

Texas Institute for Graduate Medical Education and Research



## Policy and Procedure Manual

2/15/2017

8/18/2017 Revised

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# Responsibilities of the Designated Institutional Official (DIO)

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The ACGME requires that institutions sponsoring GME programs be led by a Designated Institutional Official (DIO), who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of the Sponsoring Institution’s GME programs, as well as responsibility for assuring compliance with ACGME Requirements (Institutional, Common, and specialty/subspecialty-specific Program Requirements).

Responsibilities of the DIO include all of the following:

### Participation in the Institutional governance of GME programs

- Maintain current knowledge of and compliance with TIGMER GME Policies
- Maintain current knowledge of and compliance with ACGME Institutional and Program Requirements - [www.acgme.org](http://www.acgme.org))
- Participate as a voting member in GMEC
- Cooperate promptly with requests by the various regulatory bodies for information, documentation, etc.
- Maintain accurate and complete institutional GME files in compliance with ACGME and with institutional records retention policies
- Lead institutional involvement with NRMP and other Matches, ERAS, Texas Medical Board, the Texas Osteopathic Medical Association, and other entities
- Ensure sufficient financial support and protected time to effectively carry out educational, administrative, and leadership responsibilities, both by the DIO and the GME Office
- Engage in professional development applicable to responsibilities as an educator

### Educational Aspects of the Sponsoring Institution

- Ensure that programs provide an educational curriculum as defined in the ACGME Program Requirements for the specialty
- Assist programs’ appropriate use of milestones to assess residents’ competence in areas as defined in the ACGME Program Requirements for the specialty

- Participate in professional development programs for program directors and teaching faculty

**ACGME accreditation matters**

- Maintain current knowledge of and compliance with the ACGME Requirements at all levels
- Oversee and certify annual update of ACGME’s Accreditation Data System (ADS)  
Prepare accurate and complete institutional documentation for self-study site visits
- The DIO must serve as a voting member of the GMEC.
- The DIO and the GMEC must monitor the responses by the programs to actions recommended by the GMEC The DIO will ensure that s/he, or a designee in the absence of the DIO, reviews and cosigns all program information forms and any documents or correspondence submitted to the ACGME by program directors
- The DIO and/or the Chair of the GMEC is required to present an annual report to the Organized Medical Staff(s) (OMS) and the governing body(s) of the Sponsoring Institution, and to other bodies as directed by ACGME.
- Maintain effective communication with appropriate personnel of other institutions participating in the residency training

**REASON FOR POLICY**

**PROCEDURES**

**FORMS/INSTRUCTIONS**

**RESPONSIBILITIES**

**FAQ**

**ADDITIONAL CONTACTS**

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

**DEFINITIONS**

**RELATED INFORMATION**

**HISTORY**



# Continuity of GME Oversight

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

In the event that the DIO is not available to provide oversight, represent the GME programs, sign documentation related to accreditation, or other functions, the role will be filled by the UIWSOM Director for Graduate Medical Education. In the absence of both the UIWSOM Associate Dean for Graduate Medical Education and the UIWSOM Director for Graduate Medical Education, a member of the GME Executive Committee may be designated to fill the role.

## REASON FOR POLICY

In the absence of the DIO, a process is necessary to ensure appropriate continuity of management of institutional GME endeavors and oversight of GME programs.

## PROCEDURES

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

## FAQ

## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# GMEC Oversight and Required Policies

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

It is the policy of the GMEC to maintain oversight of training programs by assuring that the GMEC reviews and approves at least the following issues before programs correspond with their RRCs.

- All applications for ACGME accreditation of new programs and subspecialties,
- Changes in resident complement,
- Major changes in program structure or length of training,
- Additions and deletions of participating sites,
- Appointments of new program directors,
- Progress reports requested by any Review Committee,
- Responses to all proposed adverse actions,
- Requests for exceptions of resident duty hours,
- Requests to inactivate or to reactivate a training program,
- Voluntary withdrawals of ACGME-accredited programs,
- Requests for an appeal of an adverse actions, and
- Appeal presentations to a Board of Appeal or the ACGME.

It is the policy of the GMEC to maintain oversight of training programs by assuring that programs include at least the following policies for review by residents and faculty members. Programs are permitted to develop additional policies with approval of the GMEC that might aid in education or further explain processes to the residents.

- Recruitment and selection,
- Promotion or, for a single year program - a completion policy,
- Grievance and due process,
- Warning, probation and dismissal,
- Graded responsibility and supervisory lines of responsibility for patient care,
- Moonlighting,
- Duty hours including education and monitoring.
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## REASON FOR POLICY

**FORMS/INSTRUCTIONS**



## GMEC Conflict of Interest Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: April 2016	ACGME Common Program Requirement #:

1. TIGMER members must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the disinterested members of TIGMER.
2. A disinterested member of TIGMER may bring to the attention of the consortium a possible conflict of interest situation involving another member of TIGMER.
3. A TIGMER member unilaterally may determine that he or she has an actual or possible conflict of interest and voluntarily recuse him or herself from the evaluation, deliberation or action of TIGMER in question at any time. In the event that a TIGMER member recuses him or herself, TIGMER need not make a formal determination with regard to the existence of a possible or actual conflict of interest.
4. If, after disclosure of facts or circumstances that suggest an actual or possible conflict of interest, the TIGMER member does not recuse him or herself, and after any discussion with the interested party, he or she shall leave the TIGMER meeting while the determination of an actual or possible conflict of interest is discussed and voted upon by the disinterested TIGMER members.
5. In the event a TIGMER member recuses him or herself or he or she is deemed to have an actual or possible conflict of interest by a vote of the disinterested members of TIGMER, he or she shall leave the meeting during the discussion of, and the vote on, the matter involving the actual or possible conflict of interest.
6. If TIGMER has reasonable cause to believe a Board of Trustees member has failed to disclose an actual or possible conflict of interest and he or she has failed to recuse him or herself, it shall inform the individual of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
7. Each member of TIGMER annually shall sign a statement that affirms the following: (1) The individual has received a copy of the Conflict of Interest Policy; (2) The individual has read and understands the policy; and (3) The individual has agreed to comply with the spirit and intent of the policy.

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## REASON FOR POLICY

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## PROCEDURES

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## FORMS/INSTRUCTIONS

### **Conflict of interest Signature Form**

By affixing my signature below, I hereby acknowledge and affirm:

1. I have received a copy of the Texas Institute of graduate Medical Education and Research (TIGMER) Conflict of Interest Policy.
2. I have read and understand the Conflict of Interest Policy.
3. I agree to comply with the spirit and intent of the Conflict of Interest Policy.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Training Program Reduction/Closure OR Sponsoring Institution Closure Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.N., IV.N.1, IV.N.2
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The TIGMER is committed to providing a high quality educational experience for all residents/fellows (trainees) enrolled in ACGME accredited and non-ACGME accredited graduate medical education training programs.

In the event of program closure or to reduce the trainee complement, whether by ACGME, departmental, or institution necessity, the program director must notify the Designated Institutional Official (DIO) and the program’s trainees immediately. Please see responsibilities outlined below.

## REASON FOR POLICY

## PROCEDURES

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

### Program Responsibilities

- Program closure or reduction due to ACGME adverse action
  - Program director must notify the DIO and trainees as soon as notification is received. Trainees must be made aware of how the reduction in complement will affect their training.
  - Program director will work closely with the office of the DIO to make every effort within budgetary constraints to allow existing trainees to complete their education or provide assistance in transferring the trainee to another program.
- Reduction in trainee complement
  - Program director should discuss the impact of the reduction with the current trainees.
  - Program director must submit a request through ACGME WebADS.
  - Request is reviewed and voted upon by the Graduate Medical Education Committee (GMEC).

## Sponsoring Institution/DIO Responsibilities

- Program closure or reduction due to ACGME adverse action
  - DIO will present the request to the GMEC.
  - DIO will work collaboratively with the program director as outlined above.
- Reduction in trainee complement
  - DIO will bring request to the GMEC for review and action.
  - GME Administration will approve the change in WebADS.
- Major participating site closure or reduction
  - GME Administration will work with program and other major participating sites and participating institutions to redistribute the affected trainee population.
- Sponsoring Institution closure or reduction
  - The TIGMER Board of Directors must notify the DIO within 30 days of the decision to close or reduce programs.
  - DIO will notify programs and trainees as soon as possible.
  - The Sponsoring Institution will make every effort within budgetary constraints to allow existing trainees to complete their education or provide assistance in transferring the trainees to another program.

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Disaster Planning Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

This policy applies to all GME training programs sponsored by TIGMER.

Following declaration of a disaster, the Designated Institutional Official (DIO), Graduate Medical Education Committee (GMEC) and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster.

In order to maximize the likelihood that trainees will be able to complete program requirements within the standard time required for certification in that specialty, steps will be taken to transfer the affected trainees to other local sites. If leadership determines that the sponsoring institution can no longer provide adequate educational experience for its trainees, the sponsoring institution will, to the best of their ability, arrange for temporary transfer of trainees to programs at other sponsoring institutions until such time as the sponsoring institution is able to resume providing the educational experience.

The Program Director will then give the trainees, who temporarily transfer to other programs as a result of a disaster, an estimated time that relocation to another program will be necessary. Should that initial time need to be extended, the trainees will be notified by their Program Director using written or electronic means identifying the estimated time of the extension.

If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, then permanent transfers will be arranged.

The TIGMER DIO will be the primary institutional contact with the ACGME and the Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution.

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## REASON FOR POLICY

This Disaster Planning Policy and Procedures is intended to augment existing plans that are applicable to the institutions affected.

It is intended to protect the well-being, safety and educational experiences of the residents/fellows, hereby referred to as trainees, enrolled in TIGMER GME training programs.

