

MUSCULOSKELETAL ONCOLOGY SERVICE

The Accreditation Council for Graduate Medical Education requires the educational program to provide a curriculum that must contain the following educational components to its Trainees; overall educational goals for the program, competency-based goals and objectives for each assignment (at each education level), delineation of responsibilities for patient care, progressive responsibility for patient management, and supervision of residents over the continuum of the program.

As required by the ACGME, please find enclosed overall educational goals for the program, service competency-based goals and objectives, and delineated lines of responsibility.

- Goals and Objectives
 - Overall Educational Goals for the Program
 - Service Competency-based Goals and Objectives
 - Patient Care
 - Medical Knowledge
 - Practice-based Learning and Improvement
 - Interpersonal and Communication Skills
 - Professionalism
 - Systems-based Practice
- Delineated Lines of Responsibility
 - Outpatient
 - Inpatient
 - Operative
- Supervision
 - Purpose
 - Definitions
 - Attending Physician Responsibilities
 - Graduate Medical Trainee Responsibilities

MUSCULOSKELETAL ONCOLOGY SERVICE
OVERALL EDUCATIONAL GOALS

The Duke Orthopaedic Program enables the orthopaedic trainee to obtain adequate clinical and surgical skills in all areas of orthopaedic surgery for medical practice in the specialty in either an academic or community practice. This training occurs over a five-year period and is hospital based and defined by a curriculum that includes patient care on the wards, in the clinics, in the emergency department, and in the operating room. Progressive responsibility is accomplished in keeping with individual knowledge, skills and performance, always stressing safety and appropriate care of patients. Faculty members provide daily and continuous supervision, which is a mainstay of the Program. The faculty members' full time clinical practices are on site, and rotation assignments are arranged so that trainees have experience in all subspecialty areas of orthopaedic surgery. Research opportunities abound, with most of the faculty involved in laboratory and clinical research and providing guidance for project selection, completion, and adequate funding support. Ongoing and continuing medical education is assured and accomplished by at least eight hours of teaching conferences each week, attended by faculty, trainees, students and allied health personnel. The Duke orthopaedic trainee has daily and continuous contact with the faculty in the clinics, operative theater, ward rounds, teaching conferences, and individual rotation conferences.

Success is monitored by faculty observance of clinical performance, faculty evaluations on each resident every three months, weekly presentations at conferences, performance on yearly in-training examinations, success in obtaining top post-training fellowships, and performance on specialty Board examinations. Each Chief Resident must complete a written thesis on an orthopaedic topic, which is presented and judged at a symposium prior to graduation from the Program.

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GOALS AND OBJECTIVES

Patient Care

Junior Resident(s) (PGY-2/PGY-3):

- Resident effectively participates as a junior resident in all phases of patient care including inpatient, outpatient, and consultant duties within Duke University Medical Center.
- Able to appropriately evaluate an oncology patient both clinically and radiographically and arrive at a reasonable working differential diagnosis.
- Demonstrates an understanding and appreciates the multiple disciplinary nature of the delivery of cancer care and recognizes the importance and effectively employs close interaction with other members of the team including radiologists, pathologists, musculoskeletal oncologists, radiation therapists, and other surgical subspecialties.
- Understands and appreciates psychosocial issues that surround a cancer patients and his/her family.
- Exhibits a sense of how to communicate with the patient about these important issues and is able to recognize when an appropriate referral to psychosocial specialist is warranted.
- Demonstrates and is able to apply knowledge of indications for and is able to perform:
 - Biopsy of bone and soft tissue lesions.
 - The surgical removal of benign, non-aggressive soft tissue tumors such as intermuscular lipoma.
 - Able to identify the usual types of metastatic lesions to bone and is able to develop a plan for treatment of metastatic disease.

