Resident Manual

Interns and Residents

2012 - 2013

GRADUATE MEDICAL EDUCATION
The Reading Hospital
and Medical Center

The Reading Hospital and Medical Center

Resident Manual

Interns and Residents

2012 - 2013

FOREWARD

The Resident Manual of The Reading Hospital and Medical Center provides information about the Graduate Medical Education program offered by TRHMC. It also describes the departments with which the Resident will be in contact.

Residents are encouraged to contact their respective Program Director or Director of Medical Education with any questions regarding this information or any matter of concern during their residency.

The Reading Hospital and Medical Center

Resident Manual

Interns and Residents

2012 - 2013

Mission Statement and Core Values

Organizational Structure

Information Sources

PART I: Graduate Medical Education and Resident Policies

PART II: Department Information

PART III: Contracts and Agreements

PART IV: Program Information

PART V: Other Information

OUR MISSION

The Mission of
The Reading Hospital and Medical Center
is to provide compassionate, accessible, high-quality, cost-effective
health care to the community;
to promote health;
to educate healthcare professionals;
and to participate in appropriate clinical research.

The Reading Hospital and Medical Center is a
501(c)(3) corporation, and operates without distinction
to race, color, religion, age, gender, disability,
sexual orientation, national origin, or source of payment.

CORE VALUES

Health and Well-Being: We assert that health is more than the absence of illness, and well-being reflects the totality of the individual in mind, body, and spirit.

Social Responsibility: We foster social conditions that contribute to the health of the community beyond our walls.

Fiscal Responsibility: We make the most of finite resources, thus assuring our ability to fulfill our Mission.

Excellence: We value high-quality health care and strive for the best in all we do.

Compassion: We act in the best interest of those we serve, tempering our actions with profound sensitivity to the experience of others.

Integrity: We commit to honest and forthright practices that embody our personal and professional values.

Justice: We affirm our moral, legal, and social responsibility to be fair and equitable.

culture
OF EXCELLENCE
SAFETY • COMMUNICATION • COURTESY • ATTITUDE

THE READING HOSPITAL
Board of Directors

THE READING HOSPITAL AND MEDICAL CENTER
Board of Directors

PRESIDENT & CHIEF EXECUTIVE OFFICER
Clint Matthews

VICE PRESIDENT & CHIEF ACADEMIC OFFICER
David L. George, MD

MEDICAL EDUCATION

CONTINUING MEDICAL EDUCATION

GRADUATE MEDICAL EDUCATION

- **INTERNAL MEDICINE RESIDENCY**
  Richard L. Alweis, MD
- **OSTEOPATHIC INTERNAL MEDICINE RESIDENCY**
  Ronald K. Herb, DO
- **FAMILY MEDICINE RESIDENCY**
  Lee Radosh, MD
- **OBSTETRICS & GYNECOLOGY RESIDENCY**
  Peter A. Schnatz, DO
- **TRANSITIONAL YEAR RESIDENCY**
  Benjamin J. Lloyd, MD
- **OSTEOPATHIC MEDICAL EDUCATION**
  Robert S. Jones, DO
- **MEDICAL EDUCATION**
- **ACADEMIC AFFILIATIONS**

RESEARCH

UNDERGRADUATE MEDICAL EDUCATION

SENIOR VICE PRESIDENT & CHIEF MEDICAL OFFICER
M. Joseph Grennan Jr., MD

QUALITY MANAGEMENT

ASSISTANT VICE PRESIDENT
Debra Levengood

- Accreditation & Regulatory Compliance
- Center for Patient Safety
- Clinical Quality Improvement
- Disease Management
- Epidemiology, Infection Control, and Prevention

MEDICAL STAFF COMMITTEES

- Executive Committee
- Cancer
- Constitution & Bylaws
- Continuing Medical Education
- Credentials
- Critical Care
  Critical Care Subcommittee
  Neonatal Intensive Care
- Hospital Epidemiology & Infection Control Services
- Medical Records
- Medical Staff Health
- Nominating
- Pain Management
- Patient Care
- Radiation Safety
- Surgical Case Review
- Team for Therapeutic Intervention
  Nutrition Care Committee
- Transfusion & Blood Bank
- Utilization Management

MEDICAL STAFF

DEPARTMENTS AND SECTIONS

ANESTHESIOLOGY
Jack Hopkins, MD

- **CHRONIC PAIN MANAGEMENT**

DENTISTRY
Mark G. Dougherty, DMD

- **ENDODONTICS**
- **GENERAL DENTISTRY**
- **ORAL AND MAXILLOFACIAL SURGERY**
  Erwin H. Wolf, II, DMD
- **ORTHODONTICS**
- **PEDODONTICS**
- **PERIODONTICS**

