UNIVERSITY OF MINNESOTA
GRADUATE MEDICAL EDUCATION

2015-2016
FELLOWSHIP POLICY MANUAL

Department of Pediatrics

Infectious Diseases
Fellowship Program
Introduction/Explanation of Manual

On behalf of the faculty and staff, welcome to the Department of Pediatrics at the University of Minnesota. We hope that the time you spend in our Fellowship Program will be both educational and enjoyable.

This Fellowship Addendum outlines policies and procedures specific to your training program. Policies in this program manual have been developed in accordance with standards set by the American Board of Pediatrics (ABP) and the Accreditation Council for Graduate Medical Education (ACGME), and are subject to periodic review and change by the Faculty, Program Director, and Department Chair.

The Institution Manual is designed to be an umbrella policy manual. Some programs may have policies that are more rigid than the Institution Manual in which case the program policy would be followed. Should a policy in a Program Manual conflict with the Institution Manual, the Institution Manual would take precedence.

Institution Policy Manual:

Statement of inclusion of fellowship programs in Manual

This fellowship addendum outlines specific policies and procedures specific to your training program. Please refer to the Residency Program Manual for further departmental policies and procedures.

Department Mission Statement

The mission of the Department of Pediatrics is to generate new knowledge through research, to apply this new knowledge to the highest quality health care for the prevention and treatment of illness in children, and to provide the best possible education of the next generation of medical students, physicians, and other health professionals in childhood disease prevention, treatment, research, and advocacy. Through this mission the Department seeks to improve the lives of children in our community, nation, and the world.

The Department of Pediatrics at the University of Minnesota promotes excellence in academic subspecialty training with an emphasis on producing academic leaders who generate the new knowledge required to provide the best care for infants, children, and adolescents.

We will accomplish this through:

- Recruiting fellows with outstanding academic potential and commitment.
- Providing state-of-the-art clinical training.
- Providing exceptional training and mentorship in basic, translational, clinical, and epidemiologic research, medical education, academic leadership, and advocacy for pediatric health.
- Ensuring a scholarly work product during fellowship which serves to facilitate fellows’ professional transition into academic faculty positions.
Program Mission Statement

The goal of the Pediatric Infectious Diseases Fellowship Training Program at the University of Minnesota Medical School is to prepare outstanding clinicians to embark on careers in investigation, education, and scholarship. The focus is on preparation for research activities relevant to infectious diseases and immunological issues as they relate to infants, children and adolescents. It is an expectation that all graduates of the program will be outstanding providers of exemplary bedside care to pediatric patients with complex infectious diseases and immune deficiency disorders, and will be board-certified by the American Board of Pediatrics as subspecialists in this discipline. The training program places an equally strong emphasis on providing trainees with the skills required to conduct original research, and generate new knowledge about infectious diseases-related areas where there are existing knowledge deficits. Graduates of our program are anticipated to become independent researchers, conducting hypothesis-driven research in investigative environments, and to make scholarly contributions to the existing fund of knowledge in pediatric medicine. Ultimately our graduates are anticipated to assume leadership roles in academic medical school and research institute-based departments devoted to the study of infectious diseases.
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SECTION 1 – STUDENT SERVICES

Institution Manual Policies

Administrative Information:
Please refer to Institution Policy Manual at:

Department of Pediatrics: Division of Pediatric Infectious Diseases
Program Director: Mark Schleiss, M.D.
3-214 McGuire Translational Research Facility/Lions Research Building 612-624-1112/
schleiss@umn.edu

Fellowship Coordinator: Lindsey Christ
Riverside East Building, M 663
612 - 626 - 2710/ hyra0002@umn.edu

Division Head: Mark Schleiss, M.D.
3-214 McGuire Translational Research Facility/Lions Research Building 612-624-1112/
schleiss@umn.edu

Department of Pediatrics: Administration
Department Head: Joseph Neglia, M.D. Riverside East MB665
612-626-3113/ jneglia@umn.edu

Associate Head for Education: John Andrews, M.D.
Riverside East M136 (West Bank)/Mayo G254-13(East Bank) 612-626-4009/ andrews@umn.edu

Department Education Office (also called the Pediatric Education Office) Riverside East M136
Telephone: 612-624-4477, #1
FAX: 612-626-7042
Internet: http://www.med.umn.edu/peds/education/education-office/index.htm
Central Fellowship Administrator: Valerie Cole Riverside East M136
612-624-8788/ cole0430@umn.edu

Education Manager: Emily Gray Riverside East M667
612-624-0410/ elgray@umn.edu

Department of Pediatrics: Payroll
Payroll Specialist: Deb Slavin
612-626-6910/ slavi002@umn.edu Pediatrics, Ob/Gyn and Women's Health Room 353-37
717 Delaware Street SE Minneapolis, MN 55414
SECTION 2 – BENEFITS

Stipends
Please refer to Institution Policy Manual at:

Resident/Fellow Leave

Leave: Bereavement
Let your Program Director and Coordinator know as soon as possible when there may be a need for you to utilize this type of leave. Time away for these absences may extend training if they cause you to miss more time away from the program than allowed by the ABP.

Leave: Family Medical Leave Act (FMLA)
The full Family Medical Leave Act policies can be found here:
http://www.med.umn.edu/gme/prod/groups/med/@pub/@med/@gme/documents/content/med_content_452826.pdf

Please refer to the Office of Human Resources website for further information.

Let your Program Director and Coordinator know as soon as possible when there may be a need for you to utilize this type of leave. Time away for these absences may extend training if they cause you to miss more time away from the program than allowed by the ABP.