It provides guidelines for communication with trainees and program leadership to assist in reconstituting or restructuring the trainee's educational experiences as quickly as possible after the disaster, or determining need for transfer or closure in the event of being unable to reconstitute normal program activity.

It provides general information and procedures to support TIGMER GME training programs and trainees in the event of a disaster or interruption in their educational experience.

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## **PROCEDURES**

1. Upon the occurrence of the disaster and immediately following- up to 72 hours:  
Immediate email communication is to all parties and details the future communication plan.

### **Associate Dean/DIO (GME Administration)**

The DIO is the primary institutional contact with the ACGME and Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution. The DIO consults with the Office of the General Counsel, hereby referred to as the OGC, and hospital leadership as needed and may decide to convene a planning meeting to work through important details in managing the situation.

The immediate email communication to all parties will go out through Graduate Medical Education Administration, hereby referred to as GME Administration. GME Administration will maintain an email list-serve and list of phone and pager numbers for core residency Program Directors which will be transferred to a memory stick and kept in a separate geographic location.

If email communication is not possible, then GME Administration will contact the core residency Program Directors by phone or pager. Fellowship Directors should contact the Program Directors of their core residency program with fellowships to determine next steps.

### **Program Director**

First point of contact. They are responsible for getting communications out to their trainees and if necessary to their fellowship directors. Program Directors must update their email list- serves and list of phone and pager numbers on an annual basis. Programs and/or departments must insure that this data is kept in a separate geographic location.

### **Residents/Fellows (Trainees)**

Initially they are expected to report to their originally assigned hospital/clinic location. In the event the hospital/clinic is affected by the disaster and unable to operate in the usual fashion or if the patient load is skewed by the disaster, some or all of the trainees may need to be reassigned by the DIO after discussion with the Program Director and approval of the DIO with the hospital officials.

2. Institutional Assessment and Decision-making on Program and Institution Status and Resident Transfer - 3-30 days following disaster

## **Communications going forward**

### **Associate Dean/DIO (GME Administration)**

The DIO will communicate (call or email) with ACGME regarding the impact of the disaster.

Within **ten days** after the declaration of a disaster by the ACGME, the DIO (or another institutionally designated person, if the institution determines that the DIO is unavailable), will:

- Contact the ACGME to discuss due dates that ACGME will establish for the programs:
  - To submit program reconfigurations to ACGME and
  - To inform each program's trainees of transfer decisions.

The due dates for submission shall be no later than **30 days** after the disaster unless other due dates are approved by ACGME.

The DIO will monitor progress of both healthcare delivery and functional status of GME training programs for their educational mission during and following a disaster. They (or their designees) will work with the ACGME to determine the appropriate timing and action of the options for disaster impacted institution and/or programs:

1. Maintain functionality and integrity of program(s),
2. Temporary resident transfers until program(s) reinstated, or
3. Permanent resident transfer, as necessitated by program or institution closure.

Information and decision communications will be maintained with Program Directors and trainees, as appropriate to circumstances of the individual disaster event.

#### Program Director

The Program Director(s) will communicate (call or email) with their appropriate Review Committee(s) (RRC) regarding the impact of the disaster. The ACGME website provides instructions for changing resident email information in the ACGME Web Accreditation Data System.

#### Residents/Fellows (Trainees)

The trainees should call or email the appropriate Review Committee Executive Director with information and/or requests for information. On its website, ACGME will provide instructions for changing resident email information on the ACGME Web Accreditation Data System.

#### ACGME

If within the ten days the ACGME has not received communication from the DIO or designee, the ACGME will attempt to establish contact with the DIO(s) to determine the severity of the disaster, its impact on training, and next steps.

ACGME will establish a fast track process for reviewing (and approving or not approving) submissions by programs relating to program changes to address disaster effects, including, without limitation, (a) the addition or deletion of a participating institution, (b) change in the format of the educational program, and (c) change in the approved resident complement.

Once information concerning a disaster-affected program's condition is received, ACGME may determine that one or more site visits is required. Prior to the visits, the DIO will receive notification of the information that will be required. This information, as well as information received by the ACGME during these site visits, may be used for accreditation purposes. Site visits that were scheduled prior to a disaster may be postponed.

New ACGME policy will supersede these current policies as they become enacted.

#### Residents/Fellows (Trainees) Transfer

Institutions offering to accept temporary or permanent transfers from programs affected by a disaster must complete a form found on the ACGME website. Upon request, ACGME will give information from the form to affected programs and trainees, and post the information on its website, upon authorization. At the outset of a temporary transfer, a program must inform each transferred trainee of the minimum duration and the estimated actual duration of his/her temporary transfer, and continue to keep each trainee informed of such durations. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency year, it will so inform each transferred resident.

#### 3. When the Disaster has Ended:

- Plans will be made with the participating institutions to which trainees have been transferred

- for them to resume training at TIGMER institutions.
- Appropriate credit for training will be coordinated with the ACGME and the applicable Residency Review Committees and
- Decisions as to other matters related to the impact of the disaster on training will be made.

### **Finance**

During and/or immediately following a disaster, TIGMER will make every effort to insure that the trainees continue to receive their salary and fringe benefits during any disaster event recovery period, and/or accumulate salary and benefits until such time as utility restoration allows for fund transfer.

Longer term funding will be determined on the basis of the expected operations of the teaching sites, CMS and governmental regulations and the damage to the infrastructure of the finance and hospital operations.

### **Administrative Information and Redundancy and Recovery**

Trainee's demographic documentation stored in TIGMER on-line GME management system is stored in a redundant disk array, with copies in two physical locations. There are incremental backups to an off- site vendor nightly. Full backups are done weekly by the vendor. If programs use the on-line GME management system for other trainee or program documentation, the same information as stated above applies.

Data and documents stored in the Residency Management Suite (RMS) by New Innovations are stored on two IIS servers and two SQL servers at each data center in separate cities. Data from each server is copied to the other server every hour. The servers also have full backups run every night and the backups are located on a backup sub-system own and operated by another company.

The TIGMER servers also have a detailed back-up and recovery system in place. Programs are responsible for establishing procedures to protect the academic and personnel files of all residents from loss or destruction by disaster. This should include at least a plan for storage of data in a separate geographic location away from the sponsoring institution.

### **Legal and Medical-Legal Aspects of Disaster Response Activity**

Residents/fellows serving under the direction of their program in disaster response efforts will be covered by their employer's liability insurance company. Residents/fellows who act as emergency responders under an executive order issued by the governor of Texas are immune from damages for their good faith acts/omissions in rendering emergency care, advice or assistance under emergency plans.

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## **FORMS/INSTRUCTIONS**

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## **RESPONSIBILITIES**

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## **FAQ**

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## **ADDITIONAL CONTACTS**

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

A disaster is defined herein as an event or set of events causing significant alteration to the trainees' experience of a TIGMER GME training program.

This policy and procedure document acknowledges that there are multiple types of disaster including but not limited to acute disaster with little or no warning (e.g. tornado, bombing), and the insidious disruption or disaster (e.g. pandemic event). This policy and procedure will address disaster and disruption in the broadest terms.

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## RELATED INFORMATION

ACGME Disaster Policy; AMA Guidelines; CMS Guidelines

CMS Funding: [http://www.cms.hhs.gov/AcuteInpatientPPS/Downloads/Katrina\\_Fact\\_Sheet.pdf](http://www.cms.hhs.gov/AcuteInpatientPPS/Downloads/Katrina_Fact_Sheet.pdf)

ACGME policies and procedures:

ACGME Plan to Address Disaster Significantly Altering the Residency Experience at One or More Residency Program (Section G, page 82)

[http://www.acgme.org/acWebsite/about/ab\\_ACGMEPoliciesProcedures.pdf](http://www.acgme.org/acWebsite/about/ab_ACGMEPoliciesProcedures.pdf)

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## HISTORY



# Supervision Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

There must be sufficient institutional oversight to assure that trainees are appropriately supervised. Appropriate supervision means that a trainee is supervised by the teaching faculty in such a way that the trainees assume progressively increasing responsibility according to their level of education, proven ability, and experience. On-call schedules for teaching faculty must be structured to ensure that supervision is readily available to trainees on duty. The level of responsibility accorded to each trainee must be determined by the program director and the teaching faculty.

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## REASON FOR POLICY

To ensure that the TIGMER GME programs provide appropriate supervision for all trainees that is consistent with proper patient care, the educational needs of trainees, and the applicable ACGME Review Committee (RC) and Common Program Requirements.

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

### PROGRAM RESPONSIBILITY

It is the responsibility of individual program directors to establish detailed written policies describing trainee supervision at each level for their residency/fellowship programs. The policies must be maintained in the Program Manual.

The requirements for on-site supervision will be established by the program director for each residency/fellowship in accordance with ACGME guidelines and should be monitored through periodic department reviews, with institutional oversight through the GMEC internal review process.

**Programs should establish policies that support Effective Supervisor Behaviors, see related information.**

Set clear expectations

- When to call
- Situations in which trainees should always call
- How to call – provide accurate pager/phone numbers
- Trainees role in the care of the patient

Create a safe learning environment

- Reassure the trainee that is always appropriate to call if uncertain
- Recognize and address uncertainty in the trainee

Be readily available

- Answer pages and phone calls promptly
- Planned communication (schedule times for calls)

Balance supervision with trainee autonomy. Provide input but don't take over the case

Be respectful

- Be patient with the trainee regardless of time of day
- Don't yell at or belittle a trainee

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

- Direct – the supervising physician is physically present with the trainee and patient
  - Indirect
    - With supervision immediately available the supervising physician is physically within the hospital or other site of patient care and is immediately available to provide direct supervision
    - With direct supervision available the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by phone and/or other electronic modalities and is available to provide direct supervision
  - Oversight – the supervising physician is available to provide review of procedures/encounters with feedback provided after the care is delivered
-

## **RELATED INFORMATION**

### **EFFECTIVE SUPERVISEE (TRAINEE) BEHAVIORS**

- Trainee may request the physical presence of an attending at any time and is never to be refused
  - Know and follow your programs policies for when you must always contact supervisor
  - If you are uncertain...call your supervisor
  - If a patient has a change in status...call your supervisor
  - Present data to supervisor accurately. If you omitted part of the exam let them know
  - Provide feedback to supervisor regarding what was helpful
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## **HISTORY**



# Discipline, Dismissal, Non-Renewal Policy & Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Trainees can be disciplined for both academic and non-academic reasons. Forms of discipline include, but are not limited to: warning, required compliance, remedial work, probation, suspension, contract non-renewal and dismissal. There are separate grounds and procedures for each type of discipline as outlined below.

