Resident Responsibilities on NMH Day Rotations
Effective from 6/30/09

PURPOSE

The purpose of this policy is to clarify the responsibilities of residents rotating on day rotations.

PERSONS INVOLVED

Residents, Faculty, Program Director, and Surgical Education Staff

PROCEDURES

1. Day rotations should send a representative resident to the sign-out process.

2. For Day Rotations leaving prior to the sign-out process
   a. A completed Excel Patient List must be placed on the desktop of the computers in the designated rooms (computers are password-protected, and entry into the room is restricted). At NMH the lists will be kept on the “My Applications” computer software.
   b. Day apprentices must phone-in during the sign-out process to the corresponding member of the Night Float team listed below.
      i. Phone calls should be made during the second half of the sign-out period (i.e. after 6:30 p.m., M-F except at NMH for Thursdays when it’s after 7:30pm).
      ii. Apprentices may not leave early if there are pending issues that could have been taken care of during the day. (E.g. results of a CT exam done at 3 p.m. on an Apprentice-covered patient, etc.).
      iii. If there are new patient issues that arise prior to the sign-out period, the Apprentice must return and take care of the issue.

3. Patient lists during the day are the responsibility of the day services and apprentices.
   a. They should be as complete as possible at the time of sign-out
   b. However, nighttime additions to the list, including new consults and admissions, will be entered in complete detail by the Night Float resident.
   c. It is the responsibility of the Night Float resident to ensure that the list is complete at the time of hand-off to the Day services.

4. The sign-out process will be conducted in 2 phases.
   a. During the first phase, the respective day services will individually sign out to the respective Night Float members as detailed in the Handoff Policy.
   b. During the second phase, the members of the Night Float Team will meet with each other, and coordinate division of labor on pending issues (e.g. consults, etc.) left over from the day services. At NMH the Chief will make the final decisions.
c. At 6:00 a.m. every morning the phases will occur in reverse order (Night Float Teams will “run” the lists first at 6 am, and then the Day Teams and Apprentices will check in with the respective Night Float Team Members).