Leave: Holidays
University of Minnesota, University of Minnesota Physicians, or other organizations’ official holidays are not necessarily program holidays. Fellows will be required to work on some holidays, based on the call and/or clinic schedule, as determined by each site.

Fellows are expected to continue training activities when assigned to clinical rotations. Fellows on non-clinical rotations may take the day off on the following holidays are: Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year’s Day, and Memorial Day.

Check with your Program Coordinator in advance if you have any question about holidays.

Leave: Medical
This leave is for a continuous absence due to personal illness or disability while under the care of a physician. See Institution Policy Manual for details. Written confirmation by the fellow’s physician of the need for absence from the training program is required.
When it appears that a major illness will result in a continuous absence from service, it is essential that the trainee communicate with their Program Director, Fellowship Coordinator, the Department of Pediatrics' Payroll Office, and the Office of Student Benefits.

For more information see the disability accommodation section on the Institution Policy Manual website (under Student Services).

**Leave: Military**

Let your Program Director and coordinator know as soon as possible when there may be a need for you to utilize this type of leave. Time away for these absences may extend training if they cause you to miss more time away from the program than allowed by the ABP.

**Leave: Parental**

In general, trainees are granted two weeks paid time away for the birth or adoption of a child. This time away will be count toward the one month per year (3 months/3 years) of time away allowed by the ABP and may extend training.

The birth mother may also qualify for short-term disability benefits for an additional four weeks (six weeks for c-section). During the time on short-term disability and any additional LOA time requested, the trainee can 1) use their paid time away and not extend training and/or 2) Go on unpaid leave from the program and extend their training.

The Departmental PTO policy can be found here via the last link under the Programmatic Information section: [http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm](http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm)

An LOA Form MUST be completed and given to Fellowship Coordinator, Education Manager, and Payroll prior to leave. Additionally, the following people must be notified once your baby is born/adopted so we can insure we process the paperwork, payroll, etc. correctly:

- Lindsey Christ ([byra0002@umn.edu](mailto:byra0002@umn.edu))
- Deb Slavin ([slavi002@umn.edu](mailto:slavi002@umn.edu))
- Emily Gray ([elgray@umn.edu](mailto:elgray@umn.edu))
- Office of Student Benefits ([umshbo@umn.edu](mailto:umshbo@umn.edu))

**Leave: Personal**

Only under unusual circumstances, such as a personal or family emergency, will a Personal LOA be considered. Such an LOA is subject to the general conditions noted above.

Requests for a personal LOA should be considered carefully as they create scheduling stress in the program and may extend your training. When time away is made up at the end of fellowship training, the additional rotation(s) will conform to the requirements of the American Board of Pediatrics and to program requirements. These rotations and sites may not be the same rotations.
or sites that were changed to accommodate the LOA. Individual preferences may be accommodated when possible.

All LOAs must be discussed with your Program Director and approved in writing at least three (3) months in advance of the start of the LOA. Exceptions may be made if the request falls within the definition of the Family Medical Leave Act (FMLA).

The insurance coverage noted previously in the Institution Manual may be continued at your own expense during any unpaid LOA. Please consult with the Deb Slavin (612-626-6910 or slavi002@umn.edu) and the Office of Student Benefits (612-624-0627 or umshbo@umn.edu) to arrange this.

**Leave: Professional**
The Departmental PTO policy can be found here via the last link under the Programmatic Information section: [http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm](http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm)

**Leave: Sick**
An illness resulting in an absence from a rotation must be communicated to the Fellowship Program Director and the Fellowship Coordinator to assure adequate coverage. Any illness resulting in an absence in excess of forty-eight (48) hours requires a physician’s letter describing the medical condition, reason for absence, and anticipated length of the illness. This policy applies only to personal illness. These absences must be documented with a physician's letter. This time will be deducted from the fellow’s PTO allotment. If no PTO is available this leave may extend training.

**Leave: Vacation**
The Departmental PTO policy can be found here via the last link under the Programmatic Information section: [http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm](http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm)

**Leave: Witness and Jury Duty**
Let your Program Director and coordinator know as soon as possible when there may be a need for you to utilize this type of leave. Time away for these absences may extend training if they cause you to miss more time away from the program than allowed by the ABP.

**Unauthorized Leave**
A fellow taking unauthorized leave will be subject to disciplinary procedures, including probation and/or termination.

**Professional Liability Insurance**
On 7/1/14 the RUMINCO policy number will change to: RUM-1005-14.
For more information see the [Institution Policy Manual](http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm) (in the Benefits section).
Meal Tickets/Food Services
Based on the call schedule, no meal cards are provided during Pediatric Rheumatology Fellowship training.
Ask you Fellowship Coordinator if you have questions about food services.

Laundry Services
Laundry is the responsibility of the individual fellow.

Workers' Compensation Benefits
Please refer to Institution Policy Manual at:

Educational Expense Allowance
An educational allowance of $500 is available to fellows in each year of training. It is to be used for travel to present at an academic conference to further training in pediatric infectious diseases. Fellows should contact the Fellowship Coordinator prior to incurring expenses since payments and reimbursements under this allowance need to be made in accordance with University business practices. In years of support from the training grant payments and reimbursements must meet NIH guidelines as well.

Parental: Maternal/Paternal/Partner Leave
See Personal Leave and PTO policy.

Sick Leave
An illness resulting in an absence from a rotation must be communicated to the Fellowship Program Director to assure adequate coverage. Any illness resulting in an absence in excess of forty-eight (48) hours requires a physician’s letter describing the medical condition, reason for absence, and anticipated length of the illness. This policy applies only to personal illness. These absences must be documented with a physician's letter. This time may extend training.

