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MISSION STATEMENT

The University of Connecticut School of Medicine’s Division of Graduate Medical Education (GME) is dedicated to the oversight and management of high quality, comprehensive, and culturally relevant health care in an effort to improve the overall health of the citizens of Connecticut. The Division of Graduate Medical Education is committed to providing outstanding residency and fellowship programs and highly qualified trained physicians. We do this by promoting academically vigorous programs of education which help to foster physicians’ professional development as skilled, ethical, and compassionate independent physicians that are knowledgeable and capable of meeting the challenges of a changing healthcare environment. GME promotes research and scholarly activity in our residents, fellows, and faculty. Lastly, we work to collaborate with our affiliated hospitals and training sites so that our residents and fellows are integral and transformative members of the community with the goals of patient safety and quality care.

Reviewed 4/16, 5/17, 4/19
The University of Connecticut School of Medicine and its governing body, the Board of Directors, has as its mission the commitment to provide excellent medical education, research endeavors, and medical care to the citizens of the State of Connecticut and to all others. Graduate Medical Education is identified as a vital part of this mission. As such, the University of Connecticut School of Medicine sponsors Graduate Medical Education Programs that train health professionals to practice independently within their specialty. We do this with integrated partners for graduate medical education comprising John Dempsey Hospital (the University hospital), Hartford Hospital, Connecticut Children’s Hospital, St Francis Hospital and Medical Center, and Hospital for Central Connecticut.

The University of Connecticut’s School of Medicine sponsors Graduate Medical Education Programs dedicated to helping and facilitating residents’/fellows’ professional, ethical, and personal development during residency education. Our graduates are an integral part of the school’s efforts to recruit and maintain the highest quality health professionals to the state.

The Graduate Medical Education Programs, in response to community needs, emphasize primary care training along with selected specialty programs. Clinical and basic science research opportunities are encouraged in all areas where there are Graduate Medical Education Programs.

Graduate Medical Education sponsored by the University of Connecticut School of Medicine is dedicated to the centralization, enhancement, and monitoring of the quality of education provided to residents/fellows at all participating institutions, as well as to meeting the new demands and responsibilities inherent in maintaining top quality Graduate Medical Education Programs. We will insure that the programs meet or exceed all accreditation, general and specific requirements, from all accrediting bodies such as Accreditation Council for Graduate Medical Education (ACGME), American Osteopathic Association (AOA), and American Board of Obstetrics and Gynecology (ABOG). We are also committed to insuring that individual residents/fellows are well prepared to meet certification requirements within their specialties. Each program is dedicated to the development and assessment of each trainee with documentation that competencies and milestones are met as defined by each specialty. To that end, we have an organized administrative division that is overseen by the Associate Dean for Graduate Medical Education and Faculty Affairs and the Graduate Medical Education Committee. In addition, the University of Connecticut School of Medicine is dedicated to advancing patient care by a supportive educational environment and is specifically dedicated to the ongoing development and support of our teaching faculty.

To this end, the Governing authorities which include the Board of Directors, Education Council, the Dean of the School of Medicine, and the administration of the University of Connecticut School of Medicine will commit educational, financial, and human resources to Graduate Medical Education. Furthermore, the hospital administration will also comply with the requirements for the Clinical Learning Environment Review (CLER) visits that focus on patient safety, health care quality, and transitions of care.
 Residents/Fellows Policies and Procedures Manual

{Signatures on file}

____________________________________________________________
Bruce T. Liang, MD
Dean, School of Medicine
University of Connecticut School of Medicine

Date Signed

____________________________________________________________
Kiki Nissen, MD
Associate Dean for Graduate Medical Education and Faculty Affairs
University of Connecticut School of Medicine

Date Signed

____________________________________________________________
Steven Angus, MD
Designated Institutional Official
University of Connecticut School of Medicine

Date Signed

____________________________________________________________
Janet Widlansky
Executive Director
Capital Area Health Consortium

Revised 2/16, 11/17
Reviewed 11/17, 4/19
SPONSORING INSTITUTION

The University of Connecticut School of Medicine (UConn SOM) is the sponsoring institution for most of the Graduate Medical Education programs in the Hartford area. The UConn SOM has affiliated with seven Hartford area hospitals for the education of residents/fellows. These hospitals include Connecticut Children’s Medical Center, Hartford Hospital/Institute of Living, Hospital for Special Care, John Dempsey Hospital, St. Francis Hospital and Medical Center, and The Hospital of Central Connecticut. The UConn SOM must be in good standing with its accrediting organization, the Liaison Committee on Medical Education (LCME), in order to be successful as a sponsoring institution.

The Graduate Medical Education (GME) Office is part of the University of Connecticut School of Medicine and is responsible for administering the activities that are common to all of the residency/fellowship programs. When applicants are selected to join residency/fellowship programs, an appointment letter/contract is issued by the GME Office.

The GME Office has oversight responsibilities for over 55 residency and fellowship programs. The GME programs must be in good standing with their accrediting organizations. The majority of the GME programs are Accreditation Council for Graduate Medical Education (ACGME) accredited programs.

The seven affiliated hospitals make up the Capital Area Health Consortium (CAHC). The CAHC has been contracted by the UConn SOM to be the administrator of salary and benefits for all residency and fellowship programs; therefore, the CAHC is the official employer of all the residents and fellows. The staff of the CAHC works closely with the GME Office to ensure that the working conditions for the residents are optimized and that the pay and benefits are appropriate. CAHC staff participate on Graduate Medical Education committees. The CAHC Board is made up of representatives from each of the seven hospitals. Five of the seven hospitals are considered major participating institutions. In addition, there are multiple participating institutions in Connecticut that provide specific learning experiences and are integral to the success of our Graduate Medical Education Programs.

Revised 4/16, 2/18
Reviewed 5/17, 4/19
Graduate Medical Education is the phase of formal medical education beginning at graduation from medical school and ending after the educational requirements for one of the medical specialties certifying boards have been completed. The objective of graduate medical education is to provide residents/fellows with an organized educational program in a selected discipline. The ultimate goal is to prepare physicians for the independent practice of medicine. The majority of programs are accredited by the Accreditation Council for Graduate Medical Education (ACGME) which in turn acts on the recommendations of 26 residency review committees (RRC) each of which serves a medical or surgical specialty. Specialties certifying boards establish the educational criteria that residents must achieve to be eligible for board certification.

The University of Connecticut School of Medicine is committed to excellence in education, medical care, and scholarly pursuits. The emphasis of each program is to facilitate the resident's/fellow’s personal and professional development in six general competencies, and more specifically the achievement of specialty specific milestones. Residents/fellows are provided guidance and supervision throughout their training with the goal of providing safe and appropriate patient care.

The University of Connecticut School of Medicine works with five major affiliated hospitals to assume accountability for the quality of the graduate medical education training programs. The Division of Graduate Medical Education and the Graduate Medical Education Committee (GMEC) will oversee all residency and fellowship programs sponsored by the University of Connecticut School of Medicine. Dr. Steven Angus, Designated Institutional Official, has the authority and responsibility for the oversight and administration of the GME programs.

