

**INOVA HEALTH SYSTEM
INOVA FAIRFAX HOSPITAL**

Position Title: House Physician

Department: Medicine

Updated: April 2008

QUALIFICATIONS FOR HOUSE PHYSICIANS AND SHORT SHIFT PHYSICIANS:

- Licensed to practice medicine in the state of Virginia
- Have a Virginia DEA number
- BLS/ACLS certified (BLS certified only required for short shift coverage)
- Must be either BC/BE in Internal Medicine or Family Practice or have completed internship and served at least one month as an ICU resident *if applying for house physician. For short shift moonlighters, physicians are required to have completed internship training only.*
- Credentialed by the INOVA Health System as a House Physician. Does not have admitting or discharging privileges.
- Completed Red Rules and Physician Safety Training

POSITION SUMMARY:

House Physicians are MDs who have completed at least one year of residency training. Most of the House Physicians are residents and fellows currently in training. They are responsible for handling emergency situations on all patients, in particular, on non-teaching patients. House Physicians are contracted employed on a prn basis at an hourly rate to work in all of Inova Fairfax Hospital.

A subset of the House Physician position is ICU/CCU short shift coverage. House Physicians covering short shifts assist with patient care in the ICU/CCU during the weekends. When covering an ICU/CCU short shift, the House Physician may admit patients in conjunction with an attending physician of record. Both the ICU and CCU short shift physicians are primarily responsible for rounding on existing patients, writing notes, and contacting the attending physician of record.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Patient Care, Policies, Procedures, and Admission Criteria: Adheres to patient care and admission criteria policies and procedures of the Department of Medicine. House Physicians are NOT allowed to admit or discharge patients or perform specialized surgical procedures, unless they are providing short shift coverage. When providing such coverage to the ICU and/or CCU, the House Physician may admit or discharge patients in conjunction with the attending physician of record. They are not to perform specialized surgical procedures but will be asked to assist with performing procedures such as central line placement, arterial lines, thoracentesis and paracentesis.

Physician Coverage and Responsibilities:

- Provides direct hands-on care to patients within the limits of credentials granted by the

Medical Staff of Inova Fairfax Hospital in recognition of advanced training and experience in this field.

- Serves as House Physician in accordance with a published schedule, with night and weekend coverage. All shifts must be confirmed with the Chief Medical Resident. Once a shift is assigned, it becomes the responsibility of the house physician to be filled. Failure to report for one shift is cause for termination. Switches ahead of time are permitted so long as the Chief Resident is notified. If a late arrival is unavoidable, the Chief Resident on pager 61100 or 11806 (from outside 703-701-5524) must be contacted to inform the necessary parties involved.
- Schedule for general House Physician shifts:
Monday-Friday: 6pm through 8am
Saturday, Sunday, and Holidays: 8AM through 8AM
- Schedule for short shifts:
 - o Monday through Friday: none
 - o Saturday and Sunday:
 - ICU short shifts: 8AM through approximately 2 to 5pm. The shift ends whenever the work is complete, which will be determined by the M CCS.
 - CCU short shifts: 8 AM through approximately 2 to 5pm. The shift ends whenever the work is complete.
 - House Physician may be asked to help round in ICU or CCU on the weekends (Saturday or Sunday) on a prn basis. This depends on availability of ICU moonlighters and volume of patients.

*Holidays include but are not limited to Thanksgiving, Christmas, New Years Day, July 4th, Labor Day, and Memorial Day.

- House Physicians working on ICU short shifts must check in and check out with the M CCS.
- House Physicians working on ICU/CCU short shifts must round with the ICU/CCU teams.
- Approval from physician's residency program director must be obtained prior to hire.
- It is the responsibility of each physician to ensure that his or her moonlighting hours are part of the ACGME requirements about work hour duties (e.g. 80 hours per week, 24 hour limit on continuous duty with 6 hours added for transition of care, and a 10 hour rest between duty periods).
- There must be 10 hours of time off in between shifts.
- The physician CANNOT be doing a second moonlighting shift while he is working as the House Physician. There is no exception to this rule.
- Physicians must agree to abide by the code of conduct as set out by the Inova Medical Staff Office.

