

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Order Writing and Requirements for Attending Co-Signature

I. Purpose

To establish a policy for all post-graduate training programs at Inova Fairfax Medical Campus to stipulate the responsibility of writing orders on patients being cared for by the House Staff. All orders will be written within the electronic medical record system, Epic.

II. Scope

This policy will apply to all House Officers participating in post-graduate training programs, whether Inova sponsored or affiliated.

III. Definitions

House Staff/House Officer – refers to all interns, residents and fellows enrolled in a post-graduate training program.

Post-graduate Training Program – refers to a residency or fellowship educational program.

IV. Responsibilities/Requirements

A. For patients being cared for by the House Staff, it is the expectation that all routine orders be completed by a member of the House Staff team.

1. Identification and contact information for the House Officer(s) responsible for the patient will be posted in Epic. It will be the responsibility of the supervising House Officer to ensure that this information is available.

B. Documents written by the House Officer(s) will require the co-signature of the attending physician in the following cases:

1. H+Ps
2. Discharge/Death Summaries
3. Consults
4. Procedure Notes
5. Operative Reports

In addition, specific departments may require co-signature for additional documents. This information can be found in department specific policies where applicable.

- C. Exceptions to routine orders being completed by the House Staff team exist in the following cases:
1. Attending has discussed the order with the House Staff team at the time of placing the order.
 2. Any physician may write orders on a patient who is experiencing an urgent or emergent problem. In this case, the supervising House Officer must be called and informed of the patient's status as the emergency care is being rendered.
 3. In the event that the House Staff team is unable to be reached after several attempts to contact them, the attending physician can write orders if medically necessary.
 4. Chemotherapy orders for the treatment of oncologic or hematologic patients must be written by attending physicians in the Hematology/Oncology Sections of the Department of Medicine or Pediatrics, or Gynecology/Oncology attending physicians in the Department of Obstetrics and Gynecology.
 5. Dialysis orders may be written by attending physicians in the Nephrology Sections of the Department of Medicine or Pediatrics only.
- D. Any physician in violation of this policy should be reported to the program director/site director and chairman of the respective department within our institution.