We are here to help any resident/fellow should there be concerns about any educational experience or interaction. All of the GME staff have an open door policy and welcome you to the University of Connecticut. Come in for help navigating a problem, to say a quick hello, or to make a suggestion about how we can be better!

The Residents/Fellows Policies and Procedures Manual has been developed as a guide and resource for residents and fellows. Residents/fellows should use this manual as a resource to answer questions regarding policies and procedures as they arise during their training.

We wish each and every one of you much success in your training program.

Revised 2/16
Reviewed 5/17, 4/19
ASSISTANT DEANS

John Dempsey Hospital
Dr. Scott Allen, Assistant Dean  860-679-2000
sallen@uchc.edu
Jill Layton, Executive Assistant  860-679-2133
layton@uchc.edu

Hartford Hospital
Dr. Peruvamba Venkatesh, Assistant Dean & DIO  860-972-2876
peruvamba.venkatesh@hhchealth.org
Suzanne DuBois, Administrative Associate III  860-972-4187
suzanne.dubois@hhchealth.org

St. Francis Hospital
Dr. Jeri Hepworth, Director of Medical Education  860-714-6526
jhepworth@stfranciscare.org
Maureen Carroll, Administrative Assistant  860-714-0608
mcarroll@stfranciscare.org

Hospital for Central Connecticut
Dr. Jeffrey Finkelstein, Assistant Dean  860-224-5554
jeff.finkelstein@hhchealth.org
Sue Pagano, Executive Assistant  860-224-5640
Susan.Pagano@hhchealth.org

Connecticut Children's Medical Center
Dr. Melissa Held, Assistant Dean of Education  860-679-2113
held@uchc.edu
Antonella Pagani, Assistant  860-679-8584
pagani@uchc.edu

Revised 4/17, 4/19
Residents/Fellows Policies and Procedures Manual

GRADUATE MEDICAL EDUCATION OFFICE
University of Connecticut School of Medicine
263 Farmington Avenue, LM-068
Farmington, CT 06030-1921

Phone: (860) 679-2147
Fax (860) 679-4624

http://gme.uchc.edu

Office Hours: 7:00 a.m. – 4:30 p.m.

Kiki Nissen, MD, FACP
Senior Associate Dean for Faculty Affairs
Associate Dean for Graduate Medical Education
Professor of Medicine
860-679-2413
jnissen@uchc.edu

Steven Angus, MD, FACP
Assistant Dean for Graduate Medical Education
Vice Chair of Education for Medicine
Designated Institutional Official
Associate Professor of Medicine
860-679-4420
angus@uchc.edu

Wendy Miller, MD, FACP
Assistant Designated Institutional Official
Quality and Safety Education Officer
Assistant Professor of Medicine
860-679-4420
wmiller@uchc.edu

Jody Terranova, DO
GME Educational Liaison
Assistant Professor of Pediatrics
jterranova@uchc.edu

Martha Wilkie, C-TAGME
Director of Graduate Medical Education
860-679-4458
mhwilkie@uchc.edu
Mark Siraco  
Director of Graduate Medical Education Finance  
860-679-1329  
siraco@uchc.edu

Stephen Bayley  
Instructional Design Specialist  
(HuskyCT and HealthStream Specialist)  
860-679-4295  
bayley@uchc.edu

Melissa Demetro  
Administrative Program Coordinator  
860-679-4763  
demetro@uchc.edu

Jill Goldsmith, C-TAGME  
Administrative Program Coordinator  
860-679-4420  
jgoldsmith@uchc.edu

Bethany Dumez  
Administrative Program Assistant 2  
860-679-4272  
dumez@uchc.edu

Michelle-Christy Huynh  
Administrative Program Assistant 2  
860-679-7967  
mihuynh@uchc.edu

Revised 6/17, 4/19
CAPITAL AREA HEALTH CONSORTIUM

Your employer, while you are part of the UConn School of Medicine Residency Program, is the Capital Area Health Consortium (CAHC). They are located in The Exchange directly across from the Farmington Avenue entrance to UConn Health. The Capital Area Health Consortium is a non-profit organized under 501(c)3 of the Internal Revenue Code.

270 Farmington Ave., Suite 352
Farmington, CT 06032

Phone: 860-676-1110
Fax: 860-676-1303

https://health.uconn.edu/graduate-medical-education/cahc/

Office Hours: 8:30 a.m. – 4:30 p.m.

Janet Widlansky
Executive Director
widlansky@uchc.edu

Lory Gasper
Recruitment Administrator
gasper@uchc.edu

Michael Tran
Payroll & Benefits Administrator
mtran@uchc.edu

Stephanie Kudler
Accountant
skudler@uchc.edu

Reviewed 4/19
AFFILIATED HOSPITALS

**UConn Health John Dempsey Hospital**

The University Hospital, John Dempsey Hospital provides specialized and routine inpatient and outpatient services for adults. It is widely recognized for its high quality care and was named by the Joint Commission as a top performer in the care of patients with heart failure, heart attack, pneumonia and surgical needs. UConn’s centers of excellence include:

- Geriatrics
- Maternal-fetal medicine
- Cardiology
- Cancer
- Orthopaedics

In addition, the John Dempsey Hospital is home to the only full service Emergency Department in the Farmington Valley.

**Hartford Hospital/Institute of Living**

Hartford Hospital is central Connecticut's leading tertiary medical center with a world-class medical staff, supported by over 7,000 extraordinary nurses and staff members.

Hartford Hospital is the one of the major teaching hospitals affiliated with the University of Connecticut Medical School, serving the New England region. With a reputation for providing complex and innovative care to those in need, Hartford Hospital is built on the foundation of excellence in patient care, teaching and research. The Center for Education, Simulation, and Innovation (CESI) is one of the few Level 1 accredited simulation centers in the United States and is recognized as a leader in simulation innovation.

Hartford Hospital performed the first successful heart transplant in the state, and pioneered the use of robotics in surgery. We maintain the only Level 1 Trauma Center in the region, and operate the state's air ambulance system, LIFE STAR. We are not the only air ambulance system in Connecticut anymore.

**St. Francis Hospital and Medical Center**

Saint Francis Hospital and Medical Center has been an anchor institution in north central Connecticut since 1897. In 2015, Saint Francis became part of Trinity Health - New England, an integrated health care delivery system that is a member of Trinity Health, Livonia, MI, one of the largest multi-institutional Catholic health care delivery systems in the nation. Saint Francis Hospital and Medical Center is licensed for 617 beds and 65 bassinets, is a major teaching hospital and the largest Catholic hospital in New England. Other Saint Francis entities include the Comprehensive Women's Health Center, the Connecticut Joint Replacement Institute, the Hoffman Heart and Vascular Institute of Connecticut, Smilow Cancer Hospital Yale-New Haven at Saint Francis, and Saint Francis Medical Group. A regional referral center and major teaching hospital, Saint Francis provides sophisticated,
Residents/Fellows Policies and Procedures Manual

contemporary medicine with major clinical concentrations in women’s and children’s services, oncology, cardiology, orthopedics, and rehabilitation.