Chief Resident (PGY-5):

- Resident effectively participates as Chief Resident in all phases of patient care including inpatient, outpatient, and consultant duties within Duke University Medical Center.
- Able to appropriately evaluate an oncology patient both clinically and radiographically and arrive at a reasonable working differential diagnosis.
- Demonstrates an understanding and appreciates the multiple disciplinary nature of the delivery of cancer care and recognizes the importance and effectively employs close interaction with other members of the team including radiologists, pathologists, musculoskeletal oncologists, radiation therapists, and other surgical subspecialties.
- Understands and appreciates psychosocial issues that surround a cancer patients and his/her family.
- Exhibits a sense of how to communicate with the patient about these important issues and is able to recognize when an appropriate referral to psychosocial specialist is warranted.
- Demonstrates and is able to apply knowledge of indications for and is able to perform:
 - Biopsy of bone and soft tissue lesions.
 - The surgical removal of benign, non-aggressive soft tissue tumors such as intermuscular lipoma.

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- Able to identify the usual types of metastatic lesions to bone and is able to develop a plan for treatment of metastatic disease.
- Demonstrates and is able to provide knowledge of the basic treatment for common bone and soft tissue neoplasms including the role of chemotherapy, radiation therapy, and surgery.
- Understands the rationale and basic technique for limb salvage from malignant bone and soft tissue tumors.
- Able to identify the usual type of metastatic lesions to bone and is able to develop a plan for treatment of metastatic disease.
- Demonstrates and is able to apply knowledge to the indication for and able to surgically manage metastatic disease of long bone, specifically the humerus, femur, and tibia and have an understanding for surgical treatment of metastatic disease to the pelvis.

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Medical Knowledge

Junior Resident(s) (PGY-2/PGY-3):

- Successfully completes the OKU Specialty series for Musculoskeletal Tumors.
- Successfully completes the OKU Specialty Series Self-Assessment Examination for Musculoskeletal Tumors.
- Successfully completes the reference list for reading during the rotation.
- Demonstrates an understanding of the classification of bone and tissue neoplasms.
- Recognizes and is able to describe radiographic and pathologic features of common benign and malignant tumors.
- Demonstrates basic knowledge of the:
 - The indications for surgery for common bone and soft tissue lesions and neoplasms.
 - The usual types of metastatic lesions to bone.
 - Limb salvage surgery.
 - Management of metastatic disease to the long bones, specifically the humerus, femur, and tibia.
- Attends and participates in the monthly Musculoskeletal Oncology Conference performed on a rotating basis with anatomy, basic science, and journal clubs.
- Prepares for and participates in the musculoskeletal radiology and musculoskeletal pathology conferences.

Chief Resident (PGY-5):

- Successfully completes the OKU Specialty series for Musculoskeletal Oncology.
- Successfully completes the reading reference list for reading during the rotation.
- Demonstrates an understanding of the classification of bone and tissue neoplasms.
- Recognizes and is able to describe radiographic and pathologic features of common benign and malignant tumors.
- Demonstrates basic knowledge of the:
 - The indications for surgery for common bone and soft tissue lesions and neoplasms.
 - The usual types of metastatic lesions to bone.
 - Limb salvage surgery.
 - Management of metastatic disease to the long bones, specifically the humerus, femur, and tibia.
- Attends and participates in the monthly Musculoskeletal Oncology Conference performed on a rotating basis with anatomy, basic science, and journal clubs.

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GOALS AND OBJECTIVES

Practice-based Learning and Improvement

Junior Resident(s) (PGY-2/ PGY-3):

- Demonstrates familiarity with appropriate literature from JBJS, CORR, Oncology, Cancer, and Skeletal Radiology as well as other sources.
- Able to locate, appraise, and assimilate evidence from past and ongoing scientific studies related to patients and their pathologies.
- Able to obtain and use information about his/her patient population and larger population from which patients are drawn.
- Able to apply knowledge and study designs and statistical methods to the appraisal of clinical studies.
- Able to use information technology to manage information, assess on-line medical information, and support his/her own education.
- Prepares for and participates in appropriate general orthopaedic journal clubs devoted to Musculoskeletal Oncology.

