

Ward Team Expectations

Caps: New admissions per day: 5 per Intern, 10 per Resident
Transfers per day: 2 per Intern, 4 per Resident
New admissions per 2 days: 8 per Intern, 16 per Resident
Total patients seen (touches): 10 per Intern, 14 per Resident (16 for Resident with 2 interns)
When on long call, can admit over this number.

Management attending: 2 patients July-August, 4 patients September-June*
ICU call outs with your management attending must be accepted, regardless of management cap. If team capped by total census, patient may go to different Ward team.

Work hours: Residents and interns MUST have 8 hours off between shifts.

Schedule: 6:30am – 7:00am Check-out
9:00am – 11:00am Attending Rounds (flexible)
12:00noon – 1:00pm Noon Conference
3:00pm – 4:00pm Case Conference if scheduled
4:00pm – 4:30pm Check-out

Admissions and ICU transfers until 3:00pm.
Answer your pager until 6:00pm.

Long call every 6th day:

- Triage admissions to other teams 7:00am – 3:00pm
- Admit for all teams 3:00pm – 7:00pm (except Oncology, 4:00pm – 7:00pm)
- Whole team stays, and leaves by 9:00pm at the latest
- Utilize CTM/Admit team to help with admissions.
- Resident may temporarily close the service in order to avoid getting too many admissions that would endanger patient safety or keep the team later than 9:00pm.
- If you meet resistance from attendings, call the Chief Resident, or on-call Faculty.
- If a FIT or Caritas patient comes in after you cap, you can use the early night float intern to start the admission, and have them staff directly with the Attending.
- When taking admissions in the evening, have discussions with the admitting attending to put as many of those patients on your team as possible.

Discharges: The majority of discharges should be completed by 10:00am. The team needs to have the medicine reconciliation, patient instructions, follow up care, and discharge order completed. For patients receiving home health services or transferring to another facility, the discharge summary must also be completed.

Conference: Be on time. You are expected to attend both noon conference and case report when scheduled. Team presents a case at case report with a teaching point. Keep teaching points to 2-3 minutes, and present new information or studies.

FIT Pager: For Caritas patients who call, you must enter a telephone encounter in **EPIC in the ambulatory context**. Please do not refill meds after hours or on weekends. If the patient requests a refill, create a telephone encounter and route to the resident of the month pool (UCHC INT MED RESIDENT OF THE MONTH).

For Caritas patients in the ED who need urgent follow-up, or for new patients in the ED whom they would like to refer to Caritas urgently, call Desirae Rodriguez x61566, or e-mail desirae.rodriquez@imail.org with patient name, DOB and reason for follow-up.