

<b>Title:</b> General Responsibilities of Trainees	<b>Policy Number:</b> GME-2
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**PURPOSE:** To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (Sponsored Programs) regarding the general responsibilities of postgraduate trainees.

This policy applies to all Sponsored Programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME), and the Commission on Dental Accreditation (CODA). More specific requirements are outlined in the Graduate Medical Education Training Contract and additional guidelines may be set by each Program.

**DEFINITIONS:** Not Applicable

**POLICY:**

Each trainee is expected to avail themselves of the educational opportunities offered within the institution, provide treatment to the training site's patients in a competent and caring manner, and conduct themselves in a moral, ethical, and professional manner at all times.

**PROCEDURE:**

Trainees, at a minimum, are expected to:

Professional and Educational Commitments:

- Comply with all departmental and institutional policies, of note:
- Comply with policies, procedures, and/or guidance when documenting **work hours**, procedures, etc.
- Comply with policies, procedures, and/or guidelines related to **medical records**, including completing and signing records in a timely manner.
- Comply with policies and procedures regarding **moonlighting** (see GME-8 Moonlighting and your program's policy/procedures).
- Promptly respond to pages and/or patient care-related messages.
- Arrive punctually to all educational assignments.
- Participate in the evaluation of the program, their peers, and teaching faculty.
- Incorporate feedback and formative evaluation into daily practice.
- Participate in educating and providing supervision to less senior residents and medical students, when applicable.
- Participate in scholarly activities such as quality improvement, presentations, and/or research activities.

Patient Safety:

- \*Report patient safety events and near misses in the AWARE system.
- If involved in an incident, participate in the RCA process, if requested.
- \*Report any lack of adequate supervision to their program director or the DIO (refer to GME-5 Supervision of Trainees and their program's supervision policy).
- Immediately report any unsafe conditions in patient care.

Well-being:

- Ensure appropriate self-care, including adequate rest to provide safe patient care.
- \*Report concerns that another trainee or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence to their program director or the DIO.

Patient Care:

- Provide appropriate care to patients in a kind and caring manner and in accordance with their program's supervision policy.
- Identify themselves as a resident/fellow to their patients.
- Deliver care that demonstrates cultural humility.

Responsibilities at the training site:

- Actively contribute to a healthy environment at the training site.
- Partner with nursing and other care team members.
- Comply with site and department transitions of care processes.

\* Trainees may report confidentially to the DIO.

**RELATED DOCUMENTS:** GME Training Contract, GME-5 Supervision of Trainees, and GME-8 Moonlighting.

**REFERENCE MATERIALS:** Not Applicable

**ADDITIONAL INFORMATION:** Not Applicable

**COMMITTEE/POLICY SPONSOR AND OWNER:** Graduate Medical Education Committee