

**USF – College of Medicine  
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Support Services</b>		<b>No.: GME-213</b>
<b>Effective Date: 1/1/99</b>	<b>Revision Date:</b>	<b>Distribution: All</b>
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**Policy Statement**

In consideration of the work load of residents in training, the USF College of Medicine and Office of GME has established methods by which extraneous activities connected to the medical care of patients may be handled by personnel within the affiliated institutions.

Each institution shall provide the resident with patient support services to include intravenous services, phlebotomy services, laboratory services, and messenger and transport services. These services will also include the provision of a method by which residents can retrieve information on these patient support services, i.e., a medical records system.

In addition, the Office of GME will ensure that residents are provided adequate facilities in which to work, to include appropriate sleeping quarters and food services while providing in-house call, and appropriate safety and security measures associated with parking and hospital and clinic facilities.

**Procedure**

**Responsible Party**

**Action**

Office of GME

Ensures that appropriate patient support services are provided at each affiliated institution, as well as a method by which residents can access this patient information. Services will include IV, phlebotomy, laboratory, messenger and transport services, and medical records and radiology report services.

Ensures that residents are provided appropriate sleeping facilities and food services while providing in-house call, as well as appropriate safety and security while serving at a particular institution.

GMEC

Monitors resident support and environment.

Residents

Advises the Office of GME or appropriate Program Director of any issues or problems associated with these services.

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APPROVED:



Associate Dean, Graduate Medical Education



Dean, College of Medicine

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