



Clinic Attendance Protocol—UND General Surgery Residents

Section: 2

Policy number: X.X

Responsible Office: UND Department of Surgery

Issued: 08/12/15

Latest Review: 07/27/16

I. POLICY STATEMENT

The General Surgery Residency Program at the University of North Dakota School of Medicine and Health Sciences requires outpatient clinic experiences for the general surgery resident trainees as a core requirement in their general surgery residency training. This requirement is necessary to adequately prepare the resident trainees for the practice of general surgery and meets compliance requirements of the ACGME.

II. REASON for POLICY

Adequate training of General Surgery residents for the independent practice of General Surgery. ACGME Program Requirements for Graduate Medical Education in General Surgery¹ require all residents to attend ½ day of clinic for each week in which they work.

III. SCOPE of POLICY

This protocol applies to:

- General Surgery residents
- Department of Surgery administrative staff
- Department of Surgery faculty

IV. WEB SITE REFERENCES

Responsible Office: <http://www.med.und.edu/residency-programs/surgery/>

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DEFINITIONS

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| SMHS | School of Medicine and Health Sciences |
| ACGME | Accreditation Council for Graduate Medical Education |

CONTACTS: General questions about this policy can be answered by the Department of Surgery administrative office. Specific questions should be directed to the following:

| Subject | Contact | Telephone/FAX | Email contact |
|----------------------|----------------------|-------------------|--|
| Policy clarification | General Surgery/Lisa | 777.2636/777.2609 | lisa.steinbrink@med.und.edu |
| Policy format | General Surgery/Lisa | 777.2636/777.2609 | lisa.steinbrink@med.und.edu |

PRINCIPLES:

- I. Policy Statement: The General Surgery Residency Program at the University of North Dakota School of Medicine and Health Sciences requires outpatient clinic experiences for the general surgery resident trainees as a core requirement in their general surgery residency training. This requirement is necessary to adequately prepare the resident trainees for the practice of general surgery and is in compliance with ACGME requirements.
- II. Policy Details:
 - a. A. This protocol applies at all UND SMHS Department of Surgery rotations, including the Grand Forks and Fargo campuses, and all elective and away rotations - **ONLY rotations at the VA, ICU and Sanford Night Float are excluded**
 - b. The chief resident of each service will schedule all residents on their service for ½ day of clinic per week at the beginning of each work week.
 - c. Residents on an elective or away rotation will attend clinic and submit the appropriate documentation as listed in documentation requirements below.
 - d. Residents must be in the clinic for a minimum of 3 hours in order for it to count as ½ day of clinic for that week.
 - e. It is the responsibility of the resident who is unable to attend a scheduled clinic to make up that **½ day of clinic during the same week**. This must be approved by and coordinated with the chief resident on the service. The make-up clinic does not have to be with the same attending as previously assigned.
 - f. Residents scheduled for a Friday clinic who are unable to attend clinic due to an emergent situation that occurs (which must be deemed acceptable by either the Program Director or an Associate Program Director), will be allowed to make up that clinic session within the following week, but no later. Written or electronic approval by the PD or APD must be submitted to your Chief Resident and the administrative staff by the end of the week in which the clinic is made up.

III. Documentation Requirements:

- a. Each resident is responsible for printing out their monthly clinic log, attending clinic, designating which patients seen, having it signed by the attending surgeon or the attending surgeon's RN, and sending the log to the Grand Forks office
 - i. Clinic logs may be fax to the department office in Grand Forks at 701-777-2609, **Attention: Lisa** or delivered by another appropriate means (i.e. email, in person).
 - ii. Residents may send clinic logs at the end of each week, or at the end of each calendar month for all 4 weeks.
- b. All clinic attendance must be submitted to the department office no later than the end of the first week following each month in order to receive credit for that month

IV. Responsibilities:

| | |
|---|--|
| General Surgery Residents | Printing Clinic Log sheet, attending Clinic, obtaining proper signatures and sending clinic log to the Grand Forks office. |
| Faculty and RN's of required Institutions | Confirming and signing clinic log sheets |
| Grand Forks Administrative staff- Lisa | Collecting and tracking all clinic done on a monthly basis. |

REFERENCES:

- a. ¹ IV.A.6.b).(6) At least 75% of the assignments in the essential content areas must include an outpatient experience of 1/2 day per week. (An outpatient experience is not required for assignments in the secondary components of surgery or surgical critical care).

REVISION RECORD

- b. 7/27/16- Lisa Steinbrink- Associate Residency Coordinator/Robert Sticca, MD Program Director

Forms:

2016/17 (Resident Name) Clinic Attendance Calendar

| 2016 | | | | | |
|-----------------------|--------|----------------|--------------------|-------------------------|----------------------------|
| July | August | September | October | November | December |
| 1 Fr | 1 Mo | 1 Th | 1 Sa | 1 Tu | 1 Th |
| 2 Sa | 2 Tu | 2 Fr | 2 Su | 2 We | 2 Fr |
| 3 Su | 3 We | 3 Sa | 3 Mo | 3 Th | 3 Sa |
| 4 Mo Independence Day | 4 Th | 4 Su | 4 Tu | 4 Fr | 4 Su |
| 5 Tu | 5 Fr | 5 Mo Labor Day | 5 We | 5 Sa | 5 Mo |
| 6 We | 6 Sa | 6 Tu | 6 Th | 6 Su | 6 Tu |
| 7 Th | 7 Su | 7 We | 7 Fr | 7 Mo | 7 We |
| 8 Fr | 8 Mo | 8 Th | 8 Sa | 8 Tu | 8 Th |
| 9 Sa | 9 Tu | 9 Fr | 9 Su | 9 We | 9 Fr |
| 10 Su | 10 We | 10 Sa | 10 Mo Columbus Day | 10 Th | 10 Sa |
| 11 Mo | 11 Th | 11 Su | 11 Tu | 11 Fr Veterans Day | 11 Su |
| 12 Tu | 12 Fr | 12 Mo | 12 We | 12 Sa | 12 Mo |
| 13 We | 13 Sa | 13 Tu | 13 Th | 13 Su | 13 Tu |
| 14 Th | 14 Su | 14 We | 14 Fr | 14 Mo | 14 We |
| 15 Fr | 15 Mo | 15 Th | 15 Sa | 15 Tu | 15 Th |
| 16 Sa | 16 Tu | 16 Fr | 16 Su | 16 We | 16 Fr |
| 17 Su | 17 We | 17 Sa | 17 Mo | 17 Th | 17 Sa |
| 18 Mo | 18 Th | 18 Su | 18 Tu | 18 Fr | 18 Su |
| 19 Tu | 19 Fr | 19 Mo | 19 We | 19 Sa | 19 Mo |
| 20 We | 20 Sa | 20 Tu | 20 Th | 20 Su | 20 Tu |
| 21 Th | 21 Su | 21 We | 21 Fr | 21 Mo | 21 We |
| 22 Fr | 22 Mo | 22 Th | 22 Sa | 22 Tu | 22 Th |
| 23 Sa | 23 Tu | 23 Fr | 23 Su | 23 We | 23 Fr |
| 24 Su | 24 We | 24 Sa | 24 Mo | 24 Th Thanks-giving Day | 24 Sa |
| 25 Mo | 25 Th | 25 Su | 25 Tu | 25 Fr | 25 Su Christmas Day |
| 26 Tu | 26 Fr | 26 Mo | 26 We | 26 Sa | 26 Mo Christmas Day (obs.) |
| 27 We | 27 Sa | 27 Tu | 27 Th | 27 Su | 27 Tu |
| 28 Th | 28 Su | 28 We | 28 Fr | 28 Mo | 28 We |
| 29 Fr | 29 Mo | 29 Th | 29 Sa | 29 Tu | 29 Th |
| 30 Sa | 30 Tu | 30 Fr | 30 Su | 30 We | 30 Fr |
| 31 Su | 31 We | | 31 Mo | | 31 Sa |

2016/17 (Resident Name) Clinic Attendance Calendar

| 2017 | | | | | | |
|--|---|--------------|--------------|--|--------------|--|
| January | February | March | April | May | June | |
| 1 Su <small>New Year's Day</small> | 1 We | 1 We | 1 Sa | 1 Mo | 1 Th | |
| 2 Mo <small>New Year's Day (obs.)</small> | 2 Th | 2 Th | 2 Su | 2 Tu | 2 Fr | |
| 3 Tu | 3 Fr | 3 Fr | 3 Mo | 3 We | 3 Sa | |
| 4 We | 4 Sa | 4 Sa | 4 Tu | 4 Th | 4 Su | |
| 5 Th | 5 Su | 5 Su | 5 We | 5 Fr | 5 Mo | |
| 6 Fr | 6 Mo | 6 Mo | 6 Th | 6 Sa | 6 Tu | |
| 7 Sa | 7 Tu | 7 Tu | 7 Fr | 7 Su | 7 We | |
| 8 Su | 8 We | 8 We | 8 Sa | 8 Mo | 8 Th | |
| 9 Mo | 9 Th | 9 Th | 9 Su | 9 Tu | 9 Fr | |
| 10 Tu | 10 Fr | 10 Fr | 10 Mo | 10 We | 10 Sa | |
| 11 We | 11 Sa | 11 Sa | 11 Tu | 11 Th | 11 Su | |
| 12 Th | 12 Su | 12 Su | 12 We | 12 Fr | 12 Mo | |
| 13 Fr | 13 Mo | 13 Mo | 13 Th | 13 Sa | 13 Tu | |
| 14 Sa | 14 Tu | 14 Tu | 14 Fr | 14 Su | 14 We | |
| 15 Su | 15 We | 15 We | 15 Sa | 15 Mo | 15 Th | |
| 16 Mo <small>Martin L. King Day</small> | 16 Th | 16 Th | 16 Su | 16 Tu | 16 Fr | |
| 17 Tu | 17 Fr | 17 Fr | 17 Mo | 17 We | <u>17</u> Sa | |
| 18 We | 18 Sa | 18 Sa | 18 Tu | 18 Th | 18 Su | |
| 19 Th | 19 Su | 19 Su | 19 We | 19 Fr | 19 Mo | |
| 20 Fr | 20 Mo <small>Presidents' Day</small> | 20 Mo | 20 Th | 20 Sa | 20 Tu | |
| 21 Sa | 21 Tu | 21 Tu | 21 Fr | 21 Su | 21 We | |
| 22 Su | 22 We | 22 We | 22 Sa | 22 Mo | 22 Th | |
| 23 Mo | 23 Th | 23 Th | 23 Su | 23 Tu | 23 Fr | |
| 24 Tu | 24 Fr | 24 Fr | 24 Mo | 24 We | 24 Sa | |
| 25 We | 25 Sa | 25 Sa | 25 Tu | 25 Th | 25 Su | |
| 26 Th | 26 Su | 26 Su | 26 We | 26 Fr | 26 Mo | |
| 27 Fr | 27 Mo | 27 Mo | 27 Th | 27 Sa | 27 Tu | |
| 28 Sa | 28 Tu | 28 Tu | 28 Fr | 28 Su | 28 We | |
| 29 Su | | 29 We | 29 Sa | 29 Mo <small>Memorial Day</small> | 29 Th | |
| 30 Mo | | 30 Th | 30 Su | 30 Tu | 30 Fr | |
| 31 Tu | | 31 Fr | | 31 We | | |