## REASON FOR POLICY

### Discipline/Dismissal for Academic Reasons

#### Grounds

As students, GME trainees are required to maintain satisfactory academic performance. Academic performance that is below satisfactory is grounds for discipline and/or dismissal. Below satisfactory academic performance is defined as a failed rotation; relevant exam scores below program requirements; and/or marginal or unsatisfactory performance, as evidenced by faculty evaluations and other assessments, in the areas of clinical diagnosis and judgment, medical knowledge, technical abilities, interpretation of data, patient management, communication skills, interactions with patients and other healthcare professionals, professionalism, and/or motivation and initiative.

To maintain satisfactory academic performance, residents/fellows also must meet all eligibility requirements throughout the training program. Failure or inability to satisfy licensure, registration, fitness/availability for work, visa, immunization, or other program-specific eligibility requirements are grounds for dismissal or contract non-renewal.

## PROCEDURES

### Procedures

Before dismissing a trainee or not renewing the contract of a trainee for academic reasons, the program must give the trainee:

- Notice of performance deficiencies;
- An opportunity to remedy the deficiencies; and
- Notice of the possibility of dismissal or non-renewal if the deficiencies are not corrected.

Trainees disciplined and/or dismissed for academic reasons may be able to grieve the action through the Conflict Resolution Process for Student Academic Complaints Policy. This grievance process is not intended as a substitute for the academic judgments of the faculty who have

evaluated the performance of the trainee, but rather is based on a claimed violation of a rule, policy or established practice of the University or its programs.

### **Academic Probation**

Trainees who demonstrate a pattern of unsatisfactory or marginal academic performance will undergo a probationary period. The purpose of probation is to give the residents/fellows specific notice of performance deficiencies and an opportunity to correct those deficiencies. The length of the probationary period may vary but it must be specified at the outset and be of sufficient duration to give the trainee a meaningful opportunity to remedy the identified performance problems. Depending on the trainee's performance during probation, the possible outcomes of the probationary period are: removal from probation with a return to good academic standing; continued probation with new or remaining deficiencies cited; non-promotion to the next training level with further probationary training required; contract non-renewal; or dismissal.

### **Discipline/Dismissal for Non-Academic Reasons**

#### **Grounds**

Grounds for discipline and/or dismissal of a trainee for non-academic reasons include, but are not limited to, the following:

- Failure to comply with the bylaws, policies, rules, or regulations of TIGMER
- , affiliated hospital, medical staff, department, or with the terms and conditions of this document.
- Commission by the trainee of an offense under federal, state, or local laws or ordinances which impacts upon the abilities of the trainee to appropriately perform his/her normal duties in the residency program.
- Conduct, which violates professional and/or ethical standards; disrupts the operations of the University, its departments, or affiliated hospitals; or disregards the rights or welfare of patients, visitors, students, hospital/clinical staff, or others involved in the training program.

#### **Procedures**

Prior to the imposition of any discipline for non-academic reasons, including, but not limited to, written warnings, probation, suspension, or termination from the program, a trainee shall be afforded:

- Clear and actual notice by the appropriate TIGMER or hospital representative of charges that may result in discipline, including where appropriate, the identification of persons who have made allegations against the trainee and the specific nature of the allegations; and,
- An opportunity for the trainee to appear in person to respond to the allegations.
- Following the appearance by the trainee, a determination should be made as to whether reasonable grounds exist to validate the proposed discipline. The determination as to whether discipline would be imposed will be made by the respective Medical School department head or his or her designee. A written statement of the discipline and the reasons for imposition, including specific charges, witnesses, and applicable evidence shall be presented to the trainee.

#### **After the imposition of any discipline for non-academic reasons, a trainee may avail himself or herself of the following procedure:**

- If within thirty (30) calendar days following the effective date of the discipline, the trainee requests in writing to the DIO a hearing to challenge the discipline, a prompt hearing shall be scheduled. If the trainee fails to request a hearing within the thirty (30) day time period, his/her rights pursuant to this procedure shall be deemed to be waived.
- The hearing panel shall be comprised of three persons not from the residency/fellowship program involved: a chief resident; a designee of the Dean of the University of the Incarnate Word School of Osteopathic Medicine; and an individual recommended by the Chair of the Graduate Medical Education Committee.
- The panel will be named by the Dean of the School of Osteopathic Medicine or his or her designee and will elect its own chair. The hearing panel shall have the right to adopt, reject or modify the discipline that has been imposed.

#### **At the hearing, a trainee shall have the following rights:**

- Right to have an advisor appear at the hearing. The advisor may be a faculty member, trainee, attorney, or any other person. The trainee must identify his or her advisor at least five (5) days prior to the hearing;

- Right to hear all adverse evidence, present his/her defense, present written evidence, call and cross-examine witnesses; and,
- Right to examine the individual's residency/fellowship files prior to or at the hearing.
- The proceedings of the hearing shall be recorded.
- After the hearing, the panel members shall reach a decision by a simple majority vote based on the record at the hearing.
- The residency/fellowship program must establish the appropriateness of the discipline by a preponderance of the evidence.
- The panel shall notify the trainee in writing of its decision and provide the trainee with a statement of the reasons for the decision.

Although the discipline will be implemented on the effective date, the stipend of the trainee shall be continued until his or her thirty (30) day period of appeal expires, the hearing panel issues its written decision, or the termination date of the agreement, whichever occurs first.

The decision of the panel in these matters is final, and there are no further rights to appeal.

Any TIGMER clinical training site has the right to impose immediate summary suspension upon a trainee if his or her alleged conduct is reasonably likely to threaten the safety or welfare of patients, visitors or hospital/clinical staff. In those cases, the trainee may avail he or she of the hearing procedures described above. The foregoing procedures shall constitute the sole and exclusive remedy by which a trainee may challenge the imposition of discipline based on non-academic reasons.

### **Non-renewal of Agreement of Appointment**

In instances where a trainee(s) agreement is not going to be renewed, TIGMER ensures that its ACGME accredited programs provide the trainee(s) with a written notice of intent not to renew a trainee(s) agreement no later than four months prior to the end of the trainee(s) current agreement. However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the agreement, TIGMER ensures that its ACGME-accredited programs provide the trainee(s) with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the agreement.

Trainee(s) will be allowed to implement the institution's grievance procedures if they have received a written notice of intent not to renew their agreement.

## **FORMS/INSTRUCTIONS**

## **RESPONSIBILITIES**

## **FAQ**

## **ADDITIONAL RESOURCES**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Fax/Email</b>
Subject			
Policy			





# Grievance and Appeal Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The Graduate Medical Education Committee (GMEC) serves as the appeals body for all residents in programs sponsored by TIGMER, independent of their funding source, for dismissal or nonrenewal, or other actions that could significantly threaten a resident’s intended career development, including non-promotion to a subsequent PGY level.

Dismissal or non-renewal or non-promotion to a subsequent PGY level could occur because of failure to comply with the resident’s responsibilities, failure to demonstrate appropriate medical knowledge or skill as determined by the program’s supervising faculty, or failure to abide by the terms of the resident’s contract of employment. This appeals mechanism is open to a resident who has suffered an adverse action including dismissal during an academic year or non-renewal of contract for the following academic year in a categorical program in which there has been no explicit information provided to the resident that advancement was based on a pyramidal system, as well as nonpromotion to a subsequent PGY level.

**Academic failure** – Residents are learners within our programs. When a resident fails to progress academically, it is the responsibility of the program director to document a warning period prior to instituting probationary status, dismissal, failure to reappoint, or failure to promote to the subsequent PGY level; to demonstrate efforts for the provision of opportunities for remediation; and to notify the DIO of the proposed action(s). It should be very unusual to dismiss a resident for academic failure without a probationary period. Opportunities should be provided (and documented) for the resident to discuss with the program leadership the basis for probation, the expectations of the probationary period and the evaluation of the resident’s performance during the probation.

**Misconduct** – In addition to their academic responsibilities, residents have clinical responsibilities within our programs. Dismissal without warning may be justified in response to specific examples of misconduct. Examples include (but are not limited to) the following: lying; falsification of a medical record; violation of medical record privacy; being under the influence of intoxicants or drugs; disorderly conduct, harassment of other employees (including sexual harassment), or the use of abusive language on the premises; fighting, encouraging a fight, or threatening, attempting, or causing injury to another person on the premises.

**Informal procedure** – Residents who are concerned about actions within their programs that could significantly threaten their intended career development are encouraged to contact the DIO regarding their concerns. The DIO will work with the resident and the program as the particular situation requires.

**Formal grievance procedure** - In the event that a resident is to be placed on probationary status,

dismissed, his/her training agreement not renewed, or not promoted to a subsequent PGY level, he/she may initiate a formal grievance procedure. The resident shall present the grievance in writing to the DIO within thirty (30) working days after the date of notification of proposed adverse status. The grievance shall state the facts upon which the grievance is based and requested remedy sought. The DIO or designate shall respond to the grievance with written answer no later than fifteen (15) working days after he/she received it. If the resident is not satisfied with the response, he/she may then submit, within fifteen (15) working days of receipt of the DIO's response, a written request for a hearing.

