

**RUTGERS**

Cancer Institute  
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**RUTGERS HEALTH**

**Surgical Oncology Housestaff Handbook  
2018 - 2019**

**Division of Surgical Oncology  
Rutgers Cancer Institute of New Jersey  
Rutgers Robert Wood Johnson Medical School**

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## Housestaff Expectations on the Surgical Oncology/BEST Services

Welcome to the Surgical Oncology Service. Below is a general outline of expectations on the Service:

1. When in doubt, ask.
2. Attendance at Tuesday Morning Conference, 7-8 am, is mandatory for all residents and fellows on the service. This conference anchors the weekly schedule and helps the chiefs/fellows allocate resident resources throughout the week. It also orients all of the students and housestaff on the service so that you may prepare for clinic and OR cases. Conference generally has three components: running the case list for the upcoming week; a compact Morbidity and Mortality presentation; and presentation of a journal article for discussion. On the second Tuesday of each month, conference will convene on 6-North at 6:50am to run the list and have service walk rounds
3. The second year fellow is responsible for coordinating the logistics of the Tuesday Morning Conference. This includes working with the chiefs to identify M & M cases by Friday the week before; working with the chiefs to identify the presenter of the journal article at least one week in advance; working with the chiefs to identify cases for presentation on walk rounds at 7am the second Tuesday of each month and for 10am walk rounds on other Tuesdays; being sure that the resident presenter of the journal article has chosen the article with the designated attending and reviewed it with him/her (attending journal article schedule and call schedule available through Kimberly Finney, 732-235-7701); and picking up the paperwork for the Tuesday Morning Conference from Kim to be sure it is available at the conference.
4. The chiefs and the fellow should coordinate student and resident participation in clinics and the operating room with enough advance notice so that the residents and students may prepare for these opportunities and maximize their learning experiences.
5. All housestaff are required to spend 4 – 8 hours in ambulatory clinics weekly with an attending. Generally, the fellow on the GI service, the chief on the GI service, and the 4<sup>th</sup> year resident on the GI service will attend clinic with one of the GI attendings; other housestaff will attend the relevant subspecialty endocrine, breast, and/or soft tissue clinics.
6. Surgical emergencies include bleeding, sepsis, sustained oliguria, hypotension, hypoxia, hemodynamic instability, and urgent issues that may require surgical intervention. When these issues occur, they must be presented promptly to the most senior resident/fellow available and then communicated to the attending.
7. No admissions, transfers, or consults can be seen without speaking with an attending.
8. In general, all inpatients on the GI service require DVT chemoprophylaxis and, in patients undergoing procedures involving the stomach or duodenum, PPI prophylaxis.
9. All inpatients should be discussed with the relevant attending at least once per day (some attendings prefer twice daily).
10. All inpatients and consults should be seen at least once daily.

11. Please remember that consultants are not to be writing orders on Surgical Oncology patients without our explicit consent. If this problem is noted, please let the relevant Surgical Oncology attending know and we will work with you to make sure it stops.
12. Everyone is expected to show up to conferences and the operating room on time and prepared.
13. Unless otherwise notified, assume that all attendings will be covering their own patients, including nights and weekends.
14. The attending call schedule is available through Kimberly Finney in Dr. August's office; the answering service also has the call schedule. Kim also has all of the relevant home and mobile phone numbers. After hours, her phone (732-235-7701) bumps directly to our answering service. If you cannot reach an attending through a home/mobile/answering service line, contact the on call attending. If you are still unable to reach an attending, contact Dr. August directly (H: 908-359-8498; C: 609-216-0137)
15. Use Tiger Text for all texts containing personal health information (PHI). Initials are NOT HIPAA compliant and can be confusing.
16. Texts are not a replacement for direct communication. If you text information, do not assume the message was received until you receive an explicit acknowledgement from the intended recipient.
17. Follow up is the essence of good medicine, and of good education. Please provide feedback to any of the attending staff concerning your experiences/issues/problems/opportunities/praise. Any sensitive feedback can be shared with Dr. August with an assurance of confidentiality and discretion.
18. Always do what is right and what is best for the patient.