**FIT Team Expectations**

**Caps:**
- New admissions per day: 5 per Intern, 10 per Resident
- Transfers per day: 2 per Intern, 4 per Resident
- New admissions per 2 days: 8 per Intern, 16 per Resident
- Total patients: 10 per Intern, 14 per Resident*
- National Jewish patients: 2 patients July-October, 4 patients November-June*

*On an ongoing basis, meaning if an Intern starts with 10 patients, and discharges 3, they could still see 3 new admissions that day, only carrying 10 over to the next day.

**Work hours:**
Interns MUST have 10 hours off between shifts. You may need to help your interns finish notes or an admission to be sure this happens. Residents MUST have 8 hours off between shifts.

**Schedule:**
Monday through Friday:
- 6:45am – 7:00am: Check-out
- 7:00am – 8:00am: Morning Report/EKG conference
- 10:00am – 11:30am: Attending Rounds (flexible)
- 12:00noon – 1:00pm: Noon Conference
- 4:00pm – 4:30pm: Check-out
- Answer your pager until 6:00pm.

Saturday and Sunday:
- 6:45am – 7:00am: Check-out
- 10:00am – 11:30am: Attending Rounds (flexible)
- 4:00pm – 4:30pm: Check-out
- Answer your pager until 6:00pm.

**Conference:**
Be on time. You are expected to attend both morning report and noon conference. On Fridays, team presents 1 case at Morning Report with a teaching point. Keep teaching points to 2-3 minutes, and present new information or studies.

**Days off:**
The MIM and FIT residents cover each other for days off and on clinic days, NOT the Ward resident. Therefore, the MIM and FIT residents cannot take the same day off.

**Consults:**
All General Surgery consults are done by the Blue Surgery team. All Cardiology consults are done by Rocky Mountain Cardiovascular associates. If a patient has Medicare or private insurance, call a private consultant. If the patient has Medicaid or are uninsured, refer to the call schedule, found on the Landing, Medical Staff services tab, ED call schedule.

**FIT Pager:**
For Caritas patients who call, you must enter a telephone encounter in eSummit in the ambulatory context. Please do not refill meds after hours or on weekends. If the patient requests a refill, create a telephone encounter and route to the resident of the month pool (P HN GME INT MED RESIDENT OF THE MONTH).
For Caritas patients in the ED who need urgent follow-up, or for new patients in the ED whom they would like to refer to Caritas urgently, call Jean at x61571, or e-mail Jean.Cunningham@sclhs.net with patient name, DOB and reason for follow-up.

**Contact PCPs:**
The team must make attempts to call the PCP, if known, of every patient at admission and discharge, in order to inform them of the admission, gather data on the patient, and facilitate follow-up.

**Follow up:**
At discharge for Caritas patients during the week days call the front desk (x61590) to arrange follow-up appointments. During the weekends please email Jean.Cunningham@sclhs.net with patients name, DOB, phone number, and reason for follow up. Try to schedule FIT patients on the following Tuesday’s FIT clinic.
Discharge Medications:

Think ahead and determine if your patient will require financial assistance to obtain Rx’s. Try to coordinate discharges during morning rounds if possible. Maximize $4 generics if able. For others:

**Established Caritas patients**

Use the Indigent medication form kept in pharmacy (x67576) for up to a 60 day supply of meds not available or affordable through the generic programs. Use medications from the Tier 1 or Tier 2 Caritas formulary located on the Caritas drive. If a tier 3 agent is required please give the patient a maximum of a 30 day supply and enroll patient in the clinic PAP program. Initiate PAP enrollment by dictating this in your discharge summary under PCP follow up issues.

**Gary Straight Fund**

To be used for patients not enrolled in our clinics who require a bridge to their outpatient follow-up. This includes patients not seen at Caritas previously who are set up as new patient hospital follow ups. Qualifications determined and approved by the provider and the Case Managers. Can fill up to 7 days of medication or complete course of oral antibiotics. Print out prescriptions and give to the Case Manager.

**Patient Assistance Programs**

Fondaparinux (Arixtra) and Linezolid (Zyvox) are readily available through these programs, but planning ahead helps. Contact the Case Manager or Tom Vondracek (897-2550) for assistance.

**Discharge and Patient Counseling**

All patients will be counseled by a member of the FIT service regarding home medications. If it is desired to have medication bottles in hand when counseling, follow these steps:

1) When discharge RX’s for **established Caritas patients** are sent to the pharmacy type in the comments of the Rx “page FIT pager (897-2361) when meds are ready”.

2) Pharmacy will page when medications are ready. Call the pharmacy and inform them which tube station you are near so you can receive the discharge meds via a secure transaction. (You will be given a code to allow access to the tube station).

3) Go to patient’s room. Present them their discharge medications and counsel them appropriately.

4) Inform nurse that patient has been provided and counseled regarding discharge medications. The nurses may have to reprint their AVS if any late changes were made.

5) Review discharge checklist with patient and nurse before patient leaves the hospital.

Tom Vondracek is willing to assist with all the above steps but availability may vary on a case by case basis.