

<b>RADIATION ONCOLOGY RESIDENTS ROLES AND RESPONSIBILITIES</b>
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**POLICY**

Written descriptions of the roles, responsibilities and patient care activities of the residents in the Department of Radiation Oncology at the Hospital of the University of Pennsylvania will be provided in order to meet regulatory requirements.

Additionally, the descriptions will specify the mechanisms by which the Program Directors makes decisions about each resident's progressive involvement and independence in specific patient care activities.

**SCOPE**

This policy applies to all residents in the Department of Radiation Oncology at the University of Pennsylvania Health System (UPHS).

**IMPLEMENTATION**

The implementation of this policy is the responsibility of the Designated Institution Official (DIO), Graduate Medical Education Committee (GMEC), the Office of Graduate Medical Education (GME), Departments Chair and Program Director.

**PROCEDURE**

All Radiation Oncology PGY 2-5 residents will have the following roles and responsibilities related to patient care at any UPHS facility:

- Perform complete history and physical examinations on all new in-patients and outpatients for whom they have primary responsibility.
- Examine all data related to the management of patients they have evaluated.
- Synthesize all available information to generate differential diagnoses and subsequent diagnostic and therapeutic plans.
- Communicate the synthesis of the above information in both an oral and written format to their supervising residents and faculty members according to the UPHS Supervision Policy.
- Be responsible for the follow-up of all tests and procedures ordered for patients under their care.
- Perform brachytherapy procedures under supervision of appropriately certified personnel (faculty member and Physicist) until procedural competence is obtained.
  - The standards for procedural competence will be determined at the departmental level in accordance with ACGME and ABR requirements.
  - Procedural competence will be tracked by the Program Director.

- Perform adequate documentation of all patient encounters including history and physicals, Follow-up notes, on-treatment visit notes, simulation notes, end of treatment summaries as per departmental policy.
- Participate in all conferences as designated by their training program.
- Complete evaluations for faculty as per departmental policy.
- Promotion of residents to the next PGY level will be based on departmental policy for advancement.

All UPHS PGY 2-5 residents may have the following additional roles and responsibilities related to patient care at any Radiation Oncology, UPHS facility:

- Supervise medical students according to departmental policy.
- Communicate with supervising faculty members according to the UPHS supervision Policy.
- Assume a supervisory role for medical students.
- Provide verbal feedback about performance to medical students and if on the PGY-3-5 level of training, then supervise PGY 2 residents if applicable.
- Respond to and supervise CODE calls as per departmental policy.
- Develop effective time management skills that enable team members to meet the duty hour requirements.
- Promotion of residents to the next PGY level will be based on departmental policy for advancement.
- Provide consultative services.

All UPHS PGY 3-5 and above residents may have the following additional roles and responsibilities in addition to those designated for PGY 2 residents related to patient care at any Radiation Oncology, UPHS facility:

- Develop a comprehensive approach to self-directed learning based on one's own perceptions of gaps in fund of knowledge as well as the results of objective assessments.
- Participate in the overall evaluation of the department.
- Participate in departmental Quality Assurance activities.
- Participate in University of Pennsylvania Health System committees requiring house staff representation.
- Promotion of residents to subsequent PGY levels will be based on departmental policy for advancement.