

## THE HOUSESTAFF MANUAL/POLICIES

There shall be a training manual, which will include, but not be limited to the following procedures for interns:

1. Educational goals and objectives for all core and/or regularly assigned rotations.
2. A set of rules and regulations stating intern duties and responsibilities, including floor procedures and general orders.
3. Leave policies.
4. All financial arrangements, including housing, meals and other benefits, as determined by the institution and described in the intern contract.
5. An outline of the content of the orientation program.
6. Reminders that outside clinical work for pay is prohibited.
7. Interns must remain members of the AOA.
8. Policies governing evaluation and appeal mechanisms.