The Hospital for Central Connecticut

The Hospital of Central Connecticut (THOCC) is a 414-bed, 32-bassinet, acute-care community teaching hospital with campuses in New Britain and Southington. The hospital was created with the 2006 merger of the former New Britain General and Bradley Memorial hospitals.

Affiliated with the University of Connecticut School of Medicine, The Hospital of Central Connecticut provides comprehensive inpatient and outpatient services in general medicine and surgery and a wide variety of specialties. Specialty centers include the Endocrine and Bone Health Center, Cancer Services, Cardiology, Clinical Research, Family BirthPlace, Joslin Diabetes Center Affiliate, Joint and Spine Center, Psychiatry and Behavioral Health, Sleep Disorders Center, Vascular Center, Center for Bariatric Surgery, Weigh Your Options Weight Loss Center, Wolfson Palliative Care Consult Services, and Wound Care Center.

The Hospital of Central Connecticut has a medical staff of more than 400 physicians. Through the University of Connecticut School of Medicine, the hospital participates in residency programs for primary care internal medicine, obstetrics and gynecology, otolaryngology, and general surgery.

The Hospital of Central Connecticut is a member of the Central Connecticut Health Alliance, a system of healthcare affiliates that provides a wide array of services throughout the region, caring for patients from birth through the end of life.

Connecticut Children’s Medical Center

Connecticut Children’s Medical Center is a nationally recognized, 187-bed not-for-profit children’s hospital serving as the primary teaching hospital for the University of Connecticut School of Medicine department of pediatrics. Connecticut Children’s Medical Center is consistently named among the best in the nation for several of its pediatric specialties in the annual U.S. News & World Report “Best Children’s Hospitals” rankings.

The history of Connecticut Children’s spans more than 100 years. Founded as a 10-bed hospital for children who suffered incurable conditions such as cerebral palsy, spina bifida and polio, Connecticut Children’s is now one of only two freestanding children’s hospitals in New England—the only freestanding children’s hospital in Connecticut—that offers comprehensive, world-class health care to children and adolescents in a patient- and family-centered environment with a focus on research, education and advocacy.

A comprehensive array of pediatric services are available at our hospitals in Hartford and Waterbury, with neonatal intensive care units in Hartford (Level 4) and the UConn Health (Level 3), along with a state-of-the-art ambulatory surgery center, five specialty care centers and 10 practices across the state and in Massachusetts.

Our Level 1 Pediatric Trauma Center and Primary Care Center are the busiest between Boston and New York.
Connecticut Children's has 2,200 employees with a medical staff of nearly 1,100, practicing in more than 30 specialties.

The Department of Veterans’ Affairs

The Veterans’ Affairs (VA) Hospital (VA) encompasses an inpatient facility and Ambulatory Care Center in West Haven; an Ambulatory Care Center in Newington; and six primary care Community Based Outpatient Clinics.

Affiliation with the University of Connecticut School of Medicine allows the VA Connecticut to participate in the education and training of more than 600 physicians each year.

Revised 5/17, 4/19
The University of Connecticut School of Medicine is committed to providing residents/fellows with an educational environment which allows residents/fellows to successfully demonstrate with satisfaction and understand the following attributes and objectives set forth by the Accreditation Council for Graduate Medical Education (ACGME).

Each residency/fellowship program enables its residents/fellows to develop competence in six areas. In addition, achievable milestones within each competency are defined in program curricula. Towards this goal, programs define specific knowledge skills and attitudes required and provide the clinical and educational experiences needed in order for residents/fellows to demonstrate this competence. As specified in the ACGME Common Program Requirements, all University of Connecticut School of Medicine sponsored Graduate Medical Education programs have integrated the general competencies into written curricula and evaluations related to education and clinical care. Programs use resident/fellow performance data as the basis for program improvement. Programs are expected to have measurable outcomes to verify resident/fellow and program performance levels.

The six core competencies as defined by the ACGME are as follows:

1. **Patient Care**
   Residents/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.

2. **Medical Knowledge**
   residents/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.

3. **Practice-based Learning and Improvement**
   residents/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. residents/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/fellows and other health professionals.

4. **Interpersonal and Communication Skills**
Residents/fellows must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. Residents/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.

5. **Professionalism**
Residents/fellows must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Residents/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.

6. **Systems-based Practice**
Residents/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. Residents/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 interprofessional teams to enhance patient safety and improve patient care quality; and
- participate in identifying system errors and implementing potential systems solutions.

Revised 5/17
Reviewed 4/19
GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)

The Graduate Medical Education Committee (GMEC) is a standing committee of the School of Medicine. The GMEC reports to the Education Council of the School of Medicine. The purpose of the GMEC is to oversee all programs in Graduate Medical Education (GME) sponsored by the University of Connecticut School of Medicine (UConn SOM). The GMEC is responsible for oversight of all the GME programs sponsored by UConn SOM in accordance with the Accreditation Council for Graduate Medical Education (ACGME) institutional requirements and Residency Review Committee (RRC) program requirements. The GMEC establishes and implements policies regarding the quality of education in the work environment for residents/fellows at all UConn SOM major affiliated hospitals, partner sites, and GME programs, including non-accredited programs. The GMEC meets six times a year with written minutes maintained. Voting members are required to attend a minimum of four of the six scheduled meetings annually.

Leadership and Membership

The GMEC convenes under the leadership of the Chairperson, the Designated Institutional Official. The voting membership includes the following:

- The Designated Institutional Official
- The Assistant Designated Institutional Official
- Assistant Deans from five major affiliated hospitals
- One Clinical Chair (selected by Chief Council) (2yr term)
- Six Residency Program Directors (3yr term)
- Three Fellowship Program Directors (2yr term)
- The Director of Graduate Medical Education Finance
- The Director of Graduate Medical Education
- The Executive Director of the Capital Area Health Consortium
- Quality Improvement/Patient Safety Officer
- Two resident/fellow participants (peer selected members of Resident/Fellow Forum) (1yr term)
- One Program Coordinator (1yr term)

Each person has one vote regardless of whether they are fulfilling more than one role. Non-voting members include any Program Directors, core faculty members, teaching faculty members from an affiliated hospital, Program Coordinators or residents/fellows who attend the meetings out of interest.
Graduate Medical Education Committee Responsibility

The Graduate Medical Education Committee is responsible for establishing and implementing policies and procedures regarding the quality of education in the work environment for residents/fellows, including:

- Annual Program Reports
  - Annual Program Evaluation
  - ADS update
  - Program improvement activities
  - Resident survey
  - Faculty survey
  - Case logs
  - Educational curriculum
  - Board pass rate
- Appeals to RRC
- Curriculum and evaluation for each program
- Experimentation and innovation
- Faculty development
- Duty hour tracking and modifications
- Graduate Medical Education budget
- Handover curriculum
  - Program
  - Hospital
- Oversight of accreditation including responses/action plans for citations and areas for improvement:
  - Institutional accreditation
  - Program accreditation
- Oversight of C.L.E.R. visit and action plans
- Oversight for Graduate Medical Education manual
- Oversight for residents/fellows policies and procedures manual
- Program changes
- Program Director changes/qualifications
- Program Director/Core Faculty protected time
- Reductions and closures of programs
- Resident/Fellow contracts
- Resident/Fellow evaluation and promotion
- Resident/Fellow wellness
- Review of the Annual Institutional Review (AIR)
- Salaries and benefits of residents and fellows
- Supervision policy
  - Program
  - Hospital

Revised 4/17
Reviewed 4/19
RESIDENT/FELLOW FORUM

The Resident/Fellow Forum is a committee for residents/fellows in all programs. The members are selected by their peers each academic year. All programs are invited to send one or more representatives to the Forum, which meets every other month. Program Directors are informed about the meetings so that residents/fellows may be released from other responsibilities. The resident/fellow representatives select a member to chair or two members to co-chair and convene the meetings. Representatives from the Graduate Medical Education Office and the Capital Area Health Consortium may be invited to spend 15-20 minutes at the beginning of the meeting with the Forum members so that administrative questions can be answered. The group then meets on its own to discuss issues that cross disciplines and sites.

A Resident/Fellow Forum report is a standing GMEC agenda item.

Revised 2/16, 5/17
Reviewed 4/19
EMPLOYMENT REQUIREMENTS

The following must be completed for residents/fellows to begin employment, and training in any residency/fellowship program sponsored by the University of Connecticut School of Medicine:

☐ Signed Appointment Letter/Contract
☐ Cleared Background Check
☐ Completion of Institutional Curriculum (IC)
☐ Connecticut State Permit
☐ Copy of the resident’s/fellow’s ECFMG certificate, if applicable
☐ Copy of the resident’s/fellow’s Medical School Diploma submitted to GME
☐ Professional Numbers enrollment
☐ Participation in Orientation
☐ Pre-employment physical screening including immunization documentation and pre-employment drug screening
☐ Respirator Fit Test
☐ Valid Social Security number (J1 residents/fellows within 4 weeks of start date)
☐ Valid visa/employment status

Revised 4/17, 4/19
APPOINTMENT LETTER/CONTRACT

DATE:       PROGRAM:
NAME        POST-GRADUATE YEAR LEVEL:
ADDRESS     PERIOD OF APPOINTMENT:

THE CURRENT SALARY AT THIS LEVEL:
This includes the amount for your orientation period.

By signing and returning the final page of this appointment letter, thus accepting this offer, you receive an appointment with the University of Connecticut School of Medicine (UConn SOM), the Sponsoring Institution of your program, and become an employee of the Capital Area Health Consortium (CAHC). Your employment with the CAHC does not alter your relationship with your residency/fellowship program and is expressly contingent upon you remaining in good standing in your program. All decisions about the academic aspects of your program will be governed by your Program Director and the Graduate Medical Education (GME) Office. Your appointment is also governed by all of the UConn SOM policies, privileges, procedures, and responsibilities outlined in the accompanying material, your program’s manual, and the Residents/Fellows Policies and Procedures Manual (Manual). The Manual, including the Code of Conduct, is available at http://gme.uchc.edu. A copy can also be obtained from your Program Coordinator or the GME Office personnel.

This appointment is contingent upon you successfully completing all prerequisites which may include medical school or residency/fellowship; passing a pre-employment screening, a drug screening, a criminal background check, and appropriate United States Medical Licensing Exams (USMLE), Comprehensive Osteopathic Medical Licensing Examination (COMLEX), or equivalent examination; and completing other employment requirements listed in the Manual. Please read this appointment letter carefully and contact your Program Coordinator or the GME Office personnel with any questions you may have.

Continuous training is vital to all residency and fellowship programs. Continued status in your academic program is required for this appointment to remain active. Termination from your academic program will terminate this appointment. Reasons that may terminate this appointment and any obligations the UConn SOM has to you shall include, but are not limited to, failure to satisfy the academic requirements of the program; failure to progress in knowledge or performance at a satisfactory rate; failure to attain or demonstrate competence in any of the six Accreditation Council for Graduate Medical Education (ACGME) competencies; failure to meet the requirements for continuous training; or conduct unbecoming a physician or otherwise in violation of the Code of Conduct.

Appointments to subsequent PGY years will be made at least four months prior to your current appointment end date. Reappointment and/or promotion will be based on performance evaluations in the six Accreditation Council for Graduate Medical Education (ACGME) competencies and program specific areas.

If your Program Director determines a reappointment/promotion will not occur within the four months prior to the end of the appointment, written notice will be provided as circumstances reasonably allow. Reappointment that does not occur as expected may be grieved according to the Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures in the Manual.
Residents/Fellows Policies and Procedures Manual

In the event of a national disaster, act of war, civil unrest, or other causes beyond the control of any party that may disrupt the ability of the program to operate, this appointment may be suspended or terminated in accordance with the Extraordinary Circumstances Guidelines in the Manual.

UConn SOM’s Responsibilities:
UConn SOM has a responsibility to provide:

☐ An academic program that meets the educational needs of residents/fellows including the opportunity to acquire the skills, attitudes, and knowledge consistent with proper patient care
☐ Patient care ancillary services, medical records, and other support services necessary for quality patient care
☐ Readily available faculty supervision
☐ Appropriate salaries, health, dental, life, and disability insurance beginning on the appointment start date per the terms and co-payments of the CAHC plans as outlined in the Manual
☐ Professional liability insurance coverage for activities within the scope of your training program and period of participation, and afterwards, for claims arising out of medical incidents that occurred during the period of your program participation
☐ Counseling services including physical impairment and substance abuse for residents/fellows through the UConn Health's Employee Assistance Program, psychiatric services and/or the Health Assistance InterVention Education Network (HAVEN) as appropriate
☐ A clinical and educational work hour policy consistent with patient safety and the ACGME Institutional and Program-Specific Requirements
☐ Oversight of the program and resident/fellow compliance with both the ACGME Institutional and Program-Specific Requirements
☐ A work environment that includes adequate food services, safe on-call sleeping quarters, and an overall environment of safety and security
☐ Written policies on vacation and other leaves of absence (with or without pay) to include personal and sick leave consistent with applicable laws
☐ Written policies including, but not limited to: Accommodations For Disabilities; Evaluation; Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures; Moonlighting/Extra Credit; Rotation-Specific Clinical and Educational Work Hours; Leaves; Supervision; Counseling Services; Prohibition of Discrimination and Discriminatory Harassment, Including Sexual Harassment and Sexual Assault, Intimate Partner Violence, and Stalking; and Work Environment
☐ Reappointment letters of agreement if you meet the academic standards and curriculum requirements of the program

Further details of the above are available in the Manual.