EMERGENCY MEDICINE
Charles F. Barbera, MD

FAMILY AND COMMUNITY MEDICINE
D. Michael Baxter, MD

- **FAMILY MEDICINE**
  John J. Travers, Jr., MD
- **OCCUPATIONAL MEDICINE**
  Margaret S. Atwell, MD

MEDICINE
Cecilia M. Smith, DO

- **ALLERGY/IMMUNOLOGY**
  Richard J. Greene, MD
- **CARDIOLOGY**
  Michael Koslow, MD
- **DERMATOLOGY**
- **ENDOCRINOLOGY AND METABOLISM**
  Surendra Sivarajah, MD
- **GASTROENTEROLOGY**
  Seth E. Rosenzweig, MD
- **GENERAL INTERNAL MEDICINE**
  J. Marc Aynardi, MD
  Walter R. Bohnenblust, Jr., MD
- **GERIATRIC MEDICINE**
  Ruxandra O. Jadic, MD
- **HEMATOLOGY/ ONCOLOGY**
  Nick C. Leasure, MD
- **HOSPITALIST SERVICES**
  Walter R. Bohnenblust, Jr., MD
- **INFECTIOUS DISEASES**
  Robert S. Jones, DO
- **NEPHROLOGY**
  Paul D. Mitnick, MD
- **NEUROLOGY**
  Sowmya Lakshminarayanan, MD
- **PHYSICAL MEDICINE AND REHABILITATION**
  Kelley C. Crozier, MD
- **PULMONARY & CRITICAL CARE MEDICINE**
  John A. Shapiro, MD
- **RHEUMATOLOGY**
  Peter D. Nicholas, MD

OBSTETRICS AND GYNECOLOGY
A. George Neubert , MD

- **OBSTETRICS**
  Jean M. Payer, MD
- **GYNECOLOGY**
  Dominic J. Cammarano, DO
- **GYNECOLOGIC ONCOLOGY**
- **MATERNAL-FETAL MEDICINE**
  A. George Neubert, MD
- **REPRODUCTIVE ENDOCRINOLOGY/ INFERTILITY**
  Shahab S. Minassian, MD
- **UROGYNECOLOGY**
  Jaime B. Long, MD

PATHOLOGY
William K. Natale, MD

- **ANATOMIC PATHOLOGY**
  William B. Kimmel, MD
- **DERMATOPATHOLOGY**
  Margaret L. Freeman, MD

PEDIATRICS
Vincent J. Moffitt, MD

- **NEONATOLOGY**
  David F. Sorrentino, MD

PSYCHIATRY
Kolin D. Good, MD

- **CHILD AND ADOLESCENT PSYCHIATRY**
  Position Vacant

RADIOLOGY
Elaine R. Lewis, MD

- **DIAGNOSTIC RADIOLOGY**
  Brent J. Wagner, MD
- **INTERVENTIONAL RADIOLOGY**
  Robert C. Guay, MD
- **NUCLEAR MEDICINE**
  Randall S. Winn, MD
- **RADIATION ONCOLOGY**
  Albert Yuen, MD

SURGERY
Robert A. Brigham, MD

- **CARDIOTHORACIC SURGERY**
  Ron D. Nutting, MD
- **GENERAL SURGERY**
  Michael T. Brown, MD
- **NEUROLOGIC SURGERY**
  Thomas G. Psarros, MD
- **OPHTHALMOLOGY**
  Moiz M. Carim, MD
- **ORTHOPAEDIC SURGERY**
  John D. Casey, MD
- **OTOLARYNGOLOGY**
  Craig A. Kimmel, MD
- **PLASTIC SURGERY**
  John V. LaManna, MD
- **PODIATRIC SURGERY**
  I. E. Schifalacqua, DPM
- **TRAUMA & SURGICAL CRITICAL CARE**
  Forrest B. Fernandez, MD
- **UROLOGY**
  John M. Henry, MD
- **VASCULAR SURGERY**
  James A. Coffey, MD