**Hearing** - The hearing procedure will be coordinated by the DIO or designate, who will preside at the hearing, but will not be a voting participant. The hearing will be scheduled within thirty (30) working days of the resident's request for a hearing. The hearing panel will consist of at least three (3) members of the GMEC. The DIO will determine the time and site of the hearing in consultation with the resident and program leadership. The resident shall have a right to self-obtained legal counsel at his/her own expense; however retained counsel may not actively participate or speak before the hearing participants, nor perform cross-examination.

The format of the hearing will include a presentation by a departmental representative; an opportunity for a presentation of equal length by the house officer; an opportunity for response by the representative, followed by a response of equal length by the house officer. This will be followed by a period of questioning by the hearing panel. The ADGME in consultation with the departmental representatives and the resident will determine the duration of the presentations and the potential attendees at the hearing.

The resident will have a right to request documents for presentation at the hearing and the participation of witnesses. The DIO at his/her discretion will invite the latter, following consultation with the hearing panel. A final decision will be made by a majority vote of the hearing panel and will be communicated to the resident within ten (10) working days after the hearing. This process will represent the final appeal within TIGMER and its affiliated hospitals.

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## REASON FOR POLICY

The Accreditation Council for Graduate Medical Education (ACGME) requires that sponsoring institutions provide fair and reasonable written institutional policies and procedures for grievance and due process, which may be utilized when academic or other disciplinary actions taken against residents could result in dismissal, non-renewal of a resident's agreement or other actions that could significantly threaten a resident's intended career development, including non-promotion to a subsequent PGY level.

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
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<b>Primary Contact(s)</b>			
Subject			

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## **DEFINITIONS**

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## **RELATED INFORMATION**

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## **HISTORY**



# Duty Hours Policy

Effective Date: January 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: May 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #: III.B.5, III.B.5.a), IV.J., III.B.3., III.B.3.a), III.B.3.b)
Origination Date: January 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

All programs are required to adhere to and monitor compliance of their trainees with the ACGME duty hour standards as outlined in the revised ACGME Common Program Requirements. Programs must also follow the program-specific guidelines as outlined by their individual Review Committees (RCs). The sponsoring institution monitors program’s adherence to the duty hour requirements through regular review of duty hour violations in RMS, the Internal Review process as well as annual review of program manuals to ensure the proper policies are in place.

## REASON FOR POLICY

To outline the revised ACGME duty hour requirements and the responsibilities of the trainees, the programs and the sponsoring institution.

## PROCEDURES

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

### Program Responsibilities:

#### Supervision

Programs must ensure that appropriate levels of supervision are provided to each trainee based on their level of training. Programs must enhance their current supervision policies to include the new ACGME requirements.

#### Transition of Care

- Must design clinical assignments to minimize the number of transitions in patient care

- Programs must ensure that trainees are competent in communication with team members in handover process
- Attendings and trainees must inform patients and family members of their roles in their care
- Alertness Management
- Must educate faculty and trainees to recognize the signs of fatigue and sleep deprivation
- Must educate faculty and trainees in fatigue mitigation process
- Develop fatigue mitigation processes to manage potential issues with patient care and learning (i.e. strategic napping, back-up call schedules). Programs must have a process in place to ensure that there is backup in case a trainee is unable to perform his/her patient care duties

### **Sponsoring Institution Responsibilities:**

#### **Supervision**

Sponsoring Institution is responsible for ensuring that programs have the appropriate supervisory lines in place for each PGY Level.

#### **Transition of Care**

- Along with the program the Institution must ensure and monitor effective, structured handover process to facilitate both continuity of care and patient safety
- Must assure the availability of schedules that inform patients and all members of the healthcare team of faculty and trainees currently responsible for patient care.
- Alertness Management
- Must provide adequate sleep facilities and/or safe transportation options who may be too fatigued to safely drive home

#### **Duty Hours**

Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care; time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do *not* include reading and preparation time spent away from the duty site.

#### **Max Hours per Week**

- Duty hours must not exceed 80 hours per week averaged over a four-week period inclusive of call and moonlighting activities

Trainees in their final years of education must be prepared to enter the unsupervised practice of medicine and care for patients over irregular or extended periods within the context of the 80 hour max.

#### **Continuous Duty Hours**

- PGY-1 trainees must not exceed 24 hours. Trainees may spend an additional 4 hours to complete transitions in care.
- PGY-2 trainees and above: must not exceed 24 hours. Trainees may spend an additional 4 hours to complete transitions in care. Residents may not attend continuity clinics after 24 hours of continuous in-house duty. Trainees must have at least 14 hours free after 24 hours of in-house duty

#### **Duty Hour Exceptions**

Duty hour exceptions of 80 hours per week averaged over a four-week period for select programs with sound educational rationale are permissible. Program must obtain permission from the Designated Institutional Official and Graduate Medical Education Committee prior to submission to their Review Committee.

### **Mandatory Time Free of Duty**

- Trainees must have a minimum of one day free of duty every week (when averaged over four weeks). At home call cannot be assigned during this time.
- PGY-1 residents should have 10 hours and must have eight hours free between duty periods.
- Intermediate-level residents should have 10 hours and must have eight hours free between duty periods. There must be at least 14 hours free of duty after 24 hours of in-house duty.

## **Call**

### **In-House Call**

Trainees: every third night when averaged over a four- week period.

### **At-Home Call**

- Time spent in the hospital must count towards the 80- hour week limit. At home call is not subject to the 'every third night' limitation however trainees must receive one-in-seven free of duty when averaged over a four- week period.
- At home call should not be so frequent or taxing to preclude rest or reasonable personal time for each resident
- Trainees are permitted to return to the hospital while on at-home call to care for new or established patients. Each episode of this type of care, while it must be included in the 80- hour weekly maximum will not initiate a new off-duty period

### **Night Float**

Trainees must not be scheduled for more than six consecutive nights of night float. Check with your individual RCs for maximum number of months of night float per year that may be allowed.

### **Moonlighting**

- PGY-1 residents are not permitted to moonlight
- Moonlighting must not interfere with the ability of a trainees to achieve the goals and objectives of the educational program.
- Time spent by trainees in Internal and External moonlighting must be counted towards the 80-hour maximum weekly duty hour limit

### **Recording and Reporting Duty Hours**

In accordance with the Residency Management Suite (RMS) updating and approving assignments and hours in the duty hours' policy, trainees are required to accurately record their duty hours\_in New Innovations..

### **Reporting Duty Hour Violations**

Trainees concerned about continuous duty hour violations by their program can contact the Designated Institutional Official.

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

### Principles

1. The program must be committed to and be responsible for promoting patient safety and resident well-being and to providing a supportive educational environment.
2. The learning objectives of the program must not be compromised by excessive reliance on residents to fulfill service obligations.
3. Didactic and clinical education must have priority in the allotment of residents' time and energy.
4. Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

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## HISTORY



# Harassment Policy

Effective Date: February 2017	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2017	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

It is TIGMER’s policy to maintain a work environment free of sexual and discriminatory harassment on the basis of race, color, religion, gender, national origin, sexual preference, height, weight, age or disability/handicap. All Residents/Fellows are expected to conduct themselves so as to maintain a work environment free of harassment. No retaliation or reprisals will be tolerated against any individual who complains of, reports or participates in the investigation of any incident of alleged harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when: (a) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or retain employment or enrollment in a GME program; (b) submission to, or rejection of, such conduct or communication by an individual as a factor in any work related (employment) decision affecting such individual; (c) such conduct or communication has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive work environment.

Discriminatory harassment is defined as verbal or physical conduct including written statements or displayed materials by agents, supervisory employees, co-workers or non-employees directed against any person on the basis of that person’s race, color, religion, gender, national origin, sexual preference, height, weight, age or disability/handicap, or that person’s relatives, friends or associates when such conduct has a purpose or effect of interfering with the person’s work environment, or affecting an individual’s work related (employment) opportunities or causing or aggravating tension or animosity between different racial, ethnic, gender or religious groups.

All residents/Fellows are required to comply with the University of Incarnate Word’s Policy on Harassment-Free Work and Learning Environment as described in the UIW Employee Handbook.

Situations involving behavior described above should be reported immediately to your Program Director or the DIO.

## REASON FOR POLICY

## PROCEDURES

## FORMS/INSTRUCTIONS

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### RESPONSIBILITIES

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### FAQ

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### ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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### DEFINITIONS

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### RELATED INFORMATION

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### HISTORY



# Resident/Fellow Agreement Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: Decemeber 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

The residency/fellowship (trainee) agreement is a required, binding contract between the trainee and the institution. The effective date of the initial agreement is the first mandatory date the trainee is required to report to their GME training program.

Programs accredited by the American Osteopathic Association (AOA) must have the agreement signed and dated by all parties within 10 days of the AOA Match.

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## REASON FOR POLICY

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## PROCEDURES

The agreement template is reviewed no less than annually by GME Administration in collaboration with the Office of the General Counsel. GME Administration presents recommended revisions to the Graduate Medical Education Committee (GMEC) for their review, discussion and approval. The agreement template is available on the [GME website](#).

GME Administration ensures that each trainee's agreement is fully executed (all parties have signed and dated it) prior to the effective date. Presuming the original agreement with all required signatures and dates is scanned and saved, the paper copy may be destroyed. The scanned copy becomes the official agreement.

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Resident/Fellow Renewal and Promotion Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

### Resident/Fellow Standing

A trainee whose performance conforms to established evaluation criteria in a consistent and satisfactory manner will be considered to be in “good standing” with the program and institution. Misconduct, failure to comply with the policies and procedures governing the program or unsatisfactory performance based on one or more evaluations may adversely affect the trainees standing in the program. In these cases, the program will make an effort at remediation as outlined in the [Disciplinary/Grievance Policy](#).

### Promotion

After satisfactory completion of each year of GME experience, as attested to by the program director and department chair, a resident/fellow in good standing may be promoted to the next level of training subject to the terms, limitations and conditions described in this document and the Resident/Fellow Agreement.

