CLINIC GUIDELINES

- Duty hours are based on 10-hour days, from Monday through Friday. Weekends are free unless there is call or you have responsibilities from a non-psychiatric service rotation.
• Duty hours depend on the clinical site and should be outlined in the rotation requirements/orientation.
• After-hours call takes precedence over daily clinical activities. The resident must leave clinics in time to arrive at the call site at the designated time.
• If possible, call should not be taken while the resident is at an away clinic site.
• It is the resident's responsibility to make sure that the attending and clinic/site staff know he or she has to leave early to get to the call site. Residents should notify clinics so their patient schedules can be adjusted as far in advance as possible.
• If residents are not released from clinic, the Education Office needs to be notified.
• Residents will be on time at assigned clinic for the duty day.
• If a resident is able to leave early from work, this will be at the joint discretion of the resident and site faculty. Also, if a resident is going to be late for clinic, this must be approved by the site faculty and also reported to the Education Office.
• If a resident is sick or not able to be at their site on any day, this must be reported to the site and the Education Office. This is the responsibility of both the resident and the site faculty.
• Appropriate dress should be worn at work sites, including seminars. If there is a question about this, ask the site faculty or the Education Office.
• If there is a question or disagreement between the site faculty and the resident, this needs to be addressed with the Education Office. Residents are to abide by rules of the specific site they are rotating on, but their primary bosses are the residency training directors.
• Off-site activities like post-call morning report at WH, psychotherapy, and supervision should be discussed with site supervisors at the beginning of the rotation or prior to this.

MOONLIGHTING/CALL ISSUES

• Faculty and residents need to check call schedules regularly. If they are on call, they need to remember to keep their pagers on.
• Residents need to report to their sites on time for call activities, and if they are unable to do so they need to call the site where they are supposed to be on call and inform them.
• Faculty need to be accessible when they are on call, and keep their pagers on.
• Residents and faculty should return work related pages within 20 minutes when they are on call.
• No resident may engage in extra-official duties (moonlighting) that exceed the 80-hour work week or provide less than 24 hours free of patient duties once a week averaged over 30 days.
• No resident may engage in extra-official duties (moonlighting) that exceed 30 hours of continuous patient care.
• No resident may engage in extra-official duties (moonlighting) that do not permit a minimum of 10 hours away from patient care in a 24-hour period.

GUIDELINES FOR APPROPRIATE INTERACTION WITH PHARMACEUTICAL INDUSTRY

Tuesday and Thursday lunch

• Pharmaceutical industries may sponsor lunch for residents on Tuesdays at UT and Thursdays at WH.
• It is the resident choice whether to eat the pharmaceutical representative-sponsored food or bring their own.
• Pharmaceutical representatives will have only 5 minutes to speak.
• No non-CME pharmaceutical sponsored speakers should give conferences within work hours at clinic sites.
• Residents are not required to be in the room when the pharmaceutical representatives are speaking.
• Attendance is mandatory for residents after 12:10 –after the pharmaceutical representatives have spoken and educational activities start. After 12:10, pharmaceutical representatives are not allowed in the room.
• Food can be either in the room or outside if there is somebody watching it. We could ask somebody from the Education Office to do it.
• No resident is obligated to attend any pharmaceutical representative sponsored event. Faculty and staff cannot require residents to go to such events.
• It is the resident’s choice whether or not to attend pharmaceutical representative sponsored events after work hours, i.e., film club, happy hours, promotional talks, picnics, parties.
• Residents are allowed but not required to go to pharmaceutical sponsored lunches that are off campus.
• Pharmaceutical representatives who violate these guidelines for the first time will receive a warning from the Education Office. After the second violation, they will be banned from having contact with the residents for 6 months, and 6 months for every additional violation.

Access to residents
• Pharmaceutical representatives should not have access to resident’s personal information, including pager numbers, e-mail addresses, rotation schedules, pictures, and mailboxes.
• Pagers are restricted to work related issues. An announcement of social events and pharmaceutical sponsored events via pagers is not allowed.
• Announcement of social events via e-mail is appropriate.
• Pharmaceutical representatives are not allowed to leave announcements in resident mailboxes. Articles, books, rating scales may be left in the resident box only when the resident has specifically given the pharmaceutical representative permission.
• Pharmaceutical representatives are allowed to post announcements and invitations on a designated department bulletin board.
• Drug representatives should not approach residents in their offices or other places where residents may be handling confidential patient information.
• If any of these guidelines are violated, the resident must report the violation to the Education Office, not to the pharmaceutical company. If deemed appropriate, the Education Office may file a complaint with the company.

RPEC

• Drug representatives are allowed to bring food, but must leave when the official activities start.
• It is the resident’s choice whether to eat the drug rep sponsored food or bring their own.
• Educational grants to sponsor RPEC could be pursued so that pharmaceutical representatives need not be present.

Gifts

• Gifts to residents are appropriate if they are reasonably priced (pens, pads, clocks and other paraphernalia), or if they benefit patient care (books, rating scales, medical software for handheld devices).
• Some sites may have stricter guidelines regarding gifts, and these should be followed. If there is a question, check with your supervisor.

ADMINISTRATIVE

• Pages and e-mails from the Education Office need to be returned in a timely manner, that day.
• It is the residents' responsibility to keep track of deadlines for licensure information and medical records. The Education Office will generally provide reminders related to this, but should not be relied upon.
• Vacation leave requests must be made at least one month in advance, and must be approved by the site and the Residency Training Directors.
• If a resident is sick, their clinical site and the Education Office must be notified.
• If a pager is left at home during a work day, the Education Office must be notified first thing in the morning and an alternate method of reaching the resident must be given.