Chief Resident (PGY-5):

- Demonstrates familiarity with appropriate literature from JBJS, CORR, Oncology, Cancer, and Skeletal Radiology as well as other sources.
- Able to locate, appraise, and assimilate evidence from past and ongoing scientific studies related to patients and their pathologies.
- Able to obtain and use information about his/her patient population and larger population from which patients are drawn.
- Able to apply knowledge and study designs and statistical methods to the appraisal of clinical studies.
- Able to use information technology to manage information, assess on-line medical information, and support his/her own education.
- Prepares for and participates in appropriate general orthopaedic journal clubs devoted to Musculoskeletal Oncology.

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GOALS AND OBJECTIVES

Interpersonal and Communication Skills

Junior Resident(s) (PGY-2/PGY-3):

- Able to create and sustain a therapeutic and ethically sound relationship with patients and their families.
- Able to effectively use listening skills.
- Able to effectively provide information regarding oncological care.
- Able to work effectively with others as a member or leader of a health care team.

Chief Resident (PGY-5):

- Able to create and sustain a therapeutic and ethically sound relationship with patients and their families.
- Able to effectively use listening skills.
- Able to effectively provide information regarding oncological care.
- Able to work effectively with others as a member or leader of a health care team.

Professionalism

Junior Resident(s) (PGY-2/PGY-3):

- Demonstrates respect, compassion, and integrity in response to the needs of patients and their families.
- Demonstrates ethical principles pertaining to patient confidentiality issues.
- Demonstrates sensitivity to the culture, age, gender, and disabilities of patients and fellow health care professionals.
- Interacts in a professional manner with inpatients, outpatients, referring physicians, orthopaedic residents, attendings, and all patients in the practice.

Chief Resident (PGY-5):

- Demonstrates respect, compassion, and integrity in response to the needs of patients and their families.
- Demonstrates ethical principles pertaining to patient confidentiality issues.
- Demonstrates sensitivity to the culture, age, gender, and disabilities of patients and fellow health care professionals.

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Systems-based Practice

Junior Resident(s) (PGY-2/PGY-3):

- Demonstrates an understanding and appreciation of the multi-
- Disciplinary nature of the delivery of cancer care and recognizes the importance of close interaction with others members of the team including radiologists, pathologists, musculoskeletal oncologists, radiation therapists, and other surgical subspecialties.
- Effectively communicates with the patient about psychosocial issues and is able to recognize when an appropriate referral to a psychosocial specialist is indicated.
- Demonstrates competency in coordinating all aspects of perioperative and postoperative rehabilitation and physical therapy.
- Demonstrates an understanding of how patient care and other professional practices affect other health care professionals, health care organizations, and the largest society in how these elements of the systems affect one's own practice.
- Demonstrates knowledge of how different types of medical practice and health care delivery systems differ from one another including methods of controlling health care costs and allocating resources.
- Has the opportunity to practice medicine in various health care systems including an academic teaching hospital, veterans administration hospital, community hospital, pediatric orthopaedic hospital, and community health department.
- Has understanding of various health funding systems including private insurance, Medicare, Medicaid, Workers Compensation, and Vocational Rehabilitation.
- Practices cost-effective health care and resource allocation that does not compromise quality of care.
- Demonstrates understanding of impact of correct coding during patient office visits and surgery.
- Effectively partners with health care managers and health care providers to assess, coordinate, and improve health care and know how these activities can affect system performance.
- Demonstrates the ability to practice culturally competent medicine.

