

Policy Title:	ORIENTATION POLICY
Most Recent Approval Date:	June 23, 2025
Contact:	Rush University Medical Center Designated Institutional Official (DIO)
Related Policies/Documents:	<ol style="list-style-type: none"> 1. House Staff Agreement 2. Recruitment, Eligibility, Selection and Appointment Policy 3. House Staff Licensure Policy 4. Certificate of Completion Policy
Regulatory Elements:	

Scope:

All Graduate Medical Education (GME) Programs under the oversight of the Rush University Medical Center (RUSH) Designated Institutional Official (DIO). This policy applies to both accredited and non-accredited GME Programs.

Purpose:

Orientation provides valuable information needed to begin clinical training in GME in the RUSH system, promotes interaction with important resources, welcomes house staff to the sponsoring institution, and provides them an opportunity to network across programs.

Definitions:

Hire date: The first day of employment in a GME program at RUSH. This can be either the first day of preclinical orientation or the assigned clinical training start date.

Preclinical orientation: Mandatory orientation activities that occur prior to the clinical training start date.

Clinical training start date: The first day of training in the GME program. This will be the start date shown on the certificate of completion and the first day house staff will be covered under RUSH professional/medical malpractice insurance coverage.

Pre-employment requirements: Requirements that must be satisfactorily completed by an incoming resident or fellow in order to be eligible for employment at RUSH and participating in a GME program.

Policy:

All incoming house staff with a new appointment to a RUSH sponsored GME program are required to participate in orientation as stated in the House Staff Agreement. Orientation is part of house staff responsibilities, and house staff shall be paid their salary accordingly for any mandatory training activities, including both central sponsoring institution orientation and program-specific orientation.

The first day house staff are required to report for mandatory activities, whether for preclinical orientation or their clinical training start date, is their official hire date, beginning their employment at RUSH. House staff cannot be required to complete any orientation activities prior to their RUSH hire date. All orientation dates shall be predetermined in writing between the program and the GME office. House staff must complete all pre-employment requirements prior to their hire date as outlined in the Recruitment, Eligibility, Selection and Appointment Policy. *Please see policy in MedHub for more information.*

House staff failure to attend required Epic training sessions or other training sessions for medical record management systems, as applicable to their specific program, may result in delayed eligibility to participate in patient care activities.

Leaders in programs whose house staff are employed by an organization other than the Rush University Medical Center may consult with the Sponsoring Institution's GME Office annually to determine orientation content that is duplicative and develop a plan to address it.

Updated orientation requirements and procedures are communicated via email to house staff and program leadership. *Details will also be posted on the Orientation GME Intranet Page.*

I. GME Office Responsibilities

The Sponsoring Institution's GME Office will:

- Identify the number of preclinical orientation days, for eligible programs and will contact all GME programs to establish orientation dates each year.
- Facilitate availability of scheduling Epic training dates for house staff.
- Provide orientation programming on institutional topics.
- Monitor house staff attendance at GME orientation activities.
- Provide information to house staff about accessing GMEC and medical center policies.

II. Program Responsibilities

Each GME program is expected to support and encourage participation in the institutional GME orientation, and to facilitate participation through their management of house staff schedules and monitoring of compliance with asynchronous training. The GME Office will work with programs to finalize house staff attendance and will communicate directly with house staff regarding orientation and pre-employment onboarding requirements.

Programs must:

- Ensure that house staff assigned to orientation do not have an active appointment in a GME program at another institution for those dates, consistent with the Recruitment, Eligibility, Selection and Appointment Policy. *Please see policy in MedHub for more information.* Programs must work with the GME Office to accommodate house staff who cannot attend orientation with their cohort.
- Enroll house staff in Epic training sessions or other training sessions for medical record management systems, as applicable to their specific program.
- Monitor hospital or other institutional learning modules as assigned.
- Record full day absences from orientation in MedHub.
- Ensure house staff have the applicable tools and information they need to begin clinical training, including ID badges, OR locker assignments, scrubs codes, white coats, and access to relevant areas in the medical center.
- Review department and program-specific written policies, curriculum and evaluation process as a component of their program's orientation. House staff must be able to be knowledgeable as to where policies are located and accessible to them as needed.

III. Prohibited Activities

House staff cannot be required to engage in any additional activities outside of pre-employment requirements or onboarding prior to their hire date.

House staff are strictly prohibited from engaging in any clinical or patient care-related activities prior to their clinical training start date, as house staff may be unlicensed during this period and Malpractice Insurance will not provide coverage. This includes but is not limited to:

- Shadowing / Observing
- Chart reviews
- Patient care

The Rush values of Innovation, Collaboration, Accountability, Respect, and Excellence provides the foundation of how we treat each other, our patients, and their loved ones.