Promotion to the next level of training is determined by the program and the Sponsoring Institution. The decision to promote is dependent on several factors, which include, but are not limited to:

1. satisfactory completion of all training requirements
2. satisfactory trainee performance
3. documented competence commensurate with level of training
4. successful completion and passing of the USMLE Step 3, COMLEX, etc. prior to entering the PGY-3 level
5. full compliance with all terms of the Resident/Fellow Agreement
6. continuation of the Sponsoring Institution and program ACGME accreditation

A trainee who is on probation may be promoted at the discretion of the program director and department chair. If the decision to promote is made, the probationary status remains in effect until the terms of the remediation agreement are met.

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## REASON FOR POLICY

Each training program is structured to assure that trainees assume increasing levels of responsibility commensurate with individual progress in experience, skill, knowledge, and judgment.

The term of the TIGMER Resident/Fellow Agreement is one year. However, candidates accepting appointments have an expectation that they will be allowed to complete their training having shown satisfactory progress in meeting the training requirements of their program. The following policy outlines the considerations to take into account when promoting trainees to the next level.

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Resident/Fellow Qualification Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

### Eligibility

#### **Residents:**

Prior to their program start date residency program applicants must provide their program with documentation of the following qualifications to be eligible for appointment:

1. Graduation from a medical school in the United States, Canada or Puerto Rico accredited by the Liaison Committee on Medical Education (LCME), OR
2. Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA), OR
3. Graduation from a medical school outside the United States, Canada or Puerto Rico with one of the following:
  - a. A current valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), OR
  - b. An unrestricted license or residency permit to practice medicine in Colorado, OR
  - c. Successful completion of a Fifth Pathway Program in an LCME accredited medical school in the United States; and
4. Passing scores on Steps 1 and 2 (Clinical Knowledge and Clinical Skills) of the United States Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX).
5. For those trainees entering a program after a Transitional or Preliminary PGY-1 year, a written or electronic verification of previous educational experiences and a summative evaluation of the resident performance addressing the six ACGME competencies.

#### **Fellows:**

*In addition to the previous 5 requirements*, fellowship program applicants must also provide their program with documentation of the following qualifications to be eligible for appointment:

6. Graduation from an appropriate ACGME residency program (Residents who temporarily suspend their residency training to take a subspecialty fellowship position do not have to provide a completion certificate); and
7. A passing score on Step 3 of the USMLE or COMLEX; and
8. A written or electronic verification of previous educational experiences and a summative competency- based performance evaluation of the trainee.

Fellowship program applicants that have not completed an ACGME residency program are not eligible to take USMLE Step 3.

- USMLE Step 3 is not a requirement for them.
- Appointments of non-ACGME residency program graduates are allowed under special circumstances and require the written permission of the Designated Institutional Official (DIO).

**Selection**

1. Programs select from among eligible applicants based on their educational preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity.
2. The Medical School does not discriminate with regard to sex, race, color, creed, religion, national origin, age, marital status, disability, public assistance status, veteran’s status or sexual orientation
3. The Medical School participates in the National Residency Matching Program (NRMP). Each accredited residency/fellowship program that participates in the NRMP Match will abide by the rules and regulations of the NRMP. Those programs using other Match programs will abide by their rules and regulations.

**Trainee Transfers**

In accordance with the ACGME’s Common Program Requirements prior to accepting a trainee from another residency or fellowship program the program director must obtain the following:

1. Written or electronic verification of previous educational experiences and a summative competency- based performance evaluation of the transferring resident.
2. Proof that they have passed the USMLE Step 3 or COMLEX **for PG3 residents or higher.**

A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

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**REASON FOR POLICY**

To outline specific qualifications required for eligibility and selection of residents/fellows (trainees) entering a TIGMER Graduate Medical Education training program.

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**RESPONSIBILITIES**

**Program Responsibilities**

Monitoring and compliance of the eligibility requirements is expected at the Department/Program Level.

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**ADDITIONAL CONTACTS**

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

## RELATED INFORMATION

[National Residency Matching](#)

[Program ACGME Common](#)

[Program Requirements](#)

[Texas Medical Board License Eligibility Requirements](#)

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## HISTORY



# Resident/Fellow Recruitment and Selection Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Programs must have a policy in place and ensure the following requirements of the Sponsoring Institution and the Accreditation Council for Graduate Medical Education (ACGME) for all candidates (applicants) selected for an interview are met:

1. Candidates for programs must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the resident laundry services, or their equivalents.

A pre-printed form with this information is available in the GME Office and must be signed by the applicant upon arriving for the interview and kept on file for review upon the GME Committee's Internal Review.

2. Programs should select from among eligible applicants on the basis of criteria such as educational preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

3. The program director, in conjunction with the program's Education Committee and/or teaching faculty reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the program.

4. The Medical School participates in the National Residency Matching Program (NRMP). Each accredited residency/fellowship program that participates in the NRMP Match will abide by the rules and regulations of the NRMP. Those programs using other Match programs will abide by their rules and regulations. The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.

5. An offer for residency training is extended directly to the applicant by the program director or his/her designee, through a letter of offer following the completion of the National Match.

6. Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of the following:

- a. Copy of medical school diploma
- b. Documentation of any previous residency training
- c. Copy of Texas medical license (when available)
- d. Copy of ECFMG certificate (if applicable)

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## REASON FOR POLICY

To outline specific qualifications required for selection of residents/fellows (trainees) entering a TIGMER Graduate Medical Education training program.

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## RESPONSIBILITIES

### Program Responsibilities

Monitoring and compliance of the eligibility requirements is expected at the Department/Program Level.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## RELATED INFORMATION

[National Residency](#)

[Matching Program](#)

[ACGME Common](#)

[Program Requirements](#)

[Texas Medical Board License Eligibility Requirements](#)

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## HISTORY



# Restrictive Covenant Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Trainees in TIGMER residency and fellowship programs will not be required to sign non-compete agreements or any other form of restrictive covenant.

## REASON FOR POLICY

## PROCEDURES

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

## FAQ

## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

## DEFINITIONS

## RELATED INFORMATION

# HISTORY



# Transitions of Care/Handoffs Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

Individual programs must design schedules and clinical assignments to maximize the learning experience for residents as well as to ensure quality care and patient safety, and adhere to general institutional policies concerning transitions of patient care. Examples of strategies which have successfully minimized transitions include day/night teams, staggering of intern/resident/attending switch times and/or days to maintain continuity, outpatient clinic “pods” or teams, etc. All training programs must design call and shift schedules to minimize transitions in patient care. Schedule overlaps should include time to allow for face-to face handoffs to ensure availability of information and an opportunity to clarify issues.

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## REASON FOR POLICY

To establish protocol and standards within the TIGMER residency and fellowship programs to ensure the quality and safety of patient care when transfer of responsibility occurs during duty hour shift changes and other scheduled or unexpected circumstances.

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## PROCEDURES

The transition/hand-off process should involve face-to-face interaction with both verbal and written/computerized communication, with opportunity for the receiver of the information to ask questions or clarify specific issues. The hand-off process may be conducted by telephone conversation. The transition process should include, at a minimum, the following information in a standardized format that is universal across all services:

1. Identification of patient, including name, medical record number, and date of birth
2. Identification of admitting/primary/supervising physician and contact information
3. Diagnosis and current status/condition (level of acuity) of patient
4. Recent events, including changes in condition or treatment, current medication status, recent lab tests, allergies, anticipated procedures and actions to be taken
5. Outstanding tasks – what needs to be completed in immediate future
6. Outstanding laboratories/studies – what needs follow up during shift
7. Changes in patient condition that may occur requiring interventions or contingency plans

Each residency program must develop components ancillary to the institutional transition of care policy that integrate specifics from their specialty field. Programs are required to develop scheduling and transition/hand-off procedures to ensure that:

1. Residents comply with specialty specific/institutional duty hour requirements
2. Faculty are scheduled and available for appropriate supervision levels according to the requirements for the scheduled residents.
3. All parties involved in a particular program and/or transition process have access to one another's schedules and contact information. All call schedules should be available on department- specific password-protected websites and also with the hospital operators.
4. Patients are not inconvenienced or endangered in any way by frequent transitions in their care.
5. All parties directly involved in the patient's care before, during, and after the transition have opportunity for communication, consultation, and clarification of information.
6. Safeguards exist for coverage when unexpected changes in patient care may occur due to circumstances such as resident illness, fatigue, or emergency.
7. Programs should provide an opportunity for residents to both give and receive feedback from each other or faculty physicians about their handoff skills.

Each program must include the transition of care process in its curriculum.

Residents must demonstrate competency in performance of this task. There are numerous mechanisms through which a program might elect to determine the competency of trainees in handoff skills and communication. These include:

1. Direct observation of a handoff session by a supervisory level clinician by a peer or by a more senior trainee
2. Evaluation of written handoff materials by clinician or by a peer or by a more senior trainee
3. Didactic sessions on communication skills including in-person lectures, web-based training, review of curricular materials and/or knowledge assessment
4. Assessment of handoff quality in terms of ability to predict overnight events
5. Assessment of adverse events and relationship to sign-out quality through:
  - Survey
  - Reporting hotline
  - Chart review

Programs must develop and utilize a method of monitoring the transition of care process and update as necessary. Monitoring of handoffs by the program to ensure:

1. There is a standardized process in place that is routinely followed
2. There consistent opportunity for questions
3. The necessary materials are available to support the handoff (including, for instance, written sign-out materials, access to electronic clinical information)
4. A setting free of interruptions is consistently available, for handoff processes that include face- to-face communication
5. Patient confidentiality and privacy are ensured in accordance with HIPAA guidelines

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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## DEFINITIONS

A handoff is defined as the communication of information to support the transfer of care and responsibility for a patient/group of patients from one provider to another. Transitions of care are necessary in the hospital setting for various reasons. The transition/hand-off process is an interactive communication process of passing specific, essential patient information from one caregiver to another. Transition of care occurs regularly under the following conditions:

1. Change in level of patient care, including inpatient admission from an outpatient procedure or diagnostic area or ER and transfer to or from a critical care unit.
2. Temporary transfer of care to other healthcare professionals within procedure or diagnostic areas
3. Discharge, including discharge to home or another facility such as skilled nursing care
4. Change in provider or service change, including change of shift for nurses, resident sign-out, and rotation changes for residents.

