

## *Scope of Practice*

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### UNIVERSITY OF SOUTH FLORIDA RADIATION ONCOLOGY RESIDENCY PROGRAM SCOPE OF PRACTICE

**DIRECTOR OF PROGRAM: JESSICA M FRAKES, M.D.**

This document pertains to resident rotations at the Moffitt Cancer Center, the James A. Haley Veterans Administration Hospital and University of Florida Proton Therapy Institute. This program is part of the resident training program in Radiation Oncology at the University of South Florida. All ACGME and Joint Commission guidelines pertaining to graduate medical education apply to this rotation.

In keeping with ACGME and Joint Commission guidelines, the faculty and program director are responsible for providing residents with direct experience in progressive responsibility for patient management. All patient care at all sites provided by residents will be provided under direct or indirect faculty supervision. Supervision must be documented in the medical record in accordance with Radiation Oncology Residency Program at the University of South Florida compliance guidelines.

Activities performed *without direct supervision* require access to the supervisory physician for communication and physical access (*with direct supervision immediately available within 6 hours on site and with direct supervision available within 30 minutes by phone*). Activities performed with direct supervision require presence of the supervisory physician. Residents are authorized to perform any activity assigned while under direct supervision. **Final interpretation of all diagnostic and therapeutic studies requires direct supervision.** Residents at each postgraduate year of training, while not limited to the following activities, are specifically allowed to do these without direct supervision. This document may be modified by the program director based on additions to the training program.

#### **PGY 2**

#### ***WITHOUT Direct Supervision***

#### ***Residents Shall:***

1. The resident may perform patient interviews, provide patient education, perform history and physicals, order labs and order radiology tests.
2. The resident is responsible for reviewing port films and may make suggested changes to daily port films for on-treatment patients. For the faculty member on a resident's assigned service, residents should evaluate port films of each patient scheduled for clinic both in the morning and again in the afternoon. Residents should either approve or reject all port films.
3. Assisting in treatment planning.
4. Residents may enter radiation treatment prescriptions into the department's electronic medical record.
5. When changing rotations/services, residents are responsible to sign out with the incoming resident. Residents should review on-treatment patients, providing information pertinent to a successful change in resident physician coverage. Residents should always switch services on Mondays and sign out with one another no later than the Friday prior.
6. Residents are expected to demonstrate more autonomy and independent thinking when progressing to the PGY 3 training year.

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### PGY 2

#### *WITH Direct Supervision*

##### **Residents Shall:**

1. The resident may *not* order or prescribe radiation treatment without the approval and signature of the attending faculty member.
2. All port films must be approved and signed off by the attending faculty member. No clinical changes can be based upon the resident's review of the port films. All port films must be approved and signed off on by the attending faculty member within 24 hours. Approval of all port films and the parameters they represent are the responsibility of the treating physician.
3. All treatment plans must be approved and signed off by the attending faculty member. Treatment prescriptions entered are not valid until countersigned by the attending.
4. All voice/telephone orders are meant to be used only in urgent situations, not routinely. The nurses have been instructed not to take verbal orders unless it is urgent. Residents should only give verbal orders in emergent situations. A written/electronic order must follow as expeditiously as possible, and within no longer than 24 hours. In the case of ALL written orders, they must be signed, dated and timed before they can be processed or scanned in. If they are not properly filled out, they will be sent back to the responsible attending faculty member to be completed before they can be scanned in.

### PGY 3

#### *WITHOUT Direct Supervision*

##### **Residents Shall:**

1. The resident may perform patient interviews, provide patient education, perform history and physicals, order labs and order radiology tests.
2. The resident is responsible for reviewing port films and may make suggested changes to daily port films for on-treatment patients. For the faculty member on a resident's assigned service, residents should evaluate port films of each patient scheduled for clinic both in the morning and again in the afternoon. Residents should either approve or reject all port films.
3. Assisting in treatment planning.
4. Residents may enter radiation treatment prescriptions into the department's electronic medical record.
5. When changing rotations/services, residents are responsible to sign out with the incoming resident. Residents should review on-treatment patients, providing information pertinent to a successful change in resident physician coverage. Residents should always switch services on Mondays and sign out with one another no later than the Friday prior.
6. Residents are expected to demonstrate more autonomy and independent thinking when progressing to the PGY 4 training year.

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### **PGY 3**

#### ***WITH Direct Supervision***

##### ***Residents Shall:***

1. The resident may *not* order or prescribe radiation treatment without the approval and signature of the attending faculty member.
2. All port films must be approved and signed off by the attending faculty member. No clinical changes can be based upon the resident's review of the port films. All port films must be approved and signed off on by the attending faculty member within 24 hours. Approval of all port films and the parameters they represent are the responsibility of the treating physician.
3. All treatment plans must be approved and signed off by the attending faculty member. Treatment prescriptions entered are not valid until countersigned by the attending.
4. All voice/telephone orders are meant to be used only in urgent situations, not routinely. The nurses have been instructed not to take verbal orders unless it is urgent. Residents should only give verbal orders in emergent situations. A written/electronic order must follow as expeditiously as possible, and within no longer than 24 hours. In the case of ALL written orders, they must be signed, dated and timed before they can be processed or scanned in. If they are not properly filled out, they will be sent back to the responsible attending faculty member to be completed before they can be scanned in.

