NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE DIRECTIVE

SUBJECT:	PSYCHIATRY RESIDENTS		
NUMBER:	NN-MS-03		Page 1 of 4
ORIGINAL DATE: 08/10/94			
REVIEW/REVISE DATE: 06/28/95, 12/08/98, 01/03/02, 08/04/05, 8/19/10, 12/5/13			
APPROVAL:	Cody L. Phinney	, Agency Director	~~~~~
I. PURP	OSE		

To set standards at NNAMHS for Residents from the Psychiatry Residency

II. POLICY

NNAMHS shall support educational endeavors of its residents.

Program at the University Of Nevada Reno School Of Medicine.

III. REFERENCES

- 1. NNAMHS Policy NN-IM-MR- 20 Medical Records Basic Charting Standards."\
- 2. NNAMHS Policy NN-IM-MR-06 Abbreviations.
- 3. NNAMHS Policy NN-MS-01 Physician Coverage, Officer of the Day.
- 4. NNAMHS Medical Staff By-Laws

IV. DEFINITIONS

PGY: Post Graduate Year.

PGY 1: a resident in the first year of the Psychiatry Residency Program; PGY 2: a resident in the second year of the Psychiatry Residency Program;

PGY 3: a resident in the third year of the Psychiatry Residency Program; PGY 4: a resident in the fourth year of the Psychiatry Residency Program, which is an elective position based on budget.

V. PROCEDURE

- Residents assigned to the RSU and Acute Inpatient Unit are at NNAMHS
 Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays, on a six
 month rotation. Third year residents are assigned to Outpatient Service work at
 NNAMHS two eight hour days a week and are at NNAMHS for one year. In
 addition, residents are absent from the agency Wednesday from 11:30 a.m. –
 5:00 p.m. for educational purposes.
- Residents will be directly supervised by an attending psychiatrist who is a clinically privileged member of the medical staff.
- Residents will participate on a multidisciplinary treatment team. They are
 responsible to assist the team in the assessment of consumers and develop
 treatment plans within the time frames of existing NNAMHS policy and
 procedure for their assigned consumers.
- 4. All resident documentation will be a permanent part of the consumer's medical record.
- 5. All documentation must be in compliance with NRS as well as existing NNAMHS policies and procedures. Residents are responsible to know and follow all established policies and to know how to access them.
- Unless entered in the electronic medical record (EMR), all medical record entries made by a resident must be legibly signed, using first initial, last name and title (i.e., PGY-2 or PGY-3).
- 7. The following must be co-signed by the attending physician:

- a. Progress notes
- b. Psychiatric evaluations
- 8. Residents may write prescriptions as long as they have current NV State Pharmacy license and DEA license on file with NNAMHS Pharmacy.
- 9. Residents will be responsible to follow all NNAMHS Medical Staff Bylaws and to know how to access them. Residents may attend committee meetings, including Medical Staff meetings, but they may not vote; they may not serve as committee chairman and their attendance does not count towards a quorum.
- 10. A file with copies of licenses and proof of current PPD will be maintained for each resident in the Medical Staff Coordinator's Office.
- 11. Each resident will provide proof of malpractice insurance, which will be maintained in his/her file.

12. On-Call

- a. Residents will participate in the resident on-call schedule to fulfill their on-call responsibilities. They are required to adhere to the residents procedures regarding leave time. If there are questions regarding these expectations, residents are to contact the Medical Director of NNAMHS and the Chief Resident.
- b. While on-call, the resident will carry his/her pager and will respond to every page within ten (10) minutes; response will be by telephone or in person.
- c. Residents will be First Call for all NNAMHS contacts and emergencies, assessments and inpatient problems. NNAMHS attending physician will be the Second Call and serve as back-up for the problems the residents are unable to handle. The resident will discuss all problematic issues with the attending. The nursing supervisor is to call the attending at their discretion for any potential problems.
- d. The resident will discuss with the attending regarding any consumer the resident deems to be a Non-Admit prior to the consumer leaving the NNAMHS admissions area. If the nursing supervisor or his/her designee has

- concerns regarding a non-admit they will contact the attending to arrange a face-to-face interview.
- e. Residents' on-call will perform a History and Physical Examination and Psychiatric Evaluation on up to six (6) consumers that they admit daily. The physical examination will be congruent with the NNAMHS standards for physical examinations and the medical staff policy for History and Physicals. If the consumer refuses or is incapable of having these evaluations done, the covering physician will complete these as soon as possible and will document every 24 (twenty-four) hours if the consumer continues to refuse.