

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: ROLES AND RESPONSIBILITIES OF TRAINEES IN GRADUATE
EDUCATION

Policy No.: A261

Supersedes: August 30, 2016

Review Date: January 11, 2023

Origin Date: July 30, 2003

Revision Date: January 11, 2023

PURPOSE:

To define the roles, responsibilities, and activities of trainees in graduate education programs at Rancho Los Amigos National Rehabilitation Center (RLANRC).

NOTE: This policy operates in conjunction with Los Angeles County Department of Health Services Policy 310.2: Supervision of Residents.

POLICY:

To promote patient safety, enhance quality of patient care, and to ensure compliance with Institutional, Common and Specialty/Subspecialty specific requirements of the Accreditation Council for Graduate Medical Education (ACGME), the Commission on Dental Accreditation (CODA), and other relevant accrediting bodies.

This policy applies to any care rendered by a graduate medical, podiatric, or dental trainee in a facility operated by the Los Angeles County Department of Health Services (DHS).

PROCEDURE:

- Trainees in graduate training programs on-site at RLANRC must be enrolled in an approved and affiliated training program.
- Institutions sending trainees to RLANRC must have a current signed Program Letter of Agreement (PLA) in place before trainees can start their rotations.
- Trainees must serve under the supervision of an attending staff clinician who is credentialed and privileged in the clinical service for which they are supervising. The attending staff clinician has active privileges with the RLANRC Professional Staff Association (PSA).
- The training program must have oversight by the Graduate Medical Education Committee (GMEC) of the RLANRC PSA and the Designated Institutional Official (DIO) of RLANRC.
- The GMEC and DIO must assure that supervising attending clinicians provide appropriate guidance and supervision for trainees, including monitoring learning and personal development of trainees while ensuring safe and appropriate patient care.
- The DIO/GMEC also monitors all aspects of clinical training, including recommending policies that affect the quality of education and the work environment for trainees.
- The DIO/GMEC is responsible for establishing and implementing appropriate oversight of and liaison with RLANRC program directors and assuring liaison with appropriate personnel of other institutions participating in programs occurring at RLANRC.
- Consistent with organizational policy, clinical notes are documented in the medical records, co-signed, and dated by the attending staff clinician.

Revised: 6/13, 8/16, 1/23

Reviewed: 6/13, 8/16, 1/23

Approved By:

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- Communication between trainees and attending staff clinicians regarding non-urgent, urgent, and emergent patient care issues shall be consistent with DHS organizational policy.
- Trainees shall adhere to all RLANRC policies and procedures.