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## RELATED INFORMATION

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## HISTORY



## Vendor/Conflict of Interest Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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### POLICY STATEMENT

In accordance with guidelines set forth by the American Medical Association Statement on Gifts to Physicians, acceptance of gifts from industry vendors is discouraged. Any gifts accepted by residents/fellows (trainees) should not be of substantial value. Accordingly, textbooks, modest meals and other gifts are appropriate only if they serve a genuine educational purpose. Acceptance of gifts should not influence prescribing practices or decision to purchase a device. Any gifts from patients accepted by trainees should not be of substantial value.

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### REASON FOR POLICY

To clarify the considerations residents and fellows should take into account when interacting with industry representatives. The term “industry” includes but is not limited to pharmaceutical, biomedical device, equipment and other health-care related industries.

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### PROCEDURES

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### FORMS/INSTRUCTIONS

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### RESPONSIBILITIES

#### Program Responsibilities

Program Directors are responsible for educating their trainees on the proper protocol for interacting with industry representatives. Program Manuals may have specific policies. Hospitals may also have specific policies.

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### FAQ

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## ADDITIONAL CONTACTS

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Primary Contact(s)			
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## DEFINITIONS

### Individual Conflicts

An individual conflict exists when a relationship between a covered individual's private business or financial interests, or those of the covered individual's family members, and the covered individual's expertise and responsibilities might cause an independent observer to reasonably question whether the individual's objectivity in the performance of TIGMER responsibilities could be compromised by considerations of personal gain.

### Institutional Conflicts

An institutional conflict of interest exists when the research, teaching, outreach, or other activities of TIGMER may be compromised because of an external financial or business relationship held at the institutional level that may bring financial gain to TIGMER, any of its member institutions, or the individuals covered by this policy.

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## RELATED INFORMATION

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## HISTORY



# Compensation and Benefits Policy

Effective Date:	Policy Owner: Graduate Medical Education Administration
Last Review Date: July 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

### Compensation and Benefits, Stipends

Current information on compensation, benefits, and stipend amounts will be posted on the website annually once confirmed by Human Resources. ([www.uiw.edu/hr](http://www.uiw.edu/hr)).

### Vacation

PGY-1 year – 10 days paid vacation per contract period. “Vacation” is defined as time off for a vacation or personal time.

Vacation Leave request require the Program Director’s approval. Unused Vacation Leave does not accrue and expires at the end of the contract.

### Sick Leave

5 days paid sick leave days total per contract period. “Sick” leave is defined as time off for illness. Sick Leave requests require the Program Director’s approval. Unused Sick Leave does not accrue and expires at the end of the contract.

### Family and Medical Leave

When it is anticipated that an extended leave is necessary for medical/personal reasons, the Resident must discuss with the Program Director. The Resident may also be entitled to benefits under the Family Medical Leave Act (FMLA), and other federal statutes. Other medical or personal unpaid leave may be granted with the approval of the Program Director, consistent with the AOA’s/ACGME regulations, as applicable, only after the Resident has exhausted all of his or her applicable leave benefits. Makeup time and /or repeat of training is determined by the Program Director.

### Counseling and Psychological Support Services

Employee Assistant Program (EAP)

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## REASON FOR POLICY

## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Learner Disability Assessment and PsychoEd Evaluation Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

It is recognized that trainees in our GME programs may benefit from having a learner disability assessment and/or a psycho-educational evaluation. This may include an assessment for attention deficit hyperactivity disorder (ADHD).

The costs associated with learner disability assessments and psycho-educational evaluations are the responsibility of the trainee. Some forms of assessment may be covered by health insurance.

### When not covered by health insurance:

- The program may choose to share in the cost of the assessments if they determine it is in the best interest of the trainee and the program to do so.
- If the assessment or evaluation is a condition of the trainee's appointment, then the cost of the assessment or evaluation is the responsibility of the program.

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## REASON FOR POLICY

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## PROCEDURES

Trainees seeking these types of assessments should work with the Medical School's Director of Learner Development for referral to appropriate assessment resources.

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY

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# Disability Accommodations Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.H.4.
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

The Graduate Medical Education (GME) training programs provide reasonable accommodations to residents/fellows who have a documented disability (physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in training activities or meet program requirements. To be eligible for reasonable accommodations, residents/fellows must work with Disability Services associated with the Human Resources department of the resident or fellows' employer. Disability Services at each clinical organization within TIGMER has responsibility to review disability documentation and recommend reasonable accommodations for employees and students with disabilities, including residents/fellows participating in a GME training program.

Disability Services assists residents/fellows in securing documentation of disability conditions, determines whether a trainee is covered under disability laws, and if so, works with the resident/fellow and the training program to fashion reasonable accommodations for the individual. Disability Services also provides information, referral and consultation. TIGMER will assist both the trainee and the clinical member with this process.

In order to successfully complete a residency or fellowship program, all residents/fellows must meet the essential requirements of their training program; residents/fellows with disabilities must be able to meet the essential requirements, with or without reasonable accommodations.

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## REASON FOR POLICY

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## ADDITIONAL CONTACTS

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Professional Liability Insurance Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

All interns and residents (house staff) in training are provided with professional liability (malpractice) insurance coverage for claims arising in the course of their training. "Moonlighting" is not covered. Evidence of coverage will be furnished upon written request. Each house staff member is covered on the effective date of appointment. Coverage expires at termination of appointment. House staff physicians, upon becoming aware of an actual or alleged claim, must immediately advise their Residency Program Director and the hospital risk manager.

## REASON FOR POLICY

## PROCEDURES

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## RESPONSIBILITIES

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Counseling and Support Services Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

A TIGMER Resident or Fellow who wishes to seek *confidential free* counseling services for themselves and/or immediate family are encouraged to call the Aeta Employee Assistance Program at 1-888-238- 6232.

The Resources For Living<sup>SM</sup> Employee Assistance Program (EAP) is available at no cost to all full-time employees including residents and fellows. The program gives access to a wide variety of supportive services in areas such as relationship issues, substance abuse, wellness and more. Residents and Fellows can save time and effort because the resources are all in one place.

### Some highlights of the program include:

Confidential counseling and referral service up to 3 free visits

- Worklife services
- Legal services
- Financial services
- Identity theft resolution consultation services
- Management Services
  - Management referral process
  - Training and education
  - Crisis response services
  - DOT & SAP services
- Covers the resident/fellow and anyone in their household
- Dependents up to age 26 outside of the home are also covered
- No waiting period
- Coverage up to 90 days after last day worked
- Unlimited telephonic consultations, 24/7

Call **1-888-238-6232** anytime, 24 hours a day, seven days a week or visit [www.MyLifeValues.com](http://www.MyLifeValues.com) Username: uiwtx Password: eap for easy access to information, interactive tools and self-assessments.

In emergencies, the Resident or Fellow is encouraged to use the Emergency Department at their nearest hospital. At the housestaff Resident and Fellow orientation, the process and policy for support services are reviewed. Program directors are advised to emphasize the same at their Program's individual orientation.

Residents and fellows may self-refer to the Texas Physician Health Program by calling 512-305-7462 or by visiting their web site at [www.txphp.state.texas.us](http://www.txphp.state.texas.us). The TXPHP can confidentially direct the resident or fellow to resources to assist with issues of impairment due to substance abuse or psychological illness.

During orientation and at least annually thereafter, the GME administration will review options for confidential counseling services for all trainees.

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## REASON FOR POLICY

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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## DEFINITIONS

[Texas Physician Health Program Website](#)  
[Aetna Employee Assistance Program Website](#)

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## RELATED INFORMATION

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## HISTORY



# Resident Impairment and Substance Abuse Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Impairment can be due to medical and/or mental illness, including substance use. It is the policy of TIGMER to provide a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol.

A Resident will be required to undergo a drug and alcohol test any time a supervisor has a suspicion (based on abnormal speech, appearance, odor, attendance, behavior or conduct, etc.) that a Resident’s behavior is unusual/impaired as a result of the use of drugs and/or alcohol. Residents/Fellows who refuse to be tested for drugs and/or alcohol will be considered to be insubordinate and will be subject to disciplinary action up to and including termination.

When a Resident has been identified, either through TIGMER Drug-Free Workplace policy or through voluntary recognition, as having a substance abuse or dependency problem, the Resident will be referred to the Employee Assistance Program for counseling and assistance in the mandatory reporting to the Texas Physician Health Program (TPHP). The Resident will be removed from work pending evaluation and recommendations from the TPHP. The TPHP also evaluates professionals who may be experiencing mental disorders that interfere with patient care and professionalism.

If the TPHP recommends a treatment plan, TPHP will require the Resident to sign a contract stipulating the conditions under which the Resident can return to the training program and care for patients in the State of Texas. Prior to returning to work, the Resident must provide a copy of the TPHP treatment plan recommendation and signed contract to the DIO. If the TPHP does not recommend its monitoring of and/or a treatment plan for the Resident, then the responsible Program Director and the DIO will discuss alternative monitoring/and or intervention for the Resident. In addition, the Resident may be required to sign an agreement supplemental to the Residency Agreement which outlines conditions under which he/she may continue in the training program and any other matters specific to the individual Resident’s circumstances.