Program Responsibilities:
The program has a responsibility to:

☐ Meet its educational goals as they are described in its program manual/curriculum and on the forms submitted to the specific ACGME Residency Review Committee (RRC) or equivalent. The goals and the outlines of the usual resident/fellow assignments for each year, which may involve activities in several hospitals, are available in the program office or internet-based educational system such as HuskyCT. A username and password will be provided to you by your Program Coordinator at the beginning of your training. The Program Director or designee may find it necessary to modify resident/fellow assignments as required by available personnel, education resources, institutional patient care responsibility, career goals, and academic progress of each resident/fellow.
Residents/Fellows Policies and Procedures Manual

- Provide timely evaluations to residents/fellows about their performance in all aspects of the program
- Monitor resident/fellow adherence to clinical and educational work hour standards
- Monitor stress, fatigue in residents/fellows, and provide information on support services
- Abide by accreditation standards. Most residency/fellowship programs under UConn SOM are accredited by the ACGME and the discipline specific RRC or similar organizations. Non-ACGME accredited programs are required to meet similar standards, policies, and procedures as the accredited programs. Residents/fellows in all programs are required to abide by all policies and procedures in the Manual.
- Design a curriculum in which residents/fellows who perform satisfactorily will be able to meet board certification requirements for their discipline if applicable
- Certify to the discipline specific board that each individual resident/fellow has or has not met all requirements
- Ensure information about specialty board certification requirements is available in the program office or internet-based educational system such as HuskyCT. You may also contact the GME Office to request board certification requirements.

Resident/Fellow Responsibilities:
Accordingly, you are expected to:

- Perform all duties and accept all assignments designated by the program director or designee. Your performance will be evaluated by faculty, your program director, and others as may be required
- Acknowledge personal responsibility for understanding and accepting the requirements of the discipline in which you are training
- Be able to perform satisfactorily, with or without reasonable accommodation, in all required components of your program. See the Accommodations for Disabilities policy for further details in the Manual.
- Develop a personal program of self-study and professional growth with guidance from the teaching faculty and staff
- Demonstrate competency in the areas of patient care, medical knowledge, communication and interpersonal skills, professionalism, practice-based learning and improvement, and systems-based practice for the discipline you are in
- Participate in safe, effective, and compassionate patient care, commensurate with your level of advancement and competence, under the general supervision of appropriately privileged teaching faculty and staff
- Participate fully in the educational and scholarly activities of your program and, as required, assume responsibility for teaching and supervising other residents/fellows and students
- Participate in programs and activities involving the medical staff and adhere to established practices, procedures and policies of the training site
- Participate in committees and councils, especially those that are related to patient care review activities
- Develop an understanding of ethical, socioeconomic and medical/legal issues that affect GME and how to apply cost-containment measurements in the provision of patient care
- Submit accurate documentation of duty hours, confidential written evaluations of the faculty, the program, and other information as may be required

- Become familiar with the Manual, comply with, and be subject to all policies and procedures set forth in the Manual including, but not limited to: Accommodations For Disabilities; Evaluation; Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures; Moonlighting/Extra Credit; Rotation-Specific Clinical and Educational Work Hours;
Residents/Fellows Policies and Procedures Manual

Leaves; Supervision; Counseling Services; Prohibition of Discrimination and Discriminatory Harassment, Including Sexual Harassment and Sexual Assault, Intimate Partner Violence, and Stalking; and Work Environment

☐ Abide by all rules, regulations, and bylaws of the program, clinical department, and institution in which he or she is assigned including standards required to maintain accreditation by relevant accrediting, certifying, or licensing organizations, attaining and maintaining authorization to work in the United States, and a valid training permit in the State of Connecticut throughout the duration of this appointment

☐ Become familiar with, comply with, and be subject to all site policies, rules and regulations; state, federal and local laws; and standards required to maintain accreditation by relevant accrediting, certifying, or licensing organizations, including attaining and maintaining authorization to work in the United States and a valid training permit in the state of Connecticut throughout the duration of this appointment

☐ Consent to and pass a pre-employment criminal background check and a pre-employment drug screening test as well as complete other employment requirements

☐ Return all hospital properties such as books, beepers and equipment; complete all records; and settle professional and financial obligations prior to departing from your training program, UConn SOM, and sites

☐ Be of good moral and ethical character and be mentally and emotionally stable in order to maintain a personal appearance and demeanor that is not disturbing to patients and that allows oneself to work cooperatively with others and to perform during one’s professional activities in a manner that is satisfactory to your Program Director

☐ Demonstrate sufficient confidence to enter practice without direct supervision in order to satisfactorily complete the training program

☐ Report any of one’s own activity or behavior that results in a police investigation or an arrest or that receives media attention such that the safety of patients or the reputation of the University could be compromised

Benefits

Benefits described are based on the information at the time this appointment is issued. See the Manual for further details.

☐ There is a co-pay for medical insurance and a discounted price for adding your family starting the first day of this appointment

☐ Life insurance is at no cost to you

☐ Disability insurance is at no cost to you

☐ Counseling services are at no cost to you

☐ Paid leave per twelve months (no leave can be carried over)
  • Three weeks’ vacation (one week equaled five days + two weekend days)
  • Fifteen sick days for one’s own illness
  • Ninety days for medical leave for own disability/illness, with a physician’s note. All paid sick time and vacation time must be used first. A physician’s note is required to return. This includes pregnancy-related paid leave
  • Family Leave is defined by Connecticut State law. Eligibility can vary between 8-16 weeks with benefits continuing for the approved leave. All accrued sick and vacation time must be used first. Paternity leave may fall under this category.
  
  http://www.ctdol.state.ct.us/wgwkstnd/laws-reg/famedreg.pdf
  • Administrative Leave
Residents/Fellows Policies and Procedures Manual

- If training is extended for any reason, vacation granted during an extension will vary and depend on the amount of extension required to complete the requirements of training
- Unpaid Leave with Program Director’s permission

- Personal Leave
- Family Leave is defined by Connecticut State law. Eligibility can vary between 8-16 weeks with benefits continuing for the approved leave. All accrued sick and vacation time must be used first. Paternity leave may fall under this category. Pregnancy-related unpaid leave will fall under Family Leave.
  http://www.ctdol.state.ct.us/wgwkstnd/laws-reg/famedreg.pdf
- Military Leave

☐ Leave may result in additional time in the program and extension of your appointment. See Contract Extension Due to Leave in the Manual.
☐ Professional liability coverage. You are covered while you are carrying out assigned duties as part of your residency/fellowship training program including protection for claims filed after completion of your residency/fellowship program. Professional activities outside the program are not covered.

Further detailed information is available in the Manual.

Moonlighting/Extra Credit
With written permission from your Program Director or designee, you may engage in professional activities to the extent that such activities do not interfere with your health, performance, or clinical and educational work hour requirements. It is your responsibility to obtain licensure, liability coverage, and narcotic registration for use in moonlighting not related to your residency/fellowship program. See the Manual for further details.

Evaluation of Resident/Fellow, Residency/Fellowship Program
As the position of resident/fellow involves a combination of supervised, progressively more complex and independent patient evaluation and management functions and formal educational activities, your competence is evaluated on a regular basis. The program maintains a confidential record of your evaluations.