Medical Leave
For a continuous absence due to personal illness or disability while under the care of a physician, see the disability policies outlined in Institution Policy Manual. Written confirmation by the fellow’s physician of the need for absence from the training program is required.

When it appears that a major illness will result in a continuous absence from service, it is essential that the trainee communicate with their Program Director, Fellowship Coordinator, the Department of Pediatrics’ Payroll Office, and the Office of Student Benefits.

Unauthorized Leave
A fellow taking unauthorized leave will be subject to disciplinary procedures, including probation and/or termination.
Parking
All fellows will have parking contract in the Purple Ramp on the West Bank, Riverside Campus.

Parking on the East Bank of Campus is paid by the fellow if desired. More information on obtaining a University Parking Contract can be found on the Parking & Transportation Website here: http://www1.umn.edu/pts/park/contract/index.html

Photocopying Privileges
Fellows are allowed photocopying privileges. There is a sign-on code specifically for fellows' use for the photocopy machine. Please check with your coordinator for copy code when first using the copier. There will be no limit placed on this privilege as long as it is not abused.

Scrub Suits, Lab coats, and ID Badges
Badges must be worn for clear identification. Lost or broken UMMC/Fairview badges are replaces in the Fairview Parking Office (East Building, 2nd floor). Other lost/broken badges are replaced by the institution.

Professional attire is expected for clinical care and is the responsibility of the fellow. Lab coats and/or scrubs are not required for routine clinical care. For fellows pursuing basic research, the laboratory in which the research is performed will be responsible for providing appropriate safety wear, including a lab coat.

Paychecks/Direct Deposit
Your check may be deposited directly into your checking or savings account if your banking institution accepts direct deposit transactions. Most financial institutions in the area accept direct deposit. Checks or direct deposit receipts will be automatically mailed to your home address. If you wish to pick up your check on payday, you must make prior arrangements with Deb Slavin in Payroll at (612) 626-6910.

Report lost checks to the payroll office IMMEDIATELY. Issuance of a duplicate check may take up to two (2) months. Therefore, always handle your paycheck carefully and deposit it promptly.

Tax Information
Other than providing the standard W-4 deduction claim forms, the Department of Pediatrics does not provide information or advice on tax matters.

SECTION 3 – INSTITUTION RESPONSIBILITIES
SECTION 4 – DISCIPLINARY/GRIEVANCE PROCEDURES

Institution Manual Policies
Please refer to Institution Policy Manual at:

Grievance Procedure and Due Process
Refer to the department policy at:
http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm

Substance Use/Abuse
Refer to the department policy at:
http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm

Resident Review Committee
The Fellowship Program Director may involve the Resident Review Committee (RRC) for guidance on potential disciplinary situations for academic or non-academic reasons. In accord with the fellow contract, if at any time the Evaluator, the Fellowship Program Director and/or the Chairperson of the RRC determines that patient care or safety is jeopardized they may bring that information immediately to an emergency meeting of the RRC and/or to the head of the Division or Department of Pediatrics who may suspend the fellow from patient care responsibilities.

The RRC may recommend one or more of the following as courses of action for the Fellowship Program Director to pursue:

1. Normal advancement with commendation
2. Normal advancement within the training program.
3. Medical and/or psychiatric appraisal as to suitability for continuation of fellowship training.
4. Probation with continuation of normal rotations, but with more detailed and frequent evaluation. The fellow and his/her mentor are invited to appear before the RRC before an individual is placed on probation.
5. Probation with loss of credit for a specified rotation or rotations deemed unsatisfactory by the RRC. The RRC may recommend that such non-credited rotations be satisfactorily repeated or that the fellow be assigned to a comparable remedial service or rotation.
6. Immediate suspension with pay. The fellow is relieved of all duties relative to the fellowship training program. This action is temporary until one of the following is implemented.
7. Probation with certain rotations or services to be repeated.
8. Modification of the fellow's assigned program to provide remedial training in a special setting with a special assigned tutor(s).
9. Dismissal from the program.
10. Final written summary review on completion, of or departure from the program, to be entered into the fellow's permanent file.
11. Actions 5, 6, or 7 above will automatically require extension of the minimum training time necessary to become eligible for the examinations of the American Board of Pediatrics.
SECTION 4 - GENERAL POLICIES AND PROCEDURES

Institution Manual Policies
Please refer to Institution Policy Manual at:

Department Academic Expectations for Pediatric Fellows
The Department has identified a core list of academic expectations for all pediatric fellows in order to support our mission. This list includes, but is not limited to, completion of ABP requirements (including eventual generation of an acceptable work product), development of an individualized learning plan (ILP), scheduling Scholarship Oversight Committee meetings, identification of an academic mentor, completion of Core Curriculum series, attendance and presentation of scholarly work at the annual Pediatric Research, Education, and Scholarship Symposium (PRESS).