### **PGY 4**

#### ***WITHOUT Direct Supervision***

##### ***Residents Shall:***

1. The resident may perform patient interviews, provide patient education, perform history and physicals, order labs and order radiology tests.
2. The resident is responsible for reviewing port films and may make suggested changes to daily port films for on-treatment patients. For the faculty member on a resident's assigned service, residents should evaluate port films of each patient scheduled for clinic both in the morning and again in the afternoon. Residents should either approve or reject all port films.
3. Assisting in treatment planning.
4. Residents may enter radiation treatment prescriptions into the department's electronic medical record.
5. When changing rotations/services, residents are responsible to sign out with the incoming resident. Residents should review on-treatment patients, providing information pertinent to a successful change in resident physician coverage. Residents should always switch services on Mondays and sign out with one another no later than the Friday prior.

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6. Residents are expected to demonstrate more autonomy and independent thinking when progressing to the PGY 5 training year.

### **PGY 4**

#### ***WITH Direct Supervision***

##### ***Residents Shall:***

1. The resident may **not** order or prescribe radiation treatment without the approval and signature of the attending faculty member.
2. All port films must be approved and signed off by the attending faculty member. No clinical changes can be based upon the resident's review of the port films. All port films must be approved and signed off on by the attending faculty member within 24 to 48 hours. Approval of all port films and the parameters they represent are the responsibility of the treating physician.
3. All treatment plans must be approved and signed off by the attending faculty member. Treatment prescriptions entered are not valid until countersigned by the attending.
4. Residents do not receive their own prescription pads and should inquire as to the use of the attending's pre-printed pads (resident complete prescription, attending signs). Residents may not write for controlled substances.
5. All voice/telephone orders are meant to be used only in urgent situations, not routinely. The nurses have been instructed not to take verbal orders unless it is urgent. Residents should only give verbal orders in emergent situations. A written/electronic order must follow as expeditiously as possible, and within no longer than 24 hours. In the case of ALL written orders, they must be signed, dated and timed before they can be processed or scanned in. If they are not properly filled out, they will be sent back to the responsible attending faculty member to be completed before they can be scanned in.

### **PGY 5**

#### ***WITHOUT Direct Supervision***

##### ***Residents Shall:***

1. The resident may perform patient interviews, provide patient education, perform history and physicals, order labs and order radiology tests.
2. The resident is responsible for reviewing port films and may make suggested changes to daily port films for on-treatment patients. For the faculty member on a resident's assigned service, residents should evaluate port films of each patient scheduled for clinic both in the morning and again in the afternoon. Residents should either approve or reject all port films.
3. Assisting in treatment planning.
4. Residents may enter radiation treatment prescriptions into the department's electronic medical record.
5. When changing rotations/services, residents are responsible to sign out with the incoming resident. Residents should review on-treatment patients, providing information pertinent to a

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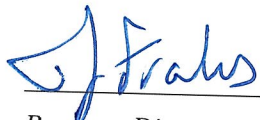
successful change in resident physician coverage. Residents should always switch services on Mondays and sign out with one another no later than the Friday prior.

**PGY 5**

***WITH Direct Supervision***

***Residents Shall:***

1. The resident may **not** order or prescribe radiation treatment without the approval and signature of the attending faculty member.
2. All port films must be approved and signed off by the attending faculty member. No clinical changes can be based upon the resident's review of the port films. All port films must be approved and signed off on by the attending faculty member within 24 to 48 hours. Approval of all port films and the parameters they represent are the responsibility of the treating physician.
3. All treatment plans must be approved and signed off by the attending faculty member. Treatment prescriptions entered are not valid until countersigned by the attending.
4. All voice/telephone orders are meant to be used only in urgent situations, not routinely. The nurses have been instructed not to take verbal orders unless it is urgent. Residents should only give verbal orders in emergent situations. A written/electronic order must follow as expeditiously as possible, and within no longer than 24 hours. In the case of ALL written orders, they must be signed, dated and timed before they can be processed or scanned in. If they are not properly filled out, they will be sent back to the responsible attending faculty member to be completed before they can be scanned in.
7. Residents must receive a summative report from the Program Director declaring them ready for independent practice.



*Program Director*

*Jessica Frakes, MD*

2/13/23

*Date*

**Approved and Reviewed 2/13/2023**

**ALL Scope of Practices MUST HAVE:**

- Include hospital location of rotation
- PGY Level
  - Without Direct Supervision
  - With Direct Supervision
- Signature and date of program director indicating date of review