

Policy Name: PGY 1 TRAINEE MEDICINE POLICIES & PROCEDURES - PGY 1 TRAINEE MEDICINE EMERGENCY COVERAGE (For the PGY 1 trainee Medicine Training Program)	
Approved by: GME Committee and THR Legal	Effective Date: 11/2003
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PGY 1 TRAINEE MEDICINE EMERGENCY COVERAGE

1.0 PURPOSE:

To define the intern and resident Internal Medicine Training Program policy and procedures in the event that an intern or resident becomes unable to provide patient care.

2.0 SCOPE:

This policy applies to all interns and residents (PGY1 trainee, PGY2 trainee and PGY3 trainee) in the Internal Medicine Graduate Medical Education Training Program at Texas Health Presbyterian Hospital Dallas.

3.0 POLICY:

PGY 1 trainee and PGY 2/3 trainee in the PGY 1 Internal Medicine Training Program shall follow the procedures in Section 4.0 below when the PGY 1 trainee or trainee needs to arrange for emergency coverage of patients.

4.0 PROCEDURES:

4.1 On-Call Days

4.1.1 PGY1 Trainee:

A PGY 1 trainee requiring emergency coverage will contact his/her upper level trainee as well as the Chief resident immediately. The PGY 1 trainee shall also notify the Residency Program Coordinator, the Program Director and the Associate Program Director by email. The Program Coordinator will insure that PTO is recorded for the absent PGY1 trainee.

In the case of a single PGY 1 trainee team, the Chief resident will contact the first PGY1 trainee on the randomly ordered list of PGY1 trainees who is not on Paid Time Off and is not already on a ward or ICU or Day float rotation. The selected PGY 1 trainee will be notified and relieved of elective duties during the period when s/he is providing coverage.

It is expected that the PGY 1 trainee requiring emergency coverage will work for the substituting PGY 1 trainee on a future call day.

In the case of a 2- PGY 1 trainee team, it is acceptable for the team to operate on the on-call day with a single PGY 1 trainee.

4.1.2 PGY2/PGY3 Trainee:

A PGY2/PGY3 trainee requiring emergency coverage will contact the Chief resident immediately. The trainee shall also notify the Program Coordinator, the Program Director and the Associate Program Director by email. The Program Coordinator will insure that PTO is recorded for the absent PGY2/PGY3 trainee.

The Chief resident will contact the first PGY2/PGY3 trainee on the randomly ordered list of PGY2/PGY3 trainees who is not on Paid Time Off and is not already on a ward or ICU rotation. The selected trainee will be notified and relieved of elective duties during the period when s/he is providing coverage.

If the PGY2/PGY3 trainee is already at the hospital at the time s/he becomes unable to continue to provide care, s/he should wait at the hospital for coverage to arrive and should continue to cover codes if possible.

It is expected that the PGY2/PGY3 trainee requiring emergency coverage will work for the substituting PGY2/PGY3 trainee on a future call day.

4.2 Non-Call Days

4.2.1 PGY1 Trainee:

A PGY 1 trainee requiring emergency coverage will contact his/her upper level trainee as well as the Chief resident immediately. The PGY 1 trainee shall also notify the Program Coordinator, the Program Director and the Associate Program Director by email. The Program Coordinator will insure that PTO is recorded for the absent PGY1 trainee.

The upper level trainee and Chief resident will determine whether coverage is required for care of the PGY 1 trainee's patients. This may depend on variables including the size of the PGY 1 trainee's service, the acuity/complexity of the patients, the upper level trainee's clinic schedule and the number of days the PGY 1 trainee is projected to be off duty.

If the upper level trainee and Chief resident determine that coverage is needed, the Chief resident will contact the first PGY 1 trainee on the randomly ordered list of PGY1 trainees who is not on vacation and is not already on a ward, ICU or day float rotation. That PGY 1 trainee will be relieved of elective duties during the period when s/he is providing coverage.

In general, if the PGY 1 trainee requiring emergency leave is projected to miss duty for more than 2 days, PGY1 trainee coverage will be required. Clarification should be sought by the Chief resident from the Program Director and Associate Program Director if needed.

If a categorical PGY 1 trainee requires emergency coverage on a clinic day, s/he must also notify the PGY 1 trainee medicine clinic administrator and the clinic faculty immediately so that arrangements can be made to reschedule patients.

4.2.2 PGY2/PGY3 Trainees:

An upper level trainee requiring emergency coverage will contact the Chief resident immediately. The trainee shall also notify the Program Coordinator, the Program Director and the Associate Program Director by email. The Program Coordinator will insure that PTO is recorded for the absent PGY2/PGY3.

The Chief resident will determine whether coverage is required for the purpose of supervising the PGY 1 trainee(s) and medical students. If the upper level trainee is projected to be off duty **more than 1 day**, coverage is **mandatory**. In this case, the Chief resident will contact the first PGY2/PGY3 trainee on the randomly ordered list of PGY2/PGY3 trainees who is not on vacation and is not already on a ward or ICU rotation. That trainee will be relieved of elective duties during the period when s/he is providing coverage.

If the upper level trainee is projected to be off duty for **1 day only**, the Chief resident will determine whether dedicated in-house coverage is required for supervision of the PGY 1 trainee(s) and medical students. This may depend on variables including the number of PGY 1 trainee on the team, the presence/absence of medical students on the given day, the acuity/complexity of the patients and the PGY 1 trainee' clinic schedule. If the Chief resident deems that dedicated in-house coverage is **not** required, the Chief resident will contact the on-call or pre-call PGY2/PGY3 trainee that day to arrange for that trainee to be available for questions and consultation with the PGY 1 trainee whose trainee is off duty.

The Chief resident will notify the PGY 1 trainee whose trainee is off duty to inform them of the chain of supervision during this period. Clarification regarding the appropriateness of coverage should be sought by the Chief resident from the Program Director and Associate Program Director if needed.

If a PGY2/PGY3 trainee requires emergency coverage on a clinic day, s/he must also notify the PGY 1 trainee medicine clinic administrator and the clinic faculty immediately so that arrangements can be made to reschedule patients.

4.3 DAY FLOAT


A PGY 1 trainee requiring emergency coverage during night float rotation will contact the Chief resident immediately. The Program Coordinator, the Program Director and the Associate Program Director should be notified by email as well. The Program Coordinator will insure that PTO is recorded for the absent PGY1 trainee.

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The Chief resident will contact the first PGY1 trainee on the randomly ordered list of PGY1 trainees who is not on vacation and is not already on a ward or ICU rotation. The selected trainee will be notified and relieved of elective duties during the period when s/he is providing coverage.

It is expected that the PGY 1 trainee requiring emergency coverage will work for the substituting PGY 1 trainee on a future day float shift.



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