Evaluations of your progress will be conducted according to UConn SOM’s Policy on Evaluation in the Manual. In addition you are expected to participate in the evaluation of your residency/fellowship program. This includes the submission of a written evaluation of each clinical rotation and key teaching faculty on each rotation following completion of each rotation.

In the event of any action against you related to academic or any other deficiencies which could jeopardize normal progress towards completion of your residency/fellowship program, your rights are protected under UConn SOM’s policy on Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures in the Manual.

Pre-Employment Physical/Fit to Work Status
You are required to provide adequate documentation and attain a pre-employment screening to ascertain immunizations to communicable diseases in accordance with University policy and state law public act 89-90. The required immunization must be maintained and updated as needed during the entire period of your residency/fellowship training, including annual TB skin testing or prescribed
testing. You will be required to clear a drug screening test prior to beginning your training or employment.

Institutional Curriculum

The Institutional Curriculum was designed to provide a curriculum that is universal to all programs and reflects either RRC requirements or hospital/Joint Commission requirements. By providing an Institutional Curriculum, hospital administrative offices are guaranteed that residents/fellows meet credentialing aspects. Some courses are required to be completed prior to starting, some courses will be completed annually, and some courses will need to be completed once during a residency or fellowship period. Other than the required pre-employment and annual courses, we leave it up to the programs how often and when the other courses will be completed. Most of the courses are online.

The Institutional Curriculum includes but is not limited to courses on Standard Precautions, Bloodborne Pathogens, Not Anymore Modules on Sexual Harassment/Sexual Assault, Medicare Parts C and D Compliance, Patient Rights, Confidentiality, HIPAA, Grievances, Patient Restraint and Seclusion in the Acute-Care Setting, Moderate Sedation/Analgesia (Conscious Sedation), Adverse Events, Cultural Competence, Informed Consent, End-of-Life Care, Medical Ethics, Sleep Loss and Fatigue, and Interpreter Services. Further details are available in the Manual.

Sign and Return

On behalf of UConn SOM’s GME Office, the CAHC, and training sites, we would like to welcome you. We are pleased that you will be joining us for your residency/fellowship training program.

Sincerely,

Steven Angus, MD, FACP
Designated Institutional Official

I hereby certify all information provided by me in my application for a position in a UConn SOM residency/fellowship program and provided by me in the course of applying for a position in the residency/fellowship training program at UConn SOM is truthful and accurate. I further understand that if it is discovered that any information provided by me on the application or any of the other information provided by me in the course of applying for a residency/fellowship position at the University of Connecticut School of Medicine is found to be false, untruthful or misleading, I will be subject to immediate cancellation of this appointment and terminated from employment if employment has begun. I also understand that I may be required to cover additional shifts, beyond what is required as part of my program’s back-up or jeopardy policy (for which there is no additional compensation), and if I cover additional shifts I will receive additional compensation proportionate to the number of shifts covered up to $25,000.

I accept the offer to become an employee of the CAHC and the appointment as a resident/fellow with UConn SOM. I agree to abide by the conditions set forth in this appointment letter, and agree to complete the full term of appointment. I also attest to abide by all policies pertaining to my training and employment as outlined in this appointment letter and expanded upon in the Manual. I also acknowledge that the Manual is subject to change and it is my responsibility to comply with the current policies that are set forth in the Manual. This includes all changes made to policies, procedures, and benefits that may have happened since applying to a residency/fellowship program at UConn SOM.
BACKGROUND CHECK

The Graduate Medical Education (GME) Committee requires that every resident/fellow pass a criminal background check including a government sanctions check in order to train in a residency/fellowship program.

The Police Department at UConn Health will be responsible for conducting this background check. The Capital Area Health Consortium (CAHC) will pay the fee for this service.

Revised 4/17
Reviewed 4/19
PROFESSIONAL NUMBERS

Residents/fellows are required to register for a variety of numbers to ensure proper patient care can be maintained. The next several pages will explain these numbers.

These are the first 2 registrations that need to be completed.
- National Provider Identifier (NPI) Number
- Connecticut Controlled Substance (CSR) Number

Then, these registration need to be completed with a valid NPI number
- Connecticut Medicaid Assistance Program (CMAP)
- Provider Enrollment, Chain and Ownership System (PECOS)

Finally, complete this registration with a valid CSR and hospital DEA number
- Connecticut Prescription Monitoring and Reporting System (CPMRS)
- Drug Enforcement Administration (DEA) Number
National Provider Identifier (NPI) Number

A National Provider Identifier (NPI) is a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS). All residents/fellows are required to apply for and receive a NPI number at the time of training.

Residents/fellow must have an NPI before starting training at UConn with the appropriate taxonomy and program address. Failure to comply with this requirement could result in a resident’s/fellow’s inability to prescribe medications and begin training, employment and benefits. The University of Connecticut School of Medicine will not be responsible for any loss of privileges or fines as the result of the resident’s/fellow’s failure to comply with the above mandate.

Please follow the instructions below and call the GME Office with any questions:

☐ If a resident/fellow has not applied for a NPI and he/she has a Social Security Number, he/she should complete the online application at:
   https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do

☐ If a resident/fellow has not applied for a NPI and he/she does not have a Social Security Number, he/she must complete the paper application available at:

☐ If a resident/fellow is coming to a UConn sponsored program and already has a NPI, he/she must change the business address of the previous NPI number to their new program’s mailing address (please contact your program for this information). The taxonomy should be “390200000X – Student in an Organized Health Care Education/Training Program”, unless he/she has a Connecticut State Medical License that will be maintained throughout employment as a resident/fellow and is practicing independently in the state of Connecticut.
   o Information can be changed online at:
     https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart
   o Information can be changed with a paper application (could take 4-6 weeks) available at:

Revised 4/17
Reviewed 4/19
Connecticut Controlled Substance Number (CSR)

The State Department of Consumer Protection mandates that all residents/fellows practicing in the State of Connecticut must be registered to prescribe any controlled substance to any patient. This is different than the Federal DEA number as this is a State regulation. As long as the resident/fellow is employed by the Capital Area Health Consortium, the Capital Area Health Consortium (CAHC) will cover the registration fee.

All new incoming residents/fellows will submit their paperwork prior to beginning training and employment. If you already have an active CT Controlled Substance number when you join your UConn program, please inform the GME office. After the initial registration, all residents/fellows will be notified by the State of Connecticut when renewal is required. Residents/fellows are required to renew their registration every odd-numbered year. The CAHC will reimburse the resident/fellow via their paycheck. A copy of the payment must be provided to the resident’s/fellow’s Program Coordinator before the reimbursement can be processed.

All physicians are required to notify the State of Connecticut Department of Consumer Protection License Services Division at 165 Capitol Ave., Hartford, CT 06106 within five (5) days of a change in address or department.

Failure to comply with this requirement could result in a resident’s/fellow’s inability to prescribe controlled substance medications and may also result in a fine. The CAHC and the University of Connecticut School of Medicine will not be responsible for any loss of privileges or fines as the result of the resident’s/fellow’s failure to comply with the above mandate.