Chief Resident (PGY-5):

- Demonstrates an understanding and appreciation of the multi-
- Disciplinary nature of the delivery of cancer care and recognizes the importance of close interaction with others members of the team including radiologists, pathologists, musculoskeletal oncologists, radiation therapists, and other surgical subspecialties.
- Effectively communicates with the patient about psychosocial issues and is able to recognize when an appropriate referral to a psychosocial specialist is indicated.
- Demonstrates competency in coordinating all aspects of perioperative and postoperative rehabilitation and physical therapy.

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GOALS AND OBJECTIVES

- Demonstrates an understanding of how patient care and other professional practices affect other health care professionals, health care organizations, and the largest society in how these elements of the systems affect one's own practice.
- Demonstrates knowledge of how different types of medical practice and health care delivery systems differ from one another including methods of controlling health care costs and allocating resources.
- Has the opportunity to practice medicine in various health care systems including an academic teaching hospital, veterans administration hospital, community hospital, pediatric orthopaedic hospital, and community health department.
- Has understanding of various health funding systems including private insurance, Medicare, Medicaid, Workers Compensation, and Vocational Rehabilitation.
- Practices cost-effective health care and resource allocation that does not compromise quality of care.
- Demonstrates understanding of impact of correct coding during patient office visits and surgery.
- Effectively partners with health care managers and health care providers to assess, coordinate, and improve health care and know how these activities can affect system performance.
- Demonstrates the ability to practice culturally competent medicine.

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DELINEATED LINES OF RESPONSIBILITIES

Outpatient

Junior Resident(s) (PGY-2/PGY-3):

- When in the outpatient clinic the Junior Resident(s) has the responsibility of evaluating new patients and presenting these patients to the attending orthopaedic surgeon.
- This requires obtaining appropriate history, performing a physical examination, evaluating imaging studies and formulating a plan.
- The resident will be responsible for dictating the findings to the point of the official recommendation of the plan which will then be made by the attending orthopaedic surgeon.
- In-house consults directed to the Oncology Service will also be initially evaluated by the Junior Resident(s) or the Chief Resident as appropriate.

Chief Resident (PGY-5):

- When in the outpatient clinic the Chief Resident has the responsibility of evaluating new patients and presenting these patients to the attending orthopaedic surgeon.
- This requires obtaining appropriate history, performing a physical examination, evaluating imaging studies and formulating a plan.
- The resident will be responsible for dictating the findings to the point of the official recommendation of the plan which will then be made by the attending orthopaedic surgeon.
- In-house consults directed to the Oncology Service will also be initially evaluated by the Junior Resident(s) or the Chief Resident as appropriate.

Inpatient

Junior Resident(s) (PGY-2/PGY-3):

- The Junior Resident(s) responsibility includes ward rounds twice daily.
- The activities of the Junior Resident(s) are supervised by the attending orthopaedic surgeon.

Chief Resident (PGY-5):

- The Chief Resident is responsible for obtaining appropriate history, performing physical examination and evaluation of image studies and formulating a plan.
- The Chief Resident will be responsible for dictation, his findings up to the point of the official recommendation and the plan which will be carried out by the attending orthopaedic surgeon.

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DELINEATED LINES OF RESPONSIBILITIES

Operative

Junior Resident(s) (PGY-2/PGY-3):

- The Junior Resident(s) will assist the Attending Orthopaedic Surgeon in surgery.
- With progress, the resident will be able to perform surgical approaches under the direct supervision of the Attending Orthopaedic Surgeon.
- The Junior Resident(s) will gain increasing surgical responsibility as appropriately determined by the Attending Orthopaedic Surgeon.

Chief Resident (PGY-5):

- The Chief Resident will be posted on appropriate cases on the oncology service. He/she will be responsible for performing parts of orthopaedic procedures as directed by the attending orthopaedic surgeon.
- The actual performance of all or a part of an orthopaedic procedure will be done under the direct supervision of the attending orthopaedic surgeon.