The current list of Academic Expectations for Fellows is located at:
http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm

Goals and Objectives
Refer to the independent program document, Goals and Objectives, for this information. This document is located at: http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm

Conferences

<table>
<thead>
<tr>
<th>Conference</th>
<th>Optional or Required</th>
<th>Frequency</th>
<th>Attendance required of the fellow (%)</th>
<th>Purpose/Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peds ID Seminar</td>
<td>Required</td>
<td>Thursday 8-9am</td>
<td>90%</td>
<td>Core pediatric infectious diseases topic and patient discussion</td>
</tr>
<tr>
<td>Board Review</td>
<td>Required</td>
<td>1st and 3rd Thursday 7:30-8am</td>
<td>90%</td>
<td>Core pediatric ID topic discussion based on Board Review questions</td>
</tr>
<tr>
<td>Journal Club</td>
<td>Required</td>
<td>2nd Thursday 7:30-8am</td>
<td>90%</td>
<td>Fellow presentation of current publications in pediatric ID</td>
</tr>
<tr>
<td>CIDMTR Seminar (Center for Infectious Diseases &amp; Microbiology Translational Research)</td>
<td>Required</td>
<td>Tuesday noon-1pm</td>
<td>90% during research rotations and as often as possible on clinical rotations</td>
<td>Presentations of Pediatric and Medicine ID as well as Microbiology research</td>
</tr>
<tr>
<td>VA Intercity ID Conference</td>
<td>Required</td>
<td>Tuesday 7:30-8:30am</td>
<td>85%</td>
<td>Core infectious diseases topic and patient discussion</td>
</tr>
<tr>
<td>Micro Lab Rounds</td>
<td>Required</td>
<td>Tues/Thurs 1:30-2pm</td>
<td>100% while on clinical service</td>
<td>Core microbiology topics</td>
</tr>
<tr>
<td>Pediatric Grand Rounds</td>
<td>Optional</td>
<td>1/week</td>
<td>50%</td>
<td>Varies Continuing Medical Education</td>
</tr>
<tr>
<td>Conference</td>
<td>Optional or Required</td>
<td>Frequency</td>
<td>Attendance required of the fellow (%)</td>
<td>Purpose/Content</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
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<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Pediatric Department Morbidity, Mortality, Management (3M) Conference</td>
<td>Optional</td>
<td>1/week</td>
<td>50%</td>
<td>In depth review of a single case.</td>
</tr>
<tr>
<td>Department of Pediatrics Fellows’ Research Symposium (P.R.E.S.S.)</td>
<td>Required</td>
<td>1/year</td>
<td>100%</td>
<td>Presentation of research by the Department fellows</td>
</tr>
<tr>
<td>Pediatric Fellows’ Core Curriculum</td>
<td>Required</td>
<td>4/year</td>
<td>100%</td>
<td>Attend lecture on core issues</td>
</tr>
<tr>
<td>New Resident and Fellow Orientation</td>
<td>Required</td>
<td>1/year</td>
<td>100%</td>
<td>Orientation</td>
</tr>
</tbody>
</table>

### Core Curriculum

All fellowship programs participate in a core curriculum in scholarly activities. This curriculum provides experiences that lead to an in-depth understanding of biostatistics, clinical and laboratory research methodology, study design, preparation of applications for funding and/or approval of clinical or research protocols, critical literature review, principles of evidence-based medicine, ethical principles involving clinical research, and the achievement of proficiency in teaching. Participation in the core curriculum should lead to
an understanding of the principles of adult learning and provide skills to participate effectively in curriculum development, delivery of information, provision of feedback to learners, and assessment of educational outcomes. We anticipate graduates will be effective in teaching both individual and group learners in clinical settings, classrooms, lectures and seminars, and also by electronic and print modalities.

The Department Education Office offers an annual department-wide core curriculum series for pediatric subspecialty programs. The core curriculum is managed at the Department level to optimize training, while minimizing duplication of effort across the various subspecialty programs participating. The current schedule is located at:

Scholarly Activities
In addition to participating in a core curriculum in scholarly activities, all fellows are expected to engage in projects in which they develop hypotheses or in projects of substantive scholarly exploration and analysis that require critical thinking. Areas in which scholarly activity may be pursued include, but are not limited to: basic, clinical, or translational biomedicine; health services; quality improvement; bioethics; education; and public policy. In addition to biomedical research, examples of acceptable activities might include a critical meta-analysis of the literature, a systematic review of clinical practice, a critical analysis of public policy, or a curriculum development project with an assessment component.

Each fellow is required to generate a scholarly “work product” as outlined by the ABP. Fellows are to engage in scholarly work throughout their training and meet with a Scholarship Oversight Committee (SOC) regularly. Details regarding the scholarly activities, work product, SOC, responsibilities of the training program director and verification of scholarly activity are available on the Pediatric Department website for current fellows:
http://www.peds.umn.edu/education/fellowship-programs/current-fellows/index.htm

ACGME Core Competencies
All University of Minnesota Medical School Fellowship training programs define the specific knowledge, skills, attitudes, and educational experiences required by the RRC to ensure its residents/fellows demonstrate the following:

Patient Care - Fellows must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

Medical Knowledge - Fellows must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

Practice-based Learning and Improvement – Fellows must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning. Fellows are expected to develop skills and habits to be able to meet the following goals:

- identify strengths, deficiencies, and limits in one’s knowledge and expertise;
- set learning and improvement goals;
• identify and perform appropriate learning activities;
• systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement;
• incorporate formative evaluation feedback into daily practice;
• locate, appraise, and assimilate evidence from scientific studies related to their patients’ health problems;
• use information technology to optimize learning; and,
• participate in the education of patients, families, students, residents and other health professionals.

Interpersonal and Communication Skills - Fellows must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. Fellows are expected to:
• communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds;
• communicate effectively with physicians, other health professionals, and health related agencies;
• work effectively as a member or leader of a health care team or other professional group;
• act in a consultative role to other physicians and health professionals; and,
• maintain comprehensive, timely, and legible medical records, if applicable.

Professionalism - Fellows must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Fellows are expected to demonstrate:
• compassion, integrity, and respect for others;
• responsiveness to patient needs that supersedes self-interest;
• respect for patient privacy and autonomy;
• accountability to patients, society and the profession; and,
• sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.

