

## **Center for Clinical Investigation**

### **9A/B ATTENDING MD and MD on call ADMITTING RESPONSIBILITIES for INPATIENT VISITS**

#### **Overview**

The attending MD is accountable and responsible for the care and documentation of the research participant studied on the CCI 9A/B unit. The attending MD may delegate the tasks of the admission process, study documentation and discharge to another physician as approved by IRB protocol. The physician MD must have appropriate BWH hospital privileges. The attending physician and MD delegate must be identified on the research participant's CCI admission form and on study orders. Changes in the MD coverage must be communicated through the CCI scheduling email system. (<http://bwh-gcrc40.partners.org/schedule9a/scheduling.html>)

Attending /delegate (or on-call MD) must be available by beeper or cell phone during entire hospital stay of research participant. Contact numbers of physicians must be written in each subject's protocol orders.

The attending MD and MD delegate are accountable and responsible for (details of each below)

- Completing the admissions process
- Daily visits with documentation
- Patient orders
- Discharge
- Being available while a subject participant is on CCI 9A/B unit
- Complying with standard BWH Administration policies

Specifically, the attending MD or delegate MD must complete the following:

#### ***Admission process (to be completed before or on admission)***

- Assessing the research participant on admission and completing an admit note including history, physical exam and assessment/plan.
- Assuring that subject meets inclusion study criteria and that study exclusion criteria do not exist. This includes review of admitting laboratory results, ECG or other ancillary tests.
- Reviewing the study and completing (if necessary) the consent form procedure with research participant.
- Completing a PAML (preadmission medication list)
  - Include all medications that the research participant takes on a routine basis.
  - If drug will be held (not given) during the admission, indicate this in the PAML. Refer to the Partners handbook online at:  
[http://handbook.partners.org/content/pdf/BWH\\_Medication\\_Reconciliation\\_Technical\\_Tips\\_for\\_Residents\\_062706.pdf](http://handbook.partners.org/content/pdf/BWH_Medication_Reconciliation_Technical_Tips_for_Residents_062706.pdf)
- Write online admit orders or pre-admit orders within BWH Order Entry system in BICS.
  - Cancel the automated clinical order for routine vaccines.

- Include the non-study medications that subject will take during inpatient stay including drug, dose, route and frequency.
- If applicable, specify if subject “may take own medications.”

\*\* New orders for controlled substances are not permitted for CCI research participants unless approved by CCI with GAC protocol scientific approval.

## ***Patient orders***

Orders for the study protocol are written within the CCI study template and signed by the attending/ delegate at least 72 hours prior to admission. In addition, admission orders, discharge, and any and ALL changes in the patient’s protocol (allowed within scope of IRB approved protocol) must be written in the BICS computer order entry system. (i.e., delete urines and blood draws after time 120minutes). MD must review and approve diagnostic/safety test results.

## ***Daily***

Attending MD or delegate assures that the research participant is seen daily by someone from the study team and progress notes are written at least every 48 hours indicating research participant participation and tolerance of study interventions. Any deviations/ deletions of the protocol are also documented in the medical chart.

## ***Discharge***

MD must complete the discharge order via computer order entry prior to patient discharge and write a discharge note in the medical record. A dictated discharge summary note is also required for stays of 48 hours or longer. Call #617-732-5333 to dictate. Attending MD or delegate is responsible for reconciling discharge medications with PAML.

## ***Emergency***

Emergency medical assistance is through the BWH SART respiratory code or CODE BLUE system.

\*\* For any research participant emergency requiring urgent attention the CCI 9A/B staff will activate the BWH emergency call system CODE BLUE and follow with a call to the delegate MD. The delegate is responsible for notifying the participant’s attending MD. The attending MD must communicate with the CODE TEAM MD and Medical Attending MD if transfer of subject off 9A/B to a clinical service is required. The attending MD (if not the study Principal Investigator) will notify study Principal Investigator and complete required medical record documentation promptly. PI is responsible for notifying IRB and completing the required IRB documentation.

A copy of these communications must be sent to the 9A/B Nurse Manager and the CCI Operations Manager.

## ***Outpatients***

The above responsibilities may apply to outpatient studies, with the exclusion of computer admission and discharge notes.

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