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SUPERVISION

Purpose

- The training of graduate medical trainee physicians is a core mission of Duke Hospital, the Duke University School of Medicine and Health System. Graduate Medical Trainees must be supervised by teaching staff in such a way that trainees assume progressively increasing responsibility according to their level of education, ability, and experience. This document describes the principles and general guidelines for the supervision of trainees in the Duke University Health System. Individual graduate medical training programs may require additional supervision, and the guidelines for supervision in such programs will be described in their separate program documents. The education of graduate medical trainees requires a partnership of teaching physicians, teaching hospitals, and educational organizations. The policies outlined here provide a framework into which are integrated the pertinent policies of the Private Diagnostic Clinic (PDC), the bylaws of Duke University Hospital, and the standards of educational accrediting agencies. In addition to providing an environment for outstanding trainee education and clinical experience, these policies are expected to support the goal of delivering high quality patient care.

Definitions

- **Attending Physician:** A licensed independent practitioner who holds admitting and/or attending Physician privileges consistent with the requirements delineated in the Bylaws, Rules and Regulations of the Medical Staff of Duke University Hospital or with the requirements delineated in the governing regulations of the assigned and approved off-site healthcare entity.
- **Trainee:** A physician who participates in an approved graduate medical education (GME) program. The term includes interns, residents, and fellows in GME programs approved by the Duke Institutional Committee on Graduate Medical Education. (A medical student is never considered a graduate medical trainee).

Attending Physician Responsibilities

- In hospitals participating in a professional graduate medical education program(s), the medical staff has a defined process for supervision of each participant in the program(s) in carrying out patient care responsibilities. Such supervision will be provided by an attending physician with appropriate clinical privileges, with the expectation that the graduate medical trainee will develop into a practitioner who has the knowledge, skills and experience and abilities to provide care to the patients with the disease states applicable to his/her training program.
- The medical staff has overall responsibility for the quality of the professional services provided by individuals with clinical responsibilities. In a hospital, the management of each patient's care (including patients under the care of participants in professional graduate medical education programs) is the responsibility of a member of the medical staff with appropriate clinical privileges. Therefore, the medical staff assures that each participant in a professional graduate medical education program is supervised in his/her patient care responsibilities by a member of the medical staff who has been granted clinical privileges through the medical staff process.
- Each Program Training Director is responsible for providing written descriptions of the role, responsibilities, and patient care activities of participants in professional graduate medical education programs to the medical staff. It is the obligation of each attending physician to be knowledgeable of these responsibilities.
- The position of attending physician entails the dual roles of providing quality patient care and effective clinical teaching. Although some of this teaching is conducted in the classroom setting, the majority of it is through direct contact, mentoring, and role modeling with trainees. All patients

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seen by the trainee will have an assigned attending physician. The attending physician is expected to:

- Exercise control over the care rendered to each patient under the care of a resident, either through direct personal care of the patient or through supervision of medical trainees and/or medical personnel.
- Document the degree of participation according to existing hospital policies.
- Effectively role model safe, effective, efficient and compassionate patient care and provide timely
- Documentation to program directors required for trainee assessment and evaluation as mandated by the program's Residency Review Committee (RRC), where applicable.
- Participate in the educational activities of the training programs, and as appropriate, participate in institutional orientation programs, educational programs, and performance improvement teams, and institutional and departmental educational committees.
- Review and co-sign the history and physical within 24 hours,
- Review progress notes, and sign procedural and operative notes and discharge summaries.
- In general, the degree of attending involvement in patient care will be commensurate with the type of care that the patient is receiving and the level of training, education and experience of any medical trainee(s) involved in the patient's care.
- The intensity of supervision required is not the same under all circumstances; it varies by specialty, level of training, the experience and competency of the individual trainee, and the acuity of the specific clinical situation. An Attending may provide less direct personal care of a patient seen for routine care when supervising a senior level trainee, and may provide more direct personal care of a patient receiving complex care when supervising a junior level trainee. An Attending physician may authorize the supervision of a junior trainee by a more senior level trainee based on the attending physician's assessment of the senior level trainee' experience and competence, unless limited by existing or future hospital policies, such as the use of lasers.
- Medical care teams frequently are involved in the management of patients and many different physicians may act as the attending physician at different times during the course of a patient's illness. However, within the medical care team, the faculty attending physician must provide personal and identifiable service to the patient and/or appropriate medical direction of the trainee and when the trainee performs the service as part of the training program experience.
- The following are specific instances in which involvement of the attending physician is required.
- For Inpatient Care:
 - Review the patient's history, the record of examinations and tests, and make appropriate reviews of the patient's progress;
 - Examine the patient within 24 hours of admission, when there is a significant change in patient condition, or as required by good medical care;
 - Confirm or revise the diagnosis and determine major changes in the course of treatment to be followed;
 - Either perform the physician's services required by the patient or supervise the treatment so as to assure that appropriate services are provided by trainees or others, and that the care meets a proper quality level;
 - Be present and ready to perform any service that would be performed by an attending physician in a nonteaching setting. For major surgical or other complex, high-risk medical procedures, the attending physician must be immediately available to assist the trainee who is under the attending physician's direction;