The Resident must agree to submit to periodic alcohol or drug screening testing, as appropriate to the impairment, anytime at the request of the DIO or the Program Director. Similarly, the Resident must agree to undergo medical and/or psychiatric evaluation, as appropriate to the impairment, anytime at the request of the DIO or Program Director. Failure to comply with such requests will be subject to disciplinary action up to and including termination.

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## REASON FOR POLICY

The Sponsoring Institution is committed to maintaining the physical and mental health of Resident Physicians, as well as to maintaining a drug-free clinical learning environment (CLE). Some health conditions, including substance abuse, are incompatible with high quality patient care, optimal performance of healthcare teams, and personal and professional growth. Prevention of impairment is a primary goal.

The purpose of this policy is to assure a fair, reasonable, and confidential assessment of a physician who is suspected of being impaired, to facilitate the impaired resident's recovery, and to assist the resident's program in developing a reasonable plan for the resident's professional progress after treatment/recovery.

This policy will focus primarily on resident impairment related to substance use and/or mental health disorders.

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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Primary Contact(s)			
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## DEFINITIONS

[Texas Physician Health Program Website](#)

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## RELATED INFORMATION

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## HISTORY



# Holiday Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Holiday scheduling for trainees is rotation-specific by program. The educational requirements and the 24 hour operational needs of the hospital are taken into consideration when scheduling holiday time off.

Residents and fellows are not eligible to receive an annual University of Minnesota issued personal holiday.

## REASON FOR POLICY

To define who determines the holiday time off policy for residents/fellows (trainees) enrolled in TIGMER Graduate Medical Education training programs.

## PROCEDURES

### Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by MMCGME Services. Programs must also forward documentation to MMCGME Services for leaves that extend the trainee’s time in the program.

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Bereavement Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

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## **POLICY STATEMENT**

A resident/fellow (trainee) shall be granted, upon request to the program director, up to 5 days off to attend the funeral of an immediate family member. Sick, vacation or PTO time must be used. Immediate family shall include spouse, cohabiters, registered same sex domestic partners, children, stepchildren, parents, parents of spouse, and the stepparents, grandparents, guardian, grandchildren, brothers, sisters, or wards of the trainee

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## **REASON FOR POLICY**

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## **PROCEDURES**

### **Program Responsibilities**

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by MMCGME Services. Programs must also forward documentation to Human Resources for leaves that extend the trainee's time in the program.

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## **FORMS/INSTRUCTIONS**

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## **RESPONSIBILITIES**

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## **FAQ**

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## ADDITIONAL CONTACTS

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## DEFINITIONS

### Domestic Partner

Two persons of the same or different sex who are (1) engaged in a committed relationship, and (2) not related by blood closer than permitted under Texas marriage laws.

### Immediate Family Member

(1) The spouse or domestic partner, (2) the employee's: (a) biological, adoptive, step, or foster child or ward; (b) parent or parental equivalent; or (c) sibling, and (3) the employee's spouse's or domestic partner's: (a) biological, adoptive, step, or foster child or ward; (b) parent or parental equivalent; or (c) sibling.

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## RELATED INFORMATION

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## HISTORY



# Medical Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The resident/fellow (trainee) must give notice, in writing, of intent to use medical leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

A trainee shall be granted, upon request to the program director, a leave of absence for their serious illness/injury that requires an absence of greater than 14 days. The trainee may qualify for Short Term and Long Term Disability benefits. See “trainee’s next steps” below for more information.

## REASON FOR POLICY

## PROCEDURES

### Trainee Next Steps

**\*\* Check with your department/program to determine\*\*:**

- what type of paperwork needs to be completed;
- if you qualify for Family Medical Leave Act (FMLA) and how it will be managed;
- how your pay will be impacted;
- how your benefits need to be coordinated; and
- if your leave will extend your time in the program

Please see your Program Manual for specific departmental policies and procedures.

### Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee’s time in the program.

## FORMS/INSTRUCTIONS

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### RESPONSIBILITIES

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### FAQ

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### ADDITIONAL CONTACTS

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### DEFINITIONS

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### RELATED INFORMATION

Holidays that occur during a leave of absence run concurrent with the leave and are not in addition to the leave.

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### HISTORY



# Family Medical Leave Act Policy

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Residents and fellows (trainees) are eligible for the Family Medical Leave Act (FMLA). Trainees must check with their department/program to determine if they qualify.

Leave shall not exceed 12 weeks in any 12-month period. The 12-month period is based on an academic year (07/01-06/30). The trainee may qualify for Short Term and Long Term Disability benefits.

## REASON FOR POLICY

## PROCEDURES

### Program Responsibility

The program is responsible for defining and communicating (in the program manual) the following items, including but not limited to:

- The vacation leave and sick leave allocation, or the PTO allocation.
- The process for requesting time off.
- How much, if any, of the allocation can carry-forward into the next year.

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received. Programs must also forward documentation to Human Resources for leaves that extend the trainee’s time in the program.

Please see the Program Manual for specific departmental policies and procedures

## FORMS/INSTRUCTIONS

## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Military Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The resident/fellow (trainee) must notify the program as soon as they are called to active military duty. It is incumbent upon the Program Director to notify both the individual RRC and the Board of this change in status.

In accordance with USERRA\* regulations trainees on military leave for up to five years generally are eligible for reinstatement to their training programs once active duty is completed.

Trainees may resume their training at the PG-Y level they were in when called to duty or may be required to repeat earlier training experiences. The appropriate level of training upon return will be determined based on several factors: length of leave; medical duties, if any, performed by the trainee while in military service; and curricular changes in the training program during the trainee's absence.

**Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service** Trainees are allowed up to 10 days unpaid leave. Additional leave may be granted under the Family Medical Leave Act (FMLA). Please refer to the Office of Human Resources website for further information.

### Leave to Attend Military Ceremonies

Trainees are allowed up to 1 day unpaid leave to attend military ceremonies.

## REASON FOR POLICY

## PROCEDURES

### Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee's time in the program.

## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

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Primary Contact(s)			
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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Parental Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The resident/fellow (trainee) as defined below must give notice, in writing, of intent to use parental leave and other leaves used in conjunction with parental leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

### **Birth mother:**

A birth mother shall be granted, upon request to the program director, up to six weeks parental (maternity) leave for the birth of a child. The maternity leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption.

Trainees on maternity leave will receive the first two weeks of their leave as paid parental leave. This paid parental may be charged against the trainees' vacation, sick or PTO allocation.

Note: The first two weeks of this paid parental leave covers the required fourteen-day wait period before they may be eligible to receive the short-term disability benefit, see Short Term Disability Policy.

Trainees that have vacation available may use it conjunction with the short-term disability benefit during their maternity leave.

### **Birth father:**

A birth father shall be granted, upon request to the program director, up to two weeks paid parental leave for the birth of a child. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

### **Registered same sex domestic partner:**

Registered same sex domestic partner of someone giving birth shall be granted, upon request to the program director, up to two weeks paid parental leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

**Adoption:**

An adoptive parent shall be granted, upon request to the program director, up to two weeks paid parental leave for the adoption of a child. Trainees who are registered same sex domestic partners of someone adopting a child shall be granted two weeks paid leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the adoption and no sooner than two weeks before the adoption. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

**REASON FOR POLICY**

**PROCEDURES**

**Trainee Next Steps**

\*\* Check with your department/program to determine\*\*:

- what type of paperwork needs to be completed;
- if you qualify for Family Medical Leave Act (FMLA) and how it will be managed;
- how your pay will be impacted;
- how your benefits need to be coordinated; and
- if your leave will extend your time in the program.

Please see your Program Manual for specific departmental policies and procedures.

**Program Responsibility**

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee's time in the program.

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## **RELATED INFORMATION**

Holidays that occur during a leave of absence run concurrent with the leave and are not in addition to the leave.

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## **HISTORY**



# Personal Leave of Absence Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

The resident/fellow (trainee) must give notice, in writing, of intent to use personal leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

A trainee may be granted, upon request to the program director, a personal leave of absence. If applicable, trainees on a personal leave may use available vacation, sick or PTO to continue receiving their stipend while on a personal leave.

## REASON FOR POLICY

## PROCEDURES

### Trainee Next Steps

\*\* Check with your department/program to determine\*\*:

- what type of paperwork needs to be completed;
- how your pay will be impacted;
- how your benefits need to be coordinated; and
- if your leave will extend your time in the program.

### Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee’s time in the program.

Please see your Program Manual for specific departmental policies and procedures.

## FORMS/INSTRUCTIONS

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY



# Vacation and Sick Leave Policy and Procedure

Effective Date: December 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: December 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

## POLICY STATEMENT

Programs are responsible for defining the vacation and sick leave allocation for their training program. The vacation and sick leave allocation may be defined separately with a specific number of days for vacation and a specific number of days for sick; or they may be pooled together using Paid Time Off (PTO).

Residents/Fellows (trainees) are not paid out for their vacation, sick or PTO balance when they graduate and/or terminate from the program.

## REASON FOR POLICY

## PROCEDURES

### Program Responsibility

The program is responsible for defining and communicating (in the program manual) the following items, including but not limited to:

- The vacation leave and sick leave allocation, or the PTO allocation.
- The process for requesting time off.
- How much, if any, of the allocation can carry-forward into the next year.

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received. Programs must also forward documentation to Human Resources for leaves that extend the trainee's time in the program.

Please see the Program Manual for specific departmental policies and procedures

## FORMS/INSTRUCTIONS

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## HISTORY



## Moonlighting Policy

Effective Date: June 2017	Policy Owner: Graduate Medical Education Administration
Last Review Date: June 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: June 2017	ACGME Common Program Requirement #:

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### POLICY STATEMENT

The nature of the postgraduate training requires that residents understand their extensive clinical activity and availability to patients at times other than the regular working day and that the program has a continuing academic component that requires continual personal effort. Although residency education is considered a full-time endeavor, moonlighting by residents may be allowed under the following conditions:

- Resident must be in good standing with the program, without probation, suspension or having outstanding medical records.
- Resident must have an In-training composite performance score at the 25th percentile or higher for their year level.
- Resident must have completed at least 12 months of post-graduate training with a TIGMER training program.
- Resident must have a current, full Texas medical license and DEA number.
- Resident must obtain written permission by the Program Director.
- Resident understands the TIGMER liability coverage will not be extended to cover moonlighting activities of the resident that fall outside the course and scope of the individual's residency appointment.