Systems-based Practice - Fellows must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care. Fellows are expected to:
• work effectively in various health care delivery settings and systems relevant to their clinical specialty;
• coordinate patient care within the health care system relevant to their clinical specialty;
• incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care as appropriate;
• advocate for quality patient care and optimal patient care systems;
• work in inter-professional teams to enhance patient safety and improve patient care quality; and participate in identifying system errors and implementing potential systems solutions.

Evaluation and Advancement
Evaluation is an essential component of the educational process and should contribute to the professional growth of each fellow. Problems with expected performance or progress on the part of a fellow should be identified and reported early. The evaluations of all fellows should be subject to regular and frequent review.
Mentors should be central to the review process. Evaluation shall extend to the fellow notice of all information which is pertinent to the evaluation and an opportunity for concerns to be communicated and heard.

**Steps in the Evaluation Process**

Appropriate faculty evaluator and evaluation setting are identified. The evaluation format and instrument is defined. The evaluator determines and reviews sources of information pertinent to the evaluation. Written evaluations are completed by the evaluator, using either the standard evaluation form found in our online tool or, in exceptional circumstances, an ad hoc evaluation. Evaluations are to be discussed with the fellow by the evaluator. The Fellowship Program Director can involve the Resident Review Committee (RRC) for guidance on potential remediation situations. In accord with the fellow contract, if at any time the Evaluator, the Fellowship Program Director and/or the Chairperson of the RRC determines that patient care or safety is jeopardized they may bring that information immediately to an emergency meeting of the RRC and/or to the head of the Department of Pediatrics who may suspend the fellow from patient care responsibilities. Copies of the written evaluations are readily available to the fellow and his or her mentor via our online tool, or sent upon request.

Fellows meet twice a year with the Program Director for evaluation, and the Program Director provides a final evaluation for each fellow completing the program. Records of the evaluations on each resident and fellow are accessible to them.

**Types of Evaluations**

In accordance with ACGME requirements, all UMN pediatric fellowship programs are required to collect multiple types of evaluations. The evaluations required to be collected via RMS include:

- **Program Director Eval of Fellow (2x per year at minimum)** - completed semiannually before progression meeting with Program Director
- **Fellow Self-Eval (2x per year at minimum)** - through completion and update of the fellow’s Individualized Learning Plan (ILP). This should be completed semiannually before progression meeting with Program Director
- **Fellow Eval of Program (1x per year at minimum)**
- **Faculty Eval of Fellow (2x per year at minimum)** - at the end of each clinical rotation
- **Faculty Eval of Program (1x per year at minimum)**
- **Fellow Eval of Rotation (2x per year at minimum)**
- **Fellow Eval of Core Curriculum (after each attended session)**
- **Fellow Eval of Faculty (1x per year at minimum)**
- For patient/family evaluation and nurse evaluation, standard department forms are available from Fellowship Coordinator. At least 2x/year (or more if the PD prefers), the Coordinator will distribute 5-10 of these evaluations through the nursing staff. After distribution, the coordinator will collate the responses for the fellow file.

**Evaluation Confidentiality**

Evaluation confidentiality is of high importance in the department. A grid outlining evaluation confidentiality is available at:

http://www.peds.umn.edu/prod/groups/med/@pub/@med/@peds/documents/content/med_content_184079.doc
In order to maintain a confidential feedback system, there are several mechanisms in place:

- Only the program coordinator and Department Education Office have access to view the fellow's identity for evaluations the fellow has completed on faculty.
- Evaluation of faculty teaching performance is included in all annual faculty performance evaluations. These evaluations are completed either by the Department Chair or Division Chair.
- In cases where there are few evaluators and evaluation results are inaccessible to the subject, summary results can be obtained from the coordinator or the Department Education Office.
- Coordinators receive annual guidance on how to collate evaluations to promote confidentiality.

### Types of Assessments

<table>
<thead>
<tr>
<th>1. Written evaluations of competency in all areas of clinical care are completed by the faculty, through RMS.</th>
<th>PATIENT CARE</th>
<th>MEDICAL KNOWLEDGE</th>
<th>INTERPERSONAL/COMMUNICATION SKILLS</th>
<th>PROFESSIONALISM</th>
<th>PRACTICE-BASED LEARNING</th>
<th>SYSTEMS-BASED PRACTICE</th>
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<tr>
<td>2. ABP Subspecialty In-Service Examination (SITE)</td>
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<td>3. 360° evaluation of fellows completed by nursing staff</td>
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<tr>
<td>4. 360° evaluations of fellows completed by patients/families</td>
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<td>5. Fellow self-evaluation</td>
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### Annual Program Review

The program is evaluated in detail at least once per year. Minutes of the program review are to include five key areas of performance. These five areas are:

- Current fellow performance (scholarly activity, # of procedures, SITE results)
- Faculty development (development opportunities including new clinical skills, admin skills, and teaching, scholarly activity, statement that performance has been reviewed)
- Graduate performance (board results)
- Overall program evaluation (discussion of fellow and faculty evals)
- Action plan (any follow-up, address deficiencies)
**Subspecialty In-Training Examination (SITE)**
Every fellow is required to be assessed annually through their SITE. Fellows will be notified by email when SITE registration opens in the fall. Follow up with your fellowship coordinator to complete the 2 step process to register and reserve a seat at the desired testing site.

The results are discussed between the Program Director and fellow at their semi-annual review.

