

Requirements for Teaching Medical Clerks and Residents

in Core Teaching Sites

Incorporates:

PARO contract requirements

CFMS student charter

Accreditation requirements

Affiliation Agreement requirements

1. In cooperation and with the assistance of the university, provide for students, preventive health programs to meet the requirements of the Public Hospitals Act of Ontario and such other statutes, regulations and rules which may be enacted from time to time relating to preventive health programs and measures.
2. Provide site-specific health and safety orientation and training for students.
3. In the event of a student workplace injury, complete a safety/incident report and notify the appropriate university education program.
4. Where the hospital has a sexual harassment policy in place, the student's placement experience will be guided by that policy.
5. Provide to students access to its Employee Health Services or Emergency Services for situations arising in the hospital during professional training of students or as a result of exposure during such training.
6. Provide to students, orientation to the hospital, its mission, rules, regulations and policies.
7. Maintain liability insurance at a minimum of \$5 million per occurrence to protect the health care facility and the university from any claims for damages, for personal injury to the student or resident including death, and from claims for property damage caused by the negligence or wrong doing of the hospital, its servants, agents or employees related to or arising out of programs or other matters to which affiliation with the university pertains.
8. Ensure that the College of Physicians and Surgeons regulations with respect to supervision of students and residents are observed.

9. Provide appropriate **study space** and access to library resources.
 - a. Hospital will provide individual student study area(s), conference room or meeting place for education purposes, and internet access via the hospital computer system.
 - b. McMaster will provide electronic library access (via the internet)

10. Provide a sufficient number of **computers** are needed that allow access to the internet and to other educational software.
 - a. The hospital will provide additional computers required for student use.
 - b. Hospital is responsible for installation, maintenance, repair and replacement of computers.
 - c. Hospital is responsible for providing internet access.
 - d. Hospital will provide space and furniture.

11. **On-Call:** Secure and private on call rooms must be provided, each equipped with a bed, chair, desk, lighting and telephone. Washrooms/showers and adequate lounge facilities (see below) are required, as well as daily linen service (including weekends and holidays). Daily linen service must include clean sheets, blankets and towels, as well as bed-changing and room cleaning services.

Call Rooms must be in the main hospital building(s) and in close proximity to the acute care areas (intensive and coronary care units and other similar units, and labour and delivery areas) for learners who take call for these areas. Call Rooms for housestaff on the cardiac arrest team must be in the main hospital building and in close proximity to the patient areas covered by the team.

Adequate **lounge facilities** includes the following:

- a. Kitchen with sink, refrigerator, and microwave.
- b. A study area with computers with internet access.

Any resident "on call" from home is entitled to full in-hospital on call privileges whenever service commitments require in-hospital duty.

12. **Lockers:** Each learner requires a full locker in a location that is readily accessible twenty-four (24) hours a day within the hospital facility or adjoining facility. A secure area to store bicycles will be available.

13. **Parking Facilities:** Parking will be made available by the hospital at affordable rates to all students and residents.

14. **Information Systems:** Access to the hospital's information systems which incorporates the clinical and educational needs of the learners must be provided.

15. **Protective Clothing:** Provision of special uniforms and/or protective clothing for experience in areas where such garments may be required by the hospital. Operating room greens must be made readily accessible to all housestaff.
16. **Pagers:** Hospitals are required to provide and maintain pagers, commensurate with the type of call, for learners who are required to cover emergency, urgent or ward responsibilities or to provide any out of hospital call.
17. A **bulletin board** reserved for student and resident communications must be provided in an accessible location.

If patient care or educational events such as seminars or ward rounds require **photocopying/printing services**, or audiovisual equipment these shall be supplied, on approval of the Chief of the Service, or his/her delegate, at no cost to housestaff. Personal photocopying and printing services charged to housestaff shall be at a rate commensurate with the actual cost of the service.
18. No resident shall be required to provide routine intravenous/ venipuncture/ EKG services. This restriction shall not apply in urgent circumstances or where such services are required as determined by the Program Director to establish and maintain the skills of residents in those areas.
19. McMaster and the hospital each must meet the requirements on the attached **accreditation checklist**. (appendix 1)

COUNCIL OF ONTARIO FACULTIES OF MEDICINE
ACCREDITATION CHECKLIST

<u>PROGRAM:</u>
<u>SITE:</u>
<u>SITE COORDINATOR:</u>
<u>DATE OF REVIEW:</u>

University Responsibility:

- | | | |
|-----|---|--------------------------|
| 1. | Policy of Residency Education | <input type="checkbox"/> |
| 2. | Credentials | <input type="checkbox"/> |
| 3. | Appointments | <input type="checkbox"/> |
| 4. | Supervision Policy | <input type="checkbox"/> |
| 5. | Evaluation Policy | <input type="checkbox"/> |
| 6. | Residency Training Committee | <input type="checkbox"/> |
| 7. | Resident Representation on Residency Training Committee | <input type="checkbox"/> |
| 8. | Goals and Objectives | <input type="checkbox"/> |
| 9. | Faculty Evaluation | <input type="checkbox"/> |
| 10. | Appeals Mechanism | <input type="checkbox"/> |
| 11. | Policy on Harassment | <input type="checkbox"/> |

Local Hospital Responsibility:

- | | | |
|----|--|--------------------------|
| 1. | Supervision | <input type="checkbox"/> |
| 2. | Hospital process for review: | |
| | (i) Mortality | <input type="checkbox"/> |
| | (ii) Quality Assurance | <input type="checkbox"/> |
| | (iii) Diagnostic Tests | <input type="checkbox"/> |
| 3. | Policies to address patient occupational health and safety | <input type="checkbox"/> |
| 4. | Medical records | <input type="checkbox"/> |
| 5. | PARO-CAHO Contract Compliance e.g., monitoring of call schedules, vacation/leaves, pregnancy, meal allowance | <input type="checkbox"/> |
| 6. | Physical facilities and communication tools e.g., library, computer, space, safety, call rooms. | <input type="checkbox"/> |

I verify that the above items were discussed and that there are guidelines and an infrastructure to accommodate residents at this training site.

Program Director: _____ Site Coordinator: _____