VICE PRESIDENT & CHIEF MEDICAL INFORMATION OFFICER
Jorge J. Scheirer, MD

The Reading Hospital and Medical Center

RH3778 Revised 6.12

THE READING HOSPITAL
Board of Directors

THE READING HOSPITAL AND MEDICAL CENTER
Board of Directors

INTERNAL AUDIT

PRESIDENT & CHIEF EXECUTIVE OFFICER
Clint Matthews

COMPLIANCE

SENIOR VICE PRESIDENT & CHIEF FINANCIAL OFFICER
Rick Jones

- Treasury Management
- Accounting & Financial Reporting
  - Accounts Payable
  - Payroll
- Admissions Transfer
- Care Management
- Contract Management
- Cost Accounting/ Budget
- Health Information Management
- Materials Management
  - Central Sterile Processing & Distribution
  - Duplicating
  - Mail Room
  - Purchasing
  - Store Room
- Patient Financial Services
  - Charge Master Maintenance
- Payor Relations
- Revenue Auditing

SENIOR VICE PRESIDENT/ COMMUNITY & GOVERNMENT RELATIONS
Richard Mable

- Land Acquisition & Development
- Facility Master Planning
- Real Estate & Lease Holdings
- Community & Governmental Relations

SENIOR VICE PRESIDENT & CHIEF MEDICAL OFFICER
Joseph Grennan, MD

- Committees
- Departments & Sections

Liaison:
- Medical Staff

ASST. VICE PRESIDENT/ QUALITY MANAGEMENT
Debra Levengood

- Accreditation & Regulatory Compliance
- Center for Patient Safety
- Clinical Quality Improvement
- Disease Management
- Epidemiology, Infection Control, & Prevention
- Risk Management

EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER
Therese Sucher

- Culture of Excellence
  - Patient Advocates
- School of Health Sciences
  - Clinical Pastoral Education Program
  - Nursing Program
  - Paramedic/EMT Program
  - Radiologic Technology Program
  - Surgical Technology Program

Liaison:
- Anesthesiology
- Emergency Medicine
- Surgery
- Trauma & Surgical Critical Care
- The Reading Hospital SurgiCenter at Spring Ridge

VICE PRESIDENT & CHIEF NURSING OFFICER ◆
Interim
Barbara Romig

- Chaplaincy Service
- Education & Professional Development
- Emergency Department
- Inpatient Nursing
  - Critical Care Division: MICU, SICU, R3S, IV Team, Dialysis, Infusion
  - Maternal/Child Division: Beginnings Maternity, NICU, Pediatrics, Lactation Specialists
  - Medical Division: N3S, E2, E3, Stroke, EAC
  - Special Care Division: N2S, N2W, N3W, C1, CMR
  - Surgical Division: R3E, R3S, N5W, N5S, C3, Spruce Pavilion, PTU
  - Operations Resource Manager
- Nursing Practice Support
  - Magnet Project
  - Patient Education
  - Nursing Research/EBP
  - Nursing Informatics

Liaison:
- TRH Home Care

VICE PRESIDENT
Margaret Bligh

- Center for Public Health
- Child Development
- Children's Health
- Emergency Management
- Employee Health Services
- Family Health Care
- Nutrition Services
- Occupational Health
- Outpatient Services
- The Reading Health Dispensary at Second Street
- Women's Health

Liaison:
- Community Outreach
- Dentistry
- Family Medicine
- OB/GYN
- Pediatrics

Ambulatory Practices:
- RPS Gynecologic Oncology
- RPS Maternal-Fetal Medicine
- RPS Neonatology
- RPS Nurse Midwives
- RPS Pediatrics
- RPS Pelvic Health and Urogynecology
- StChris Care

VICE PRESIDENT
Carl Seidl

- Behavioral Medicine
- Cancer Center
- Center for Mental Health
- Diabetes Center
- Heart Center
- Pharmacy
- Radiology
- Respiratory Care
- Sleep Center

Liaison:
- Hospitalists
- Medicine
- Palliative Care
- Post-Acute Hospitalists
- Psychiatry
- Radiology

Ambulatory Practices:
- RPS Advanced Interventional Radiology
- RPS Behavioral Medicine
- RPS Endocrinology
- RPS Geriatrics
- RPS Hyperbaric Medicine & Wound Care
- RPS Infectious Disease
- RPS Neurology
- RPS Physical Medicine & Rehabilitation
- RPS Spine & Brain
- TRHMC Internal Medicine

VICE PRESIDENT/ SUPPORT OPERATIONS
Interim
Mark McNash

- Construction/Project Management
- Environmental Safety/Security
- Environmental Services
  - Centran
  - Customer Service
  - Laundry
- Facilities Management
- Laboratory

Liaison:
- Doctors Office Building
- Pathology

VICE PRESIDENT/ REHABILITATION SERVICES
Gregory Toot

- Physical/ Occupational Therapy
- Post-Acute Continuum
  - Transitional Care Center
  - The Rehabilitation Center
  - The Rehabilitation Clinic
- Speech & Hearing