Revised 4/17
Reviewed 4/19

Connecticut Medicaid Assistance Program (CMAP)

The Department of Social services (DSS) provides medical assistance to low income people through the Connecticut Medicaid Assistance Program (CMAP). All residents/fellows are required to register with the Connecticut Medicaid Assistance Program (CMAP). Patients are dependent on the enrollment of residents/fellows to receive benefits as a prescription.

The CMAP enrollment requires the resident/fellow to have a National Provider Identifier (NPI) before registering. Once the NPI number is obtained, a resident/fellow should apply to CMAP at www.ctdssmap.com.

Failure to comply with this requirement could result in a resident’s/fellow's inability to prescribe. The University of Connecticut School of Medicine will not be responsible for any loss of privileges or fines as the result of the resident’s/fellow’s failure to comply with the above mandate.

Revised 4/17
Reviewed 4/19
Provider Enrollment, Chain and Ownership System (PECOS)

The Provider, Enrollment, Chain and Ownership System (PECOS) is a Medicare requirement that allows practitioners to prescribe Durable Medical Equipment (DME).

A National Provider Identifier (NPI) is required before enrolling in PECOS. The application is available online and on paper. The paper application for PECOS is called the Medicare Enrollment Application (CMS-8550).

There is an online application available at https://pecos.cms.hhs.gov/pecos/login.do.

Revised 4/17
Reviewed 4/19

Connecticut Prescription Monitoring and Reporting System (CPMRS)

The purpose of the Connecticut Prescription Monitoring and Reporting System (CPMRS) is to present a complete picture of a patient’s controlled substance use, including prescriptions by other providers, so that the provider can properly manage the patient’s treatment, including the referral of a patient to services offering treatment for drug abuse or addiction when appropriate. This is managed by the Connecticut Department of Consumer Protection.

A Connecticut Controlled Substance Number is required to register with the CPMRS at www.ctpmp.com.

Failure to comply with this requirement could result in a resident’s/fellow's inability to prescribe medications and may also result in a fine. The University of Connecticut School of Medicine will not be responsible for any loss of privileges or fines as the result of the resident's/fellow's failure to comply with the above mandate.

Revised 4/17
Reviewed 4/19

Drug Enforcement Administration (DEA) Number

A Drug Enforcement Administration Number allows a health care provider to write prescriptions. Residents/fellows are provided with a DEA Number specific to each affiliated hospital referred to as the institutional DEA number. No application is needed for an institutional DEA number to be issued. This is not an individual DEA. The individual DEA number can be obtained after a physician applies for and receives a state medical license. The individual DEA number stays with the physician throughout his/her career. A resident/fellow that wants to moonlight must have a state medical license and an individual DEA Number.

The resident/fellow must use the specific hospital DEA and suffix where the resident/fellow provided patient care to the patient. In other words, if a patient is seen at JDH and a resident/fellow writes a prescription for that patient, then the resident/fellow must use the DEA provided by JDH, plus their JDH-specific suffix.
Each Medical Education office at the affiliated hospitals will provide institutional DEA numbers for that hospital when a resident/fellow starts or participates in an orientation at that site.

Revised 4/17
Reviewed 4/19
STATE LICENSURE/PERMIT REQUIREMENT

The State of Connecticut requires all residents/fellows to have a Connecticut State Permit. The Graduate Medical Education (GME) Office designee will obtain the permit for all residents/fellows. No application by the resident/fellow is needed. The permit is issued by the State of Connecticut Department of Public Health. The resident/fellow does not receive the permit. CT resident permit numbers can be looked up here.

A Connecticut State medical license is not required to participate in most residency/fellowship programs. Resident/Fellows should refer to their program’s licensure policy in the program’s manual. A resident/fellow that obtains a Connecticut medical license, and participates in a program that does not require a medical license, will do so at their own expense.

Reviewed 4/17, 4/19
INSTITUTIONAL CURRICULUM REQUIREMENTS (IC)

The Institutional Curriculum (IC) was designed to provide a curriculum through Healthstream that is universal to all programs. These required courses are to be completed prior to orientation. The GME Office will sign you up with an account in Healthstream. For questions, please contact Steve Bayley (Bayley@uchc.edu).

Incoming Courses – Courses that must be completed before residents/fellows can begin. These courses are automatically assigned in Healthstream. *Approximately 13 hours to complete all courses.*

- PGY1’s: Simulation Center Boot Camp Assignment (30 min)
- HIPPA (83 min)
- Informed Consent (45 min)
- Standard Precautions: Bloodborne Pathogens and other Potentially Infectious Material (55 min)
- Patient Restraint in the Acute Care setting (65 min)
- Moderate sedation/Analgesia (55 min)
- Cultural Competence: Providing Culturally Competent Care (for those who don’t do the GME CCC curriculum) (55 min)
- Safety Starts with Me (full course; 120 min)
- Active Assailant Training (8 min)
- Interpreter Services at UConn Health (15 min)
- Pain Assessment and Management (10 min)
- Combating Medicare Parts C and D Fraud, Waste, and Abuse
- Medicare Parts C and D General Compliance
- UConn Health Stroke Program (10 min)
- Sleep Loss and Fatigue (50 min)
- Residents as Teachers and Supervisors of Medical Students (Family Medicine, Internal Medicine, Primary Care, OB/GYN, Pediatrics, Psychiatry, Surgery: 15 min)
- Not Anymore (Student Success curriculum on sexual harassment/sexual assault)
- Attestations and Acknowledgements
  - Receipt of Policies and Procedures (2 min)
  - Duty Hour Attestation (3 min)
  - Compact Between Faculty and Undergraduate and Graduate Medical Trainees (5 min)
  - ADA Acknowledgement (2 min)
  - Medical School Requirement Attestations
- Orientation Day 1 (if you miss orientation, you will be assigned a course on Healthstream)
Residents/Fellows Policies and Procedures Manual

Annual Courses – These courses must be done every year. These courses are also automatically assigned in Healthstream in July and are due in September. (Note: If you complete these courses as an incoming resident or fellow, you will not have to complete them again until your second year of training).

*Approximately 6 hours to complete all courses.*

- Standard Precautions: Bloodborne Pathogens and Other Potentially Infectious Materials (55 min)
- HIPAA (refresher) (83 min)
- Informed Consent (45 min)
- Sleep Loss and Fatigue (50 min)
- Safety Starts with Me Refresher (25 min)
- Interpreter Services at UConn Health (15 min)
- Safety Event Reporting (15 min)
- Combating Medicare Parts C and D Fraud, Waste, and Abuse
- Medicare Parts C and D General Compliance

GME Cultural Competency Curriculum Modules (Assigned October to interns in core residency programs only)

- Healthcare Disparities (Varies)
- End of Life Care Case 1 (Varies)
- End of Life Care Case 4 (Varies)
- End of Life Care Case 5 (Varies)

Medical Risk Management/ELM Curriculum (2 year program for 18 programs) (6 hours/year)

Revised 11/17
Reviewed 4/19
EMERGENCY LIFE SUPPORT TRAINING

Basic Life Support certification is required of all residents/fellows at the University of Connecticut. According to the ACGME and RRC requirements for each program and in collaboration with the institutions in which the residents/fellows are educated, it will be determined which levels and types of required certification in life support skills will be acquired and maintained by resident/fellow participants. These requirements will be made known to the residents/fellows by their respective programs.