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- Make decision(s) to authorize or deny elective and urgent admissions, discharge from an inpatient status or release from observation or outpatient status;
 - When an in-patient is to be transferred to another service, the attending physician or a designee of the referring service shall inform the patient of the change in service as soon as possible prior to the transfer. The receiving service shall assign a new attending physician who shall accept responsibility for patient care. Confirmation of the transfer to another level of care or acceptance of patients in transfer is the responsibility of the attending physician.
 - An attending physician's decision shall be required to authorize an in-patient's discharge, or release from observation or outpatient status.
 - Issue all "No Code" or DNR orders. "No Code" or DNR orders shall be issued only by an attending physician. In extenuating circumstances the order may be issued by the attending physician verbally, by telephone, while the responsible registered nurse and trainee listen to and witness the verbal-telephone order; such verbal-telephone order shall be signed 2010 - 2011 GME Trainee Manual - 100 - February 2, 2010 within twenty-four hours of issuance by the attending physician.
 - Assure a completed history and physical and a completed, appropriately signed, and witnessed consent form is placed in the patient's record prior to the performance of an operative or invasive procedure involving substantial risk.
 - Assure appropriate documentation is made immediately in the medical record when a procedure is completed on a patient.
- For Outpatient Care:
 - The extent and duration of the attending's physical presence will be variable, depending upon the nature of the patient care situation, the type and complexity of the service. The responsibility or independence given to trainees depends on their knowledge, manual skills and experience as judged by the responsible attending physician. The attending physician supervisor must be designated and available to all sites of training in accordance with Accreditation Council for Graduate Medical Education (ACGME) institutional and program requirements and specific departmental policies.

Graduate Medical Trainee Responsibilities

- Each graduate medical trainee physician must meet or may exceed the qualifications for appointment to Associate member of the Medical Staff of Duke Hospital, whether in an Accreditation Council for Graduate Medical Education (ACGME) or non-ACGME graduate medical education program.
- Graduate Medical Trainees are expected to
 - Participate in care at levels commensurate with their individual degree of advancement within the teaching program and competence, under the general supervision of appropriately privileged attending physicians.
 - Perform their duties in accordance with the established practices, procedures and policies of the institution and those of its programs, clinical departments and other institutions to which the trainee is assigned.
 - Adhere to state licensure requirements, federal and state regulations, risk management and insurance requirements, and occupational health and safety requirements.

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- Fulfill all institutional requirements, such as attending the Graduate Medical Trainee Orientation, maintaining BLS/ACLS certification, completing required instructional exercises, as detailed in their annual Agreement of Appointment.

This policy is consistent with that of Duke's Graduate Medical Education, Associate Dean and DIO; approved by the GMEC (ICGME) and by ECMS October 21, 2002.