Liaison:
- Reading Berks Physical Therapy

VICE PRESIDENT/ HUMAN RESOURCES
Mark Thomas

- Benefits
- Compensation
- Employment
- Employee Relations

VICE PRESIDENT & CHIEF INFORMATION OFFICER
Jacob McKnight

- Information Management Services
- Information & Telephone Services

VICE PRESIDENT & CHIEF MEDICAL INFORMATION OFFICER
Jorge Scheirer, MD

VICE PRESIDENT & CHIEF ACADEMIC OFFICER
David George, MD

- Continuing Medical Education
- Graduate Medical Education
  - Internal Medicine Residency
  - Osteopathic Internal Medicine Residency
  - Family Medicine Residency
  - Obstetrics & Gynecology Residency
  - Transitional Year Residency
  - Osteopathic Internship
- Library Services
- Research
- Undergraduate Medical Education

Liaison:
- Academic Affiliations

SENIOR DIRECTOR/ COMPLIANCE & LEGAL SERVICES & CHIEF COMPLIANCE OFFICER
Kathleen Wetzel

- Legal Services
- Compliance Program

DIRECTOR/ PHYSICIAN RECRUITMENT
Robert Carper

- Physician Recruitment

DIRECTOR/ PERIOPERATIVE SERVICES
Christel Grazier

- Anesthesia
- GI Lab
- Operating Rooms
- PreAdmission Testing
- SurgiCenter

PRACTICE ADMINISTRATOR/ RPS SURGICAL PRACTICES
Theresa Fink

- Cardiothoracic Surgery
- ENT
- Plastic & Reconstructive Surgery
- Vascular Surgery
- Weight Management

DIRECTOR/TRH SURGICENTER AT SPRING RIDGE
Pam Ertel

- SurgiCenter

DIRECTOR/ COMMUNICATION SERVICES
Wendie Waschitsch

- Development
- Interpreting Services
- Marketing
- Media Services
- Public Relations

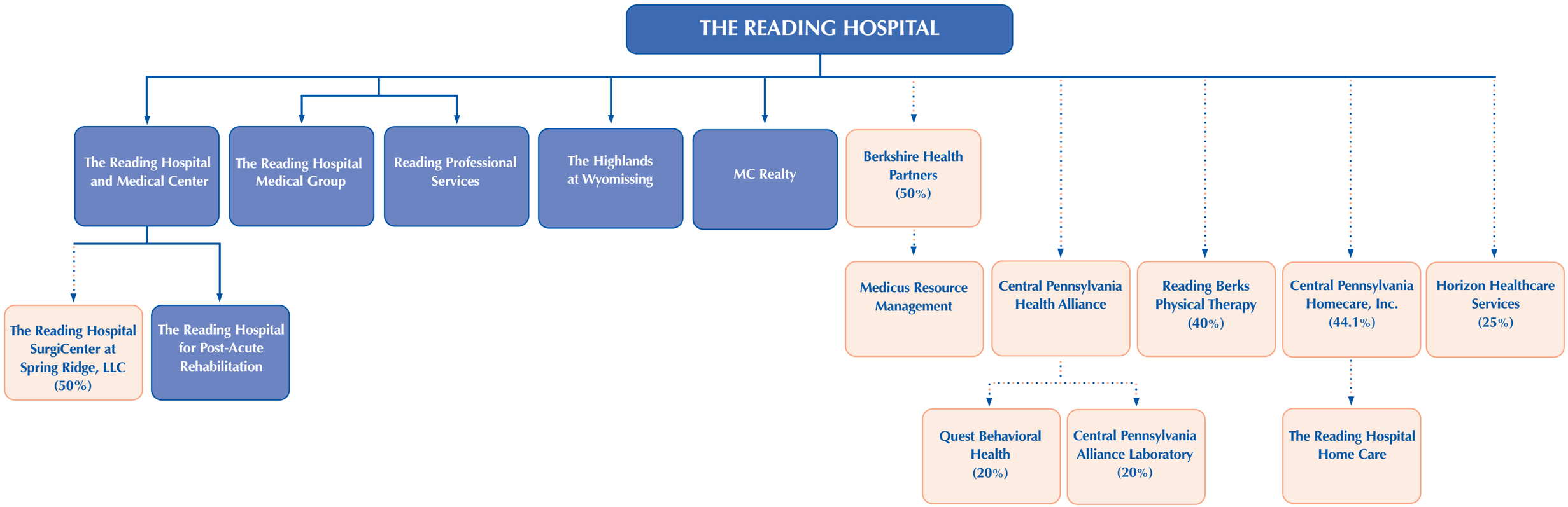
DIRECTOR/ VOLUNTEER SERVICES
Desha Dickson

- Gift Shops
- Volunteer Services

Liaison:
- Friends

◆ CNO has oversight for nursing practice standards for nursing services rendered throughout the organization through shared governance councils, nursing practice support programs, and collaborative forums.

