

## **TEMPLE UNIVERSITY HOSPITAL ADMINISTRATIVE POLICIES AND PROCEDURES**

**NUMBER:** TUH-GMEC-402  
**TITLE:** HOUSE STAFF SUSPENSION FOR NON-COMPLIANCE  
**EFFECTIVE DATE:** 10/03/2008  
**LAST REVIEWED:** 3/6/2013  
**LAST REVISED:** 10/31/2014

### **PURPOSE**

This policy will define the procedure that will specify the procedure for House Staff members who fail to abide by timely compliance with federal, state and corporate requirements and regulations. This policy outlines the method and procedure for House Staff who fail to achieve compliance within the required quarterly timeframe.

### **POLICY**

Temple University Health System (TUHS) requires that all employees be compliant with federal, state and corporate requirements. This includes, but is not limited to:

- TUHS annual competencies
- ELM Exchange Course Topics
- PPD testing
- Workman's Compensation case follow-up (eg, needle stick injuries, TB exposure)
- Medical records completion
- NPI Number acquisition
- FIT Testing
- Influenza vaccination
- Others as required.

### **SCOPE AND RESPONSIBILITIES**

This policy applies to all house staff members who are enrolled in a training program at Temple University Hospital.

### **PROCEDURES**

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***NOTE: ANY PRINTED COPY OF THIS POLICY IS ONLY AS CURRENT AS OF THE DATE IT WAS PRINTED; IT MAY NOT REFLECT SUBSEQUENT REVISIONS. REFER TO THE ON-LINE VERSION FOR MOST CURRENT POLICY.***

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Monthly e-mail notifications of compliance requirements will be sent to the house staff and program coordinators. This e-mail will contain pending deadlines and include an attachment with those individuals not in compliance at that time. This will inform the house staff and the program coordinators that a deadline is forthcoming.

- One month in advance of the quarterly deadline, house staff, program directors and program coordinators will receive a notification that the deadline is in one month's time. This e-mail will include an attachment with the list of individuals not in compliance and the reason for the non-compliance.
- One week in advance of the deadline, the same e-mail with an updated list will be sent.
- The day of the deadline, another e-mail will be sent to the same individuals.
- At the end of that day, house staff that are still not in compliance will have their MIS, parking privileges, meal cards and pay suspended.

Suspension will remain in effect until all outstanding deadlines are met. Once completed, notification of reinstatement will be sent to the same parties.

Deadlines will be enforced quarterly (8/31, 11/30, 2/28 and 5/31). Suspension will be enforced in four (4) hour increments.

Example:       8:00 am – 12:00 pm  
                  12:00 pm – 4:00 pm

Note: ACGME makes no distinction between interns, residents, and fellows. All levels are referred to as "residents".

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## **APPROVALS**

*Note: The signed original of this policy is on file with the Office of Graduate Medical Education.*

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