Moonlighting guidelines:

- Maximum of 24 hours per four (4) week block for a "call" rotation
- Maximum of 48 hours per four (4) week block for a "non call" rotation
- A 12-hour shift cannot be a night shift proceeding a regular workday or following a night on-call
- All moonlighting duty hours must be documented in New Innovations
- The total number of hours worked per week (including residency rotations and all moonlighting time) cannot exceed 80 hours, per ACGME rules.

In the event a resident is given permission to moonlight, the program director will monitor the resident's performance for the effect of these activities upon performance in the trainee's program. Should

moonlighting interfere with the ability of the resident to achieve the goals and objectives of the residency program, the program director may withdraw permission allowing the resident to engage in professional activities outside the training program.

Violation of the above rules and guidelines may result in loss of moonlighting privileges and disciplinary action against the resident.

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## REASON FOR POLICY

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## PROCEDURES

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## HISTORY



# Medical Board Mandatory Reporting

Effective Date: June 2017	Policy Owner: Graduate Medical Education Administration
Last Review Date: June 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: June 2017	ACGME Common Program Requirement #:

## POLICY STATEMENT

The Texas Medical Board requires that the **director** of each postgraduate training program report in writing to the Executive Director of the Board the following events within 30 days of the director's knowledge:

- (1) if a physician did not begin the training program due to failure to graduate from medical school as scheduled or for any other reason(s);
- (2) if a physician has been or will be absent from the program for more than 21 consecutive days (excluding vacation, military, or family leave not related to the participant's medical condition) and the reason(s) why;
- (3) if a physician has been arrested after the permit holder begins training in the program;
- (4) if a physician poses a continuing threat to the public welfare as defined under Tex. Occ. Code §151.002(a)(2), as amended;
- (5) if the program has taken final action that adversely affects the physician's status or privileges in a program for a period longer than 30 days;
- (6) if the program has suspended the physician from the program;
- (7) if the program has requested termination or terminated the physician from the program, requested or accepted withdrawal of the physician from the program, or requested or accepted resignation of the physician from the program and the action is final.

The Texas Medical Board requires that any **resident** who holds a Physician in Training License report in writing to the Executive Director of the Board the following events within 30 days of their occurrence:

- (a) Failure of any PIT holder to comply with the provisions of this chapter or the Medical Practice Act §160.002 and §160.003 may be grounds for disciplinary action as an administrative violation against the PIT holder.
- (b) The PIT holder shall report in writing to the executive director of the board the following circumstances within thirty days of their occurrence:

- (1) the opening of an investigation or disciplinary action taken against the PIT holder by any licensing entity other than the TMB;
- (2) an arrest, fine (over \$250\*), charge or conviction of a crime, indictment, imprisonment, placement on probation, or receipt of deferred adjudication; and
- (3) diagnosis or treatment of a physical, mental or emotional condition, which has impaired or could impair the PIT holder's ability to practice medicine.

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## REASON FOR POLICY

The Texas Medical Board (TMB) requires mandatory reporting of certain events by the Residency Program Director and/or the residents for those holding Physician in Training Licenses. The TMB may discipline the program or the resident if reporting is not completed within 30 days of the listed event.

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## PROCEDURES

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## FORMS/INSTRUCTIONS

Forms and instructions on reporting are available on the Texas Medical Board website at the following address: <http://www.tmb.state.tx.us/page/pit-overview>

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## RESPONSIBILITIES

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## HISTORY



## Resident and Fellow Forum

Effective Date:	Policy Owner: Graduate Medical Education Administration
Last Review Date: July 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date:	ACGME Common Program Requirement #:

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### POLICY STATEMENT

All TIGMER residents and fellows are invited to participate in the resident and fellow forum established to provide an opportunity for communications and the exchange of information related to the working environment of residents and fellows at TIGMER clinical sites. The forum will occur monthly.

Through this forum residents and fellows are able to raise issues in a confidential manner without fear of intimidation or retaliation. Residents and fellows have the option, at in least in part, to conduct their forum without the DIO, faculty members, or other administrators present.

The forum provides an open, group discussion that allows residents and fellows to discuss their educational and work environments, their programs and other relevant issues they may face during training, along with promoting the well-being of the residents and fellows.

One individual resident or fellow from each program will be elected by his or her peers to serve as a representative to the forum. These individuals will bring relevant issues to the GMEC with the assurance of confidentiality.

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### REASON FOR POLICY

In accordance with ACGME Institutional Requirements, residents/fellows must have the opportunity to communicate and exchange information with each other relevant to their ACGME-accredited programs.

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### PROCEDURES

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### FORMS/INSTRUCTIONS

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## HISTORY



## Quality Improvement/Patient Safety

Effective Date:	Policy Owner: Graduate Medical Education Administration
Last Review Date: July 2017	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date:	ACGME Common Program Requirement #:

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### POLICY STATEMENT

Each residency and fellowship program must ensure the each resident/fellow participates in real and or simulated interprofessional clinical patient safety /quality improvement activities.

- Every training program must incorporate Quality Improvement/Patient Safety resources that focus on root causes, risk reduction and other didactic modules that can be accessed by both faculty and residents.
- In conjunction with the Annual Program Evaluation, The DIO for TIGMER will provide the GMEC with a report of Quality Improvement/Patient Safety activities as they pertain to the residents and the teaching programs.
- The DIO will address insufficient Quality Improvement/Patient Safety involvement.

### REASON FOR POLICY

- TIGMER Graduate Medical Education Committee (GMEC) requires each ACGME accredited residency and fellowship program to develop policies to ensure all residents are involved in Quality Improvement Patient Safety activities.

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### PROCEDURES

- TIGMER Graduate Medical Education Committee (GMEC) requires each ACGME accredited residency and fellowship program to develop policies to ensure all residents are involved in Quality Improvement Patient Safety activities.

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## HISTORY

# Professionalism – Code of Conduct

Effective Date:	Policy Owner: Graduate Medical Education Administration
Last Review Date:	Policy Contact:
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: August 2017	ACGME Common Program Requirement #:

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## POLICY STATEMENT

Residents are responsible for demonstrating and abiding with the following professionalism principles and guidelines.

Physicians must develop habits of conduct that are perceived by patients and peers as signs of trust. Every physician must demonstrate sensitivity, compassion, integrity, respect, professionalism, and maintain patient confidentiality and privacy. A patient's dignity and respect must always be maintained. Under all circumstances, response to patient needs shall supersede self – interest.

## REASON FOR POLICY

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## PROCEDURES

A medical professional consistently transmits respect for patients by his/her performance, behavior, attitude and appearance. Commitment to carrying out professional responsibilities and an adherence to ethical principles are reflected in the following expected behaviors:

Respect patient privacy and confidentiality

- Knock on the door before entering a patient's room.
- Appropriately drape a patient during an examination.
- Do not discuss patient information in public areas, including elevators and cafeterias.
- Keep noise levels low, especially when patients are sleeping.

Respect patient self-autonomy and the right of a patient and a family to be involved in care decisions.

- Identify yourself and your professional level to patients and staff.
- Wear name tags that clearly identify names and roles.
- Take time to ensure patient and family understanding and informed consent of medical decisions and progress.

Respect the sanctity of the healing relationship.

- Exhibit compassion, integrity and respect for others.

- Ensure continuity of care when a patient is discharged from a hospital by documenting who will provide that care and informing the patient of how that caregiver can be reached.
- Respond promptly to phone messages and pages.
- Provide reliable coverage through colleagues when not available.
- Maintain and promote physician/patient boundaries.

Respect individual patient concerns and perceptions,

- Comply with accepted standards of dress as defined by each institution
- Arrive promptly for patient appointments.
- Remain sensitive and responsive to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.

Respect the systems in place to improve quality and safety of patient care.

- Complete all mandated on-line tutorials and public health measure (e.g. TB skin testing) within designated timeframe.
- Report all adverse events within at timely fashion.
- Improve systems and quality of care through critical self-examinations of care.

Respect for peers and co-workers.

- Respect for colleagues is demonstrated by maintaining effective communication.
- Inform primary care providers of patient's admission, the hospital content and discharge plans.
- Provide consulting physicians all data needed to provide a consultation.  
Patient's records must be accurate and legible. Timely and accurate completion of medical records according to specific guidelines of the affiliated institution at which the resident is rotating is mandatory.
- Maintain legible and up-to date medical records, including dictating discharge summaries within approved hospital guidelines.
- Inform all members of the care team, including non-physician professionals, of patient plans and progress.
- Provide continue verbal and written communication to referring physicians.
- Provide all appropriate supervision needed for those one is supervising, by informing and involving supervising faculty of any changes in patient status, and by providing informed and safe handoffs to colleagues who provide patient coverage.

Respect for the residency program.

- Provide leadership in improving the residency program for future trainees.
- Provide constructive criticism focused on potential solutions to problems.
- Do not make derogatory comments about the program or program faculty.
- Assist with the creation of new or improved educational experiences when possible.

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Texas Institute for Graduate Medical Education and Research

## **GME FORMS**

The following pages consist of forms used by TIGMER



## **Conflict of interest Signature Form**

By affixing my signature below, I hereby acknowledge and affirm:

1. I have received a copy of the Texas Institute of graduate Medical Education and Research (TIGMER) Conflict of Interest Policy.
2. I have read and understand the Conflict of Interest Policy.
3. I agree to comply with the spirit and intent of the Conflict of Interest Policy.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_