The Reading Hospital and Medical Center



····· Joint Ventures

The Reading Hospital and Medical Center

RH3856 Revised 5.12

THE READING HOSPITAL
Board of Directors

THE READING HOSPITAL AND MEDICAL CENTER
Board of Directors

PRESIDENT & CHIEF EXECUTIVE OFFICER
Clint Matthews

SENIOR VICE PRESIDENT & CHIEF MEDICAL OFFICER
M. Joseph Grennan Jr., MD

- THE READING HOSPITAL MEDICAL STAFF
- ASSISTANT VICE PRESIDENT/ QUALITY MANAGEMENT
  Debra Levengood

SENIOR VICE PRESIDENT/ COMMUNITY & GOVERNMENT RELATIONS
Richard Mable

VICE PRESIDENT & CHIEF ACADEMIC OFFICER
David George, MD

VICE PRESIDENT & CHIEF INFORMATION OFFICER
Jacob McKnight

VICE PRESIDENT & CHIEF MEDICAL INFORMATION OFFICER
Jorge Scheirer, MD

SENIOR DIRECTOR OF COMPLIANCE & LEGAL SERVICES/ CHIEF COMPLIANCE OFFICER
Kathleen Wetzel

DIRECTOR/ COMMUNICATION SERVICES
Wendie Waschitsch

DIRECTOR/ VOLUNTEER SERVICES
Desha Dickson

- FRIENDS OF THE READING HOSPITAL AND MEDICAL CENTER

EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER
Therese Sucher

VICE PRESIDENT & CHIEF NURSING OFFICER
Interim
Barbara Romig

VICE PRESIDENT/ HUMAN RESOURCES
Mark Thomas

VICE PRESIDENT/ REHABILITATION SERVICES
Gregory Toot

VICE PRESIDENTS
Margaret Bligh
Mark McNash
Carl Seidl

DIRECTOR/ PERIOPERATIVE SERVICES
Christel Grazier

DIRECTOR/ PHYSICIAN RECRUITMENT
Robert Carper

DIRECTOR/ SCHOOL OF HEALTH SCIENCES
Debbie Rahn

- PRACTICE ADMINISTRATOR/ RPS SURGICAL PRACTICES
  Theresa Fink
- DIRECTOR/ TRH SURGICENTER AT SPRING RIDGE
  Pam Ertel

SENIOR VICE PRESIDENT & CHIEF FINANCIAL OFFICER
Rick Jones

THE HIGHLANDS AT WYOMISSING
PRESIDENT (Interim)
Kevin DeAcosta

THE READING HOSPITAL MEDICAL GROUP
EXECUTIVE DIRECTOR
Gregory Lutz

CHIEF FINANCIAL OFFICERS

BERKSHIRE HEALTH PARTNERS
PRESIDENT & CHIEF EXECUTIVE OFFICER
Charles Wills

- MEDICUS RESOURCE MANAGEMENT

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The Reading Hospital and Medical Center

INFORMATION SOURCES

The following manuals are on the Hospital Intranet:
- Administrative Policies and Procedures
- Infection Control
- Information Management Services
- Laboratory Administrative
- Medical Records
- Nursing
- Nutrition
- Personnel
- Risk Management
- SurgiCenter

The following manuals are located in Administration:
- Administrative Bylaws
- Administrative Policies and Procedures

The following manuals are located in the Medical Director's office:
- Credentialing
- Critical Care (also in Critical Care Units)
- Emergency Medicine (also in ED)
- Medical Staff Bylaws
- Medical Staff Rules and Regulations
- Pennsylvania Medical Society Medical Staff Handbook

The following manuals are available in Nursing Administration:
- Administrative Policies & Procedures
- Infection Control

The following manuals are available at each nursing station:
- Emergency Management
- Fire and Safety
- Laboratory Services
- Nursing

The following manuals are located in the office of the Director of Environmental Services:
- Hazardous Waste Management
- Right to Know/Hazard Communication Standard

The following policy is located in the central GME office:
- Internal Review Policy and Protocol