**ACLS/BLS/PALS/NRP Certification**
Individual hospitals will provide training for required certifications.

Fellows who are not required to maintain certification for their fellowship training, may be able participate in recertification courses at their own expense. Courses are available through Fairview Organizational Learning. Contact their office at 612-273-6195 for scheduling and fee information.

**AMA Policy for Accepting Gifts**

Please keep these guidelines in mind when dealing with pharmaceutical representatives. The program will not distribute information on any events or promotions that we feel violate these guidelines. A commonsense approach to acceptance of gifts is to think about whether you would want your patients, professors or mentors to know of the gift. Contact your program director or visit the AMA website for further information.

**Back-Up Policy**
Resident and fellow well-being will be closely monitored by the training program and supervising faculty. Faculty and fellows are educated to recognize the signs of fatigue and will adopt and apply policies to prevent and counteract the potential negative effects. If a trainee feels they cannot provide safe patient care, they should immediately contact the supervising faculty, who will excuse the trainee from patient care responsibilities until the trainee is rested and able to provide safe patient care again. Once the trainee is excused, their patient care duties will become the responsibility of the supervising physician, utilizing any additional identified back-up systems as needed. Any other faculty member, fellow or member of the health care team who identifies a fellow as being fatigued should also contact the supervising faculty to suggest removal of the fellow until safe patient care can once again be provided.

**Continuity of Care**
Fellows are responsible for ensuring good communication and provision of continuity of care for all patients on their service. This is particularly important at times of care transition, such as finishing a rotation or patient discharge.
Program Responsibility:
- 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.
- Attending physicians and trainees must inform patients and family members of their roles in their care.

Fellows are expected to provide off-service notes for all patients who have been in the hospital more than 24 hours.

At time of discharge, fellows are responsible for identifying an attending physician to provide ongoing management.

**Do not list the education office as a contact number for patient-related issues.** Pharmacy refills and other patient-related requests that are faxed to the education office violate HIPAA confidentiality rules and will be shredded upon receipt.

**Demonstration of English Language Proficiency by Non-Native Speakers Of English**
Recognizing the critical role that communication plays in medicine, we wish to assure that everyone in the fellowship program is comfortable and effective in spoken and written English.

Non-native speakers of English may be required to consult with the University of Minnesota Medical School, Director of Learner Development for assistance and referral for ESL development for proficient language skills. Fellows may also choose to consult with Scott if they feel they would like language assistance. Contact: Scott Slattery, PhD, LP, B-609 Mayo, slatt008@umn.edu, (612) 626-7196. More information about the Office of Learner Development is available here: [http://www.meded.umn.edu/learner/](http://www.meded.umn.edu/learner/)

**Medical Licensure**
You are **not** required to have a state license to participate in University of Minnesota pediatric fellowship programs. State law does mandate that each fellow have a residency permit. This is a one-time application and is valid throughout your fellowship. **If you elect to obtain a Minnesota license you are responsible for completion, coordination, and maintenance of all licensing activities.**

**You must provide a copy of an active license to the Fellowship Coordinator!**

You may contact the state board directly at:
Minnesota Board of Medical Practice
University Park Plaza
2829 University Avenue SE, Suite 500
Minneapolis, Minnesota 55414-3246
(612) 617-2130 (612) 617-2166 (fax)
Or find information online at: [http://mn.gov/health-licensing-boards/medical-practice/applicants/](http://mn.gov/health-licensing-boards/medical-practice/applicants/)
Medical Records/Dictation Completion
All UMCH and UMP clinic patient records can be accessed either via EPIC, or by calling the Health Information Management (HIM) offices at 612-626-3535. For instructions on medical record retrieval at additional sites, direct inquiries to the appropriate site.

Charts should be dictated within twenty-four (24) hours of patient discharge at all hospitals. At UMCH, the dictation should be in the form of a letter addressed to the referring physician. If applicable, a copy of the dictation should also be sent to any consulting physicians as well as any subspecialty physician involved in the patient’s care.

Monitoring of Fellow Well-Being
The Program Director is responsible for monitoring resident stress, including mental or emotional conditions inhibiting performance or learning, and drug-related or alcohol-related dysfunction. Both the Program Director and faculty should be sensitive to the need for timely provision of confidential counseling and psychological support services to residents. Situations that demand excessive service or that consistently produce undesirable stress on residents must be evaluated and modified. Refer to the Back-Up Policy for instruction on what to do if a fellow is fatigued or stressed, especially if unable to provide safe patient care.

Educational resources on Fatigue, Stress and Deprivation, Burnout, and other well-being topics are available at: http://www.gme.umn.edu/residents/wellness/home.html.

Moonlighting Policy
Moonlighting activities are not included in fellowship programs. Trainees are not required to engage in moonlighting activities. Those who elect to participate in moonlighting activities must assure they do not conflict with the scheduled and unscheduled time demands of the educational program and its faculty. Regardless of where it occurs, all moonlighting must be logged in RMS and will be counted towards the trainees’ weekly 80 hour duty limit in accordance with the revised ACGME Duty Hour Requirements.

Written Permission Required
Trainees who wish to moonlight are required to obtain prospective permission, in writing, from their Program Director. Failure to provide this information is grounds for discipline under Section VII of the Residency/Fellowship Agreement.

Program Directors must approve in writing a trainee’s moonlighting schedule. This information will be kept in their training file. Program Directors may withdraw permission to moonlight for any trainee if those activities have been shown to interfere with their performance or violate duty hours.

Visa Requirements
Trainees on J-1 visas are not permitted to be employed outside the residency/fellowship program. Therefore they are not allowed to moonlight.
A trainee on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the trainee works outside the training program.

