

LOYOLA MEDICINE
RESIDENT HANDBOOK
II. GENERAL INFORMATION

II. K. RESPONSIBILITIES OF THE RESIDENT

K. 1. Resident Responsibilities

The resident physician will be expected to fulfill all assigned responsibilities, and to meet the qualifications for resident eligibility outlined in the *Essentials of Accredited Residencies in Graduate Medical Education* and the American Medical Association's *Graduate Medical Education Directory*. Accordingly, the resident is expected to:

1. Obtain and maintain, at his/her own expense, medical licensure in the State of Illinois.
2. Notify the Central Office of Graduate Medical Education immediately of any notice of licensure, visa or work authorization, revocation, suspension or restriction or change in authorization to remain or work in the United States.
3. Read and become familiar with the policies and procedures set forth in the Resident Handbook.
4. Complete and sign, within ten (10) days of discharge, all medical charts of Loyola University Medical Center patients. Loyola may suspend the Resident for failure to complete and sign medical charts, by providing the Resident written notice of the suspension. Such suspension shall be immediately effective until all outstanding medical charts are completed and signed. Upon such suspension, if the Resident has available, accrued paid time off, the Resident shall be paid his/her stipend, for each day of such suspension, and such days shall be charged to the Resident's paid time off. Thereafter, if the Resident still has not completed and signed all outstanding medical charts during such suspension, the Resident shall be suspended without pay, and may be dismissed from the Program without credit.
5. Develop an understanding of ethical, socio-economic and medical/legal issues that affect graduate medical education and how to apply cost containment measures in the provision of patient care.
6. Secure program director approval prior to beginning outside professional activities not otherwise assigned. Failure to obtain advance approval for outside activities may be grounds for immediate termination.
7. Abide by departmental and other institutional policies and procedures, including, but not limited to, the Resident Wellness policy, the Duty/On-call

Hours Policy, and the Harassment in the Workplace Policy, set forth in Resident Handbook.

8. Refrain from engaging in any conduct which may bring Loyola's graduate medical education training program into disrepute.
9. Develop a personal program of professional growth with guidance from the key faculty members.
10. Participate fully in the educational activities of his/her program and, as required, assume responsibility for teaching and supervising other residents and students.
11. Participate in institutional programs and activities involving the medical staff.
12. Complete requisite evaluations of the training program and of the faculty as required by the program or institution,
13. Participate in any mandatory surveys required by the Graduate Medical Education Office including but not limited to collection of information related to duty hours compliance, completion of annual safety and compliance training and submission of annual disclosure statement.
14. Report any program-imposed violations of duty hours and workplace harassment/violence policies.
15. Participate in all mandatory compliance surveys, disclosures or educational sessions.

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