

SECTION: Graduate Medical Education Policies
SUBJECT: Policy on Maintaining House Staff Files

ISSUED: 1/3/2007
REVISED:

- I. Policy
 - a. Each residency and fellowship program will maintain two files on each resident: a Resident Peer Review Board Evaluation file and an Administrative employee file.

- II. Definitions
 - a. Resident - A professional post-graduate trainee in a specific specialty or subspecialty training program. The term encompasses the terms intern, resident, fellow and chief resident. The term resident applies to graduates of allopathic and osteopathic schools of medicine, and schools of dentistry. A resident may possess a limited medical/dental registration or an unrestricted license to practice medicine or dentistry.
 - b. Graduate Medical Education (GME) - Education conducted as part of Accreditation Council for Graduate Medical Education (ACGME) and non-ACGME approved residency and fellowship programs which are approved by and operate under the auspices of the Rhode Island Hospital Graduate Medical Education Committee (GMEC).
 - c. Residency Program - ACGME and non-ACGME approved Residency and Fellowship programs for graduates of accredited medical and dental schools approved by and operated under the auspices of the RIH GMEC.

- III. Procedure
 - a. Resident Peer Review Board Evaluation File (RPRBEF)
 - i. The resident Peer Review Evaluation file will include only those materials requested, originated and generated by the program's Resident Peer Review Evaluation Committee (RPREC) as delineated in the Graduate Medical Education Policy on Resident Peer Review Evaluation.
 - ii. The RPRBEF will contain written and electronic evaluative information concerning the resident including evaluations of residents across the six competencies: Patient Care, Medical Knowledge, Professionalism, Communication and Interpersonal skills, Practice Based Learning and Improvement, and System Based Practice, as well as the applicable standard of care.
 - iii. Peer review evaluations are to be completed by relevant parties, and should include supervising faculty, but may also include other members of the medical staff, supervising or subordinate residents or medical students, hospital staff-including nurses, patients and family members and others deemed capable of assessing resident performance in one or more of the six competencies.
 - iv. The RPRBEF will include documents requested, originated and generated by the Resident Peer Review Evaluation Committee in order to evaluate the quality of health care being provided by the resident.

- v. The RPRBEF will be regarded and clearly identified as a confidential peer review board file and kept in a secure location separate from the Administrative file.
- vi. The following will have access to the RPRBEF:
 - 1. Program Director and Director of GME;
 - 2. RPREC members;
 - 3. Others whom the Program Director or Director of GME deem to have a legitimate need for the information;
 - 4. Administrative staff of the residency program director and the Director of GME for administrative purposes; and
 - 5. others as authorized in writing by trainee.
- vii. The following shall be printed on the exterior of the RPRBEF:
 - 1. This file contains confidential peer review board information.
 - 2. Access to this file and the information contained therein is governed by the RIH record access and retention policy.
 - 3. HIPAA notice.
- viii. Resident access to the file will be governed by the GME Policy on Inspection of House Staff Files.

b. Resident Administrative File

- i. The resident administrative file will contain relevant employee documents (other than peer review board documents) and may include such information as the resident's application, resume, records of training, medical license, payroll records and other employment records.
- ii. The file will be regarded as confidential and kept in a secure location separate from the RPRBEF.
- iii. The following will have access to the Administrative file:
 - 1. Program Director and Director of GME;
 - 2. Others whom the Program Director or Director of GME deem to have a legitimate need for the information;
 - 3. Administrative staff of the Program Director and the Director of GME for administrative purposes; and
 - 4. Others as authorized in writing by resident.
- iv. Resident access to the Administrative file will be governed by the GME Policy on Inspection of House Staff Files.