Patient Care Responsibilities for General House Physician Shifts:

- Evaluating all non-teaching service patients for acute emergencies (chest pain, shortness of breath, transfusions reaction, psychiatric emergencies, etc) in the Tower, ***IHVI, AND WOMENS AND CHILDREN***. This includes an appropriate assessment, documentation of any and all interactions with patients, and communication with the attending physician. Appropriately triaging non-teaching service patients on the floor to the ICU or CCU with the assistance of the M CCS physician, CCCS physician, and Administrative Director if needed.
- Assisting the Department of Medicine "Doc of the Day" (at the current time, this only includes those physicians that are hospitalists within Fairfax Hospital's Department of

Medicine) with the initial assessment of patients that are admitted via the Emergency Room. This may include writing holding orders for acute management and providing a useful assessment of the patient. This does *not* include documenting full history and physical examinations and dictating patient medical records. However, whenever appropriate, the House Physician should document any change in the status of the patient and any interaction that he/she has with the patient. It is the responsibility of the attending physician from the Department of Medicine to contact the House Physician and ask for assistance on patients that are not being admitted to the teaching firm.

- The House Physician is the first responder to all MSETs in the Tower Building and is the second responder to all MSETs in the INOVA Heart and Vascular Institute.
- The House Physician is also the first responder to all Rapid Response Team calls.
- Pronouncing deceased patients that are not on the teaching service.
- The House Physician is not expected to perform elective, invasive procedures. However, they are expected to perform emergent, invasive procedures *if necessary*.
- When signing out, the House Physician must pass the phone and pager to the resident on call.

Patient Care Responsibilities for ICU/CCU House Physician short shifts:

- House Physicians working on ICU short shifts may be asked to admit new patients to the critical care units in conjunction with the attending of record
- House Physicians working on CCU short shifts are not responsible for any new admissions.
- Will assist with cross-covering patients in the unit.
- Making rounds and writing notes on patients.
- Pre-round on patients and be ready to officially start rounds with the MCCS/CCCS by 9AM.
- Communicating with attending physicians and consultants on all patient related matters.
- Performing procedures such as central lines, arterial lines, thoracentesis, and paracentesis.

Quality Improvement:

- Participates in regular quality improvement, peer review and cost saving activities in collaboration with other professional members of the health care team in the Department of Medicine.
- In conjunction with the Chairman of the Department of Medicine, administration, and nursing staff, acts as a patient advocate in monitoring, tracking, assessing and evaluating the quality of care.
- Supports the case management concept by:
 - Assisting in setting departmental goals.
 - Acting as change agent.
 - Supporting development, implementation and monitoring of clinical pathways.
 - Assists with developing quality monitors and conducting medical record review.

Medical Staff Liaison: The physician shall maintain communication with other interrelated medical and surgical services to facilitate cooperative interactions, appropriate standardization of equipment, documents, and practice and optimal patient care in the general pediatric service.

Ancillary Service Liaison: To facilitate optimal delivery of services, the physician will maintain a working relationship with the staff of ancillary services (i.e.; respiratory services, radiology, laboratory, pharmacy) involved in patient care in the department and unit.

Other Administrative Duties: Other administrative duties may be assigned by the Chairman, Department of Medicine, and/or the associate administrator, or the patient care administrator.

Budgetary Responsibility:

- Provides input to administrator for the budget process and adheres to set budget.
- Appropriately allocates resources, such as diagnostic tests.

Medical Staff Bylaws and Regulations: Abides by the bylaws, rules and regulations of Inova Fairfax Hospital. Physicians must agree to abide by the code of conduct as set out by the Inova Medical Staff Office.

Reporting Relationships:

- During general House Physician shifts, reports to the Chief Medical Resident
- During ICU/CCU short shifts, the House Physician reports to the Chief Medical Resident for administrative issues and to the CCCS/MCCS attendings and/or the Chief Medical Resident for clinical issues.
- House Physicians will have quarterly formal evaluations performed by the IFH Department of Medicine. This will allow the Department to review policies and specific issues in a timely fashion, as well as ensure quality patient care. The MCCS and CCU attendings and the ICU and CCU nursing staffs may be asked to participate in evaluations as necessary.