**Professional Liability**
Moonlighting activities and any activities that are not part of the formal education program are not covered under the University of Minnesota professional liability policy.

**On Call Rooms, Support Services, Laboratory/Pathology/Radiology Services**

**On-Call Rooms**
Medical students, residents and fellows that must remain at UMMC/UMCH on call overnight are guaranteed a room. For access to a room at UMCH contact the nursing supervisor: 612-613-8497

**Support Services**
A full range of patient support services are provided in a manner appropriate to and consistent with education objectives and patient care. These include but are not limited to Care Management Services, Employee Health Service, Health Information Management, Infection Control, Laboratory Medicine and Pathology, Nursing Administration, Nutrition Services, Patient Relations, Patient Transport, Pharmacy Services, Radiology Film File Services, Rehabilitation Services, Security Services, Social Services, Spiritual Health Services, and Shuttle Service between the Riverside and University campuses. Similar patient support services are provided by all major participating hospitals.

**Laboratory/Pathology/Radiology Services**
Federal and state regulation and regulatory agencies mandate competency validation for testing personnel (including physicians), documentation, quality assurance, quality control, etc. The regulations cover hospitals, clinics, physicians’ offices, nursing homes, and any site where testing is performed. Testing performed by physicians, practitioners, nursing staff, and laboratory technicians must meet regularly guidelines. Failure to comply with the mandates can lead to suspension, revocation, or limitation of certification and denial of reimbursement. Laboratory, pathology, and radiology services are readily available through all the major participating hospitals.

**Professional Dress Guidelines**
A set of goals and standards was developed to improve the service we provide to patients and their families. In addition to professional and respectful behavior, it is important that our work habits include proper dress and personal appearance when interacting with patients. In addition, we are role models for future physicians; it is important to set a good example when supervising medical students. To help meet these goals a list of guidelines has been outlined. These guidelines serve as recommendations; they are not mandated. Our goal is to provide the best patient care in all areas.

- Appropriate scrubs include those provided by the program.
- Both patients and families appreciate having ways to identify the physicians; white coats serve this purpose. Additionally, they have not been found to be threatening to children.
- It is not appropriate to wear scrubs, even with a white coat, to continuity clinic.
- Dressing more comfortably on weekends is not an excuse to wear jeans, sweat pants, etc.
Shoes should be clean, in good condition, and closed toe - no beat-up sneakers or sandals.

Professional Introduction Guidelines
When introducing yourself to a patient/family, be clear about your role on the medical team. It is recommended that you do these introductions at all times and in all experiences throughout your pediatric fellowship. (Example: "Hello! I'm Dr. ________, a Pediatric Infectious Diseases Fellow. I'll be working with the attending physician Dr. ________.)

Residency Management Suite (RMS)
All residency and fellowship programs in the University of Minnesota Medical School utilize a web-based system called New Innovations’ Residency Management Suite (RMS) to manage training programs. All accredited training programs in Pediatrics use RMS for evaluations and Medicare reporting/duty hour reporting. For RMS questions, contact your fellowship coordinator. You may also e-mail pedsrms@umn.edu with questions about use of RMS or login assistance. Our department RMS website with helpful information is located at http://www.med.umn.edu/peds/education/fellowship-programs/current-fellows/RMS/index.htm.

See Guidelines for Determining Which Assignment to Use to Reflect Your Activity.

Scheduling/Absence Coverage
Fellows will meet with the Fellowship Program Director in the spring of each year to discuss scheduling options based on educational considerations.

Security/Safety
The Security Monitor Program, a branch of the UMPD, offers free walking and biking security escorts to and from University campus locations and nearby adjacent neighborhoods for all students, staff, faculty and visitors. All Security Monitors are given training in First Aid, CPR, and Body Substance Isolation. All Security Monitors are equipped with a First Aid Kit and a portable police radio in the event of an emergency. To request an escort from a trained student security monitor, please call 612-624-WALK, or 4-WALK from any campus phone, shortly before your desired departure time.

Each hospital has its own security/safety policy and process. Contact the site coordinator for more information.

University of Minnesota Security Office
UMMC/UMCH Security: (612) 273-7275
Fairview Privacy Office by e-mail: privacy1@fairview.org or telephone: (612) 672-5647
Fairview Internal Reporting Hot Line at (612) 672-2300 or (800) 530-4694
Children’s Hospitals and Clinics – St. Paul and Minneapolis – GME Site Coordinator
http://www.childrensmn.org/web/meded/geninfo/065872.asp
Supervision of Fellows
All patient care must be supervised by qualified faculty. The program director will ensure, direct, and document adequate supervision of residents and fellows at all times. Fellows are provided with rapid, reliable systems for communication with supervising faculty. On-call schedules for attending faculty are structured to ensure that supervision is readily available to residents and fellows on duty. The attending faculty must determine the level of responsibility given to each fellow, according to their level of training and experience. A fellow may request the physical presence of an attending at any time and is never to be refused. Faculty and fellows are educated to recognize the signs of fatigue and will apply institutional policies to prevent and counteract the potential negative effects.

Teaching Responsibilities
Teaching of Medical Students, Refer to Pediatric Program Manual at:
http://www.med.umn.edu/peds/education/fellowship-programs/fellowship-administration/index.htm

Training/Graduation Requirements
Upon successful completion of all program requirements, the Program Director will provide a final summative evaluation for each fellow who completes the program. The program requirements are in accordance with the requirements outlined by the ABP and ACGME. This evaluation will include a review of the fellow’s performance during the final period of training and will include verification that the fellow has demonstrated sufficient professional ability to practice competently and independently. This final evaluation will be part of the fellow’s permanent record.

