

## Pediatric General Surgery Policy Manual

Every resident in the Stanford University Training Programs is required to attend an orientation program upon the start of their employment, regardless of the level of their post-graduate year. At that time, all of the university policies on discipline, grievances and rights under university contract are discussed in full. The residents are given a variety of written materials that explain all of the policies. The program director is available to the residents to discuss any and all of these policies and can help the resident pursue the proper channel if such a problem occurs. The program director meets with residents on a regular basis to discuss institutional procedures, changes that may have occurred, and matters related to complaints or grievances.

### Appointment Eligibility

Applicants for the two year postgraduate fellowship training in pediatric general surgery at Stanford are required to meet the following criteria prior to beginning the fellowship:

1. They will have completed a general surgery program that is approved by the ACGME or the Royal College of Physicians and Surgeons of Canada.
2. They will be board certified or eligible to take the qualifying examination in general surgery given by the American Board of Surgery.
3. Prior to beginning his/her pediatric fellowship, the Program Director must receive and review (prior to the applicant's start date of July 1) a letter and/or certificate from the General Surgery program Department Chair and/or Training Director that states that the applicant has successfully completed his/her General Surgery training. It will be kept in his/her permanent file.

### Selection Process

Candidates will apply using the standard application form provided by the Electronic Residency Application Service (ERAS, [www.aamc.org/eras](http://www.aamc.org/eras)). After careful review, applicants who are believed to demonstrate a high level of clinical and scientific achievement, coupled with strong letters of recommendation, will be offered an interview. The interview process will be day-long, in which the applicant meets the faculty, tours the hospital, and listens to an overview of the program structure and training goals. The Stanford training program in pediatric surgery is committed to training future leaders in pediatric surgery. After completion of our pediatric fellowship training program, Packard Children's offers eligible candidates an opportunity for a one- to two-year postgraduate staff position with a competitive salary and nearly 100% protected research time. This endowment-supported position frees the holder from the demands of a busy clinical practice and concerns about adequate research support, thus creating a strong foundation for a career in academic pediatric surgery. The candidates will be rank-ordered and entered into the National Residency Matching Program (NRMP). If the program chooses not to enter the NRMP on any particular year, the same

process will occur except that the program will be directly responsible for communicating with the chosen applicant.

### Promotion of Residents

The training program is comprised of two clinical years. Promotion to the second year, and subsequent program completion, will occur when it is deemed that satisfactory achievement of performance metrics have been met, as outlined in Table 2 of the *General Competency Assessment Form*.

### Guidelines For Duty Hours, Supervision, and Moonlighting

The Pediatric Surgery Division follows the guidelines for supervision and moonlighting as stated in the House Staff Policies and Procedures Manual that is published by Stanford's Office of Graduate Medical Education. Additionally, duty hours are monitored and comply with the ACGME regulations. They are as follows:

1. Duty Hours: No resident will work more than 80 hours a week and each resident will have, at a minimum, one day off each week.
2. Supervision: All patients on the pediatric surgery service at Lucile Packard Children's Hospital are the responsibility of the attending surgeon of record. The faculty are always immediately available for consultation and procedures and all patient encounters are supervised by the faculty. The supervised perioperative care of these patients, however, is delegated to a team of housestaff with graduated levels of responsibility. The housestaff include the pediatric surgery fellow, one senior resident, and two junior residents. Additionally, the team includes medical students and sub-interns. The attending of record for a particular week rounds daily with the team. Any houseofficer can engage the attending of record, although it is optimal to have the fellow be a part of all decision making on the service. Thus, it is expected, when possible, that the majority of perioperative care decisions be made in conjunction with the pediatric surgery fellow's knowledge and understanding. The fellow is charged with the supervision of all residents and students who participate in patient care and ensures that the patients are seen at least twice a day during an organized rounding period and also provides a smooth transition between the daily work and the night coverage. He/she is primarily responsible for the pediatric surgical patients in the neonatal intensive care and the pediatric intensive care units, whereas the senior resident is primarily responsible for the ward patients and in-patient/emergency department consultations. The fellow is responsible for the daily operating room assignments and has the prerogative to participate in any operation on the service, no matter what the degree of difficulty. Although there is graduated responsibility in the operating room, no resident or fellow can operate alone without attending supervision.
3. Moonlighting: Moonlighting is forbidden during the pediatric surgery residency. Each resident in the program will be asked by the Program Director whether they

### Working Environment

The resident will be educated at Stanford University Programs, the sole hospital site will be the Lucile Packard Children's Hospital at Stanford. The resident will have an office in the suite that houses all of the pediatric general surgery staff, nurse practitioners and faculty. The office, located across the street from the hospital at 780 Welch Road (Suite 206) will be equipped with a computer, printer, desk, phone, and administrative assistance. The resident will carry out his/her on-call duties from home.