SECTION 6- INSTITUTION RESPONSIBILITIES
Institution Manual Policies
Please refer to Institution Policy Manual at:

SECTION 7 - STUDENT SERVICES
Institution Manual Policies
Please refer to Institution Policy Manual at:

Medical School Registration
Our pediatric fellowship program is a professional graduate program leading to professional qualification, but not an advanced degree. All fellows are formally enrolled as graduate-level students in the Medical School of the University of Minnesota, and are automatically registered each semester.
for their Medical School training course by the Department Education Office. Trainees are not involved in registration for Medical School courses.

Fellows are registered for 6 credits in the Medical School course PED 7930 Pediatric Medical Fellowship each semester during their fellowship. If a registration "Hold" is placed on a student account due to library fines, dues, immunizations etc., the fellow is responsible for taking IMMEDIATE action to eliminate those holds or the program may pursue disciplinary action until the hold is resolved. Certificates of completion and training verifications will not be released until all holds are resolved on fellow student accounts.

**Tuition and Fees/Additional Courses**
The tuition and ordinary fees for registration in the Medical School GME training, for fellowship training, are waived at this time. Although trainees are paid through UMN, their student classification as a professional-in-training disqualifies them from receiving employee tuition benefits for additional courses e.g. Regent’s Scholarship.

Enrollment into other colleges (e.g. School of Public Health, Graduate School) may affect the trainee’s student classification status. It is imperative that your program, Pediatric Education, and Payroll Office are aware of any courses you are taking or planning on taking, regardless if you are seeking an advanced degree. Permission in writing from the Fellowship Program Director is required to register for additional courses or seek an advanced degree.

**When a fellow seeks an advanced degree, it is their responsibility to notify the Fellowship Coordinator at least THREE MONTHS PRIOR to the beginning of the semester.** Any expenses incurred as a result of non-disclosure (late fees, etc.) are the responsibility of the trainee.

In order for nonresident fellows to receive in-state tuition rates, they must **complete the Verification of Appointment for Resident Tuition form**. To access this form, go to: [http://policy.umn.edu/forms](http://policy.umn.edu/forms) and search form #1502. This form must be completed and delivered to your program **coordinator two months prior** to the beginning of the academic semester.

Course enrollment outside of medical fellowship training, including graduate programs, will incur tuition and fees. Your Program Director will determine whether or not the Division will financially support your course work.

**Late Fees**
Any late fees incurred due to holds on registration because of library fines, delinquent student loans, etc. are the responsibility of the trainee incurring the fees.

**Campus Mail**
Any personal or professional mail, journals, etc. must be forwarded to your home address. University-related mail addressed to fellows is available in each fellow's postal box located in the East Building, 6th Floor, Room MB610.
Career Search Resources
To assist fellows with their post-fellowship career search, Pediatric Gastroenterology Faculty are available for questions and advice.

E-Mail
As a University student, you automatically have an x500 account. This account provides access to electronic resources within the University community, including the BioMedical Library. Your x500 account is also a University e-mail account. The program requires the use of your UMN e-mail, as it is our primary method of communication.

Privacy and Data Security Training
You are required to be HIPAA compliant in order to participate in program rotations and activities. The Department of Pediatrics’ Privacy Coordinator will contact you if you are noncompliant. If you remain noncompliant, the Program Director will contact you directly to resolve the situation; clinical sites can remove you from patient care activities due to noncompliance. More information on privacy and data security training is available at: http://www.privacysecurity.umn.edu/training/home.html.

Each hospital has its own data security policy and process. Contact the GME education coordinator on site if you have questions.

University of Minnesota Safety and Security
UMCH/Fairview Privacy Office by e-mail: privacy1@fairview.org or telephone: (612) 672-5647
Fairview Internal Reporting Hot Line at (612) 672-2300 or (800) 530-4694
Children’s Hospitals and Clinics – St. Paul and Minneapolis – GME Site Coordinator
http://www.childrensmn.org/health-professionals/education/medical-education-contacts

Pagers
University alphanumeric pagers are required at all times (the only exceptions are during a leave of absence or vacation). You will be assigned one pager number to be used throughout your fellowship. Should you lose your pager, a temporary or permanent replacement can be obtained at the University of Minnesota Medical Center (UMMC/UMCH) Information Desk. Notify your Fellowship Coordinator immediately of the loss. Please note: Once you locate your lost pager, please return the replacement to Communications and notify the Coordinator, or you may be billed by the department. Pagers are the property of Fairview and must be returned no later than 30 days after leaving/completing the program. If you lose your pager, do not return your pager or if your pager becomes damaged beyond repair, you may be charged the replacement pager fee.

For those residents entering a UMN fellowship, your residency pager number can be transferred into fellowship by having your Fellowship Program Coordinator contact the Education Manager at elgray@umn.edu.
Resident Assistance Program (RAP)

RAP offers expertise in dealing with unique needs of individuals in residency training programs. It is a free service available to all residents, fellows and immediate family members. The program is confidential and designed to be flexible to accommodate a resident’s busy schedule. RAP’s contact number is (651) 430-3383 or 1 (800) 632-7643.
Confirmation of Receipt of your Fellowship Addendum

By signing this document you are confirming that you have received and reviewed your Fellowship Addendum for this academic year. This policy manual contains policies and procedures pertinent to your training program. This receipt will be kept in your personnel file.

Academic Year: __________________________

Fellow Name (Please print) __________________________

Fellow Signature __________________________________________

Date ______________

Coordinator Initials ______________

Date ______________