Reviewed 3/15, 4/19
OCCUPATIONAL IONIZING RADIATION EXPOSURE

(See Appendix A for Policy)

The Accreditation Council for Graduate Medical Education (ACGME) mandates that sponsoring institutions assure a safe working environment for their residents/fellows. The purpose of this policy is to outline the responsibilities and the mechanism for tracking resident/fellow radiation exposures from UConn Health activities in addition to affiliated institutional sources of ionizing radiation.

1. The Residency and Fellowship Program Directors, in consultation with the Radiation Safety Officers at each site, shall determine which residents/fellows may be subject to occupational exposure of ionizing radiation and for whom personal radiation dosimetry is required.

2. All incoming residents/fellows will be provided an orientation on radiation safety, including a more detailed orientation for those residents/fellows who are determined to require dosimetry monitoring as determined in section 1.

3. All residents and fellows determined to be required to wear personal radiation dosimetry per section 1 will follow the UConn Health policy, Personal Radiation Dosimetry (policy Number 11-025) and the procedure for personal dosimetry as outlined in the Procedures for Residents and Fellows Provided Personal Radiation Dosimetry.

4. Residents/fellows are required to do a reading of their radiation safety badge(s) each between the 1st and 7th day of each month. Failure to comply with this monthly reading may impact your ability to participate in clinical responsibilities until the reading is completed.

5. Residents/fellows are responsible for their assigned badge(s). If a badge is lost, the resident/fellow will be responsible to pay the $75 lost badge charge.

6. Pregnant residents/fellows need to read the UConn Health Declaration of Pregnancy Policy. Residents/fellows who have questions or problems with their badge should direct questions to Versant by emailing radbadge@versantphysics.com with a “CC” to the GME Office GMEoffice@uchc.edu. The GME Office will be monitoring questions and problems regarding badges.

4/19, 10/19
REAPPOINTMENTS PROCESS AND REQUIREMENTS

The Graduate Medical Education (GME) Office is responsible for issuing all letters of initial appointment/contracts as well as letters of reappointment/contracts for residents/fellows in the University of Connecticut School of Medicine (UConn SOM) sponsored programs.

The primary responsibility for defining the standards of academic performance and personal and professional development rests with the Program Director. The GME Office designee reviews reappointment requirements for each resident/fellow. If all requirements have been met, a reappointment letter/contract will be issued. The resident/fellow is responsible for reviewing, signing, and returning his/her reappointment letter/contract to the GME Office.

A resident/fellow will receive a reappointment letter/contract prior to completion of the resident’s/fellow’s current year of training. Therefore, the reappointment letter/contract is conditional upon a resident/fellow meeting all requirements for promotion as defined by the resident's/fellow's program.

A resident/fellow that has not met the requirements to be reappointed must be given written notice by their program director that his/her reappointment/contract may not be renewed.

Documents required for a reappointment letter/contract to be issued by the GME Office:
- Reappointment request from the Program Director indicating good standing of a resident/fellow
- Passing score transcript on the USMLE 3/COMLEX 3, if applicable

Documentation required before starting the next academic year:
- Valid employments status
- Annual Institutional Curriculum

Revised 4/17
Reviewed 4/19
REAPPPOINTMENT LETTER/CONTRACT

DATE:  PROGRAM:
POST-GRADUATE YEAR LEVEL:
PERIOD OF APPOINTMENT:
THE CURRENT SALARY AT THIS LEVEL:
Res #

I understand that this appointment is contingent upon fulfilling all training requirements necessary to advance to the next level and that this appointment must be returned within 14 days or my position as described above may not be held. I also understand that I may be required to cover additional shifts, beyond what is required as part of my program’s back-up or jeopardy policy (for which there is no additional compensation), and if I cover additional shifts I will receive additional compensation proportionate to the number of shifts covered up to $25,000.

By signing and returning this agreement, I agree to complete the full term of appointment as designated above. I also agree to continue to abide by the terms, conditions and policies pertaining to my employment and training in the above named program as described in my initial letter of appointment. This includes, but is not limited to policies on evaluation, promotion, due process, leave, and delinquent charts. I understand that the Residents/Fellows Policies and Procedures Manual is updated regularly and I am responsible for complying with the current policies, procedures, etc.

We are pleased that you are continuing your training with us.

Sincerely,

Steven Angus, MD, FACP
Designated Institutional Official

I accept the offer to continue my training in the above program at the University of Connecticut School of Medicine and employment with the Capital Area Health Consortium. I agree to abide by the terms and conditions as described above and the more detailed description on the Residents/Fellows Policies and Procedures Manual available at http://gme.uchc.edu.

_________________________________________________        _____________________
NAME                                                        Date

Reviewed 4/19
TRAINING AND EMPLOYMENT VERIFICATION

When a resident/fellow applies for a license or credentials for privileges in a hospital after residency/fellowship, the GME Office will process any verification and malpractice claims history requests. Requests/release of information forms can be faxed to 860-679-4624 or emailed to GMEoffice@uchc.edu.

Reviewed 4/19
USMLE 3/COMLEX 3

All PGY 1 residents must take USMLE 3/COMLEX 3 before the end of their first academic year.

If a resident enters a University of Connecticut School of Medicine residency program as a PGY 2 and has not taken and passed USMLE 3/COMLEX 3, the resident must take and pass USMLE 3/COMLEX 3 within the first 6 months of the PGY 2 year.

Successful completion of USMLE 3/COMLEX 3 is a requirement to be promoted or appointed to the PGY 3 or above training level.

Failure to meet the requirements outlined in this policy will result in a formal meeting with your program director and a designee from the Graduate Medical Education Office.

Revised 4/17
Reviewed 4/19
GRADUATION/SEPARATION REQUIREMENTS

In order to graduate from a residency/fellowship program at the University of Connecticut School of Medicine, a resident/fellow must:

- have passed USMLE Step 3, COMLEX Step 3 or equivalent and provide proper documentation
- must have been evaluated as competent in all six ACGME competencies and milestones (if applicable) for their program
- must have completed the required Institutional Curriculum
- must complete an exit survey conducted by the Capital Area Health Consortium
- must meet with the Program Director or designee to sign the Final Residency/Fellowship Training Summary Verification form
- must complete all program exit requirements
- must attend an exit interview and complete the sign-out sheet with the Capital Area Health Consortium. Exception: a resident/fellow who changes programs does not need to attend the exit interview or complete the sign-out sheet until the completion of his/her last program at the University of Connecticut School of Medicine.

If a resident/fellow leaves a residency/fellowship prior to successful completion of the program requirements, only the last 3 items above must be completed.

All access to computer systems, including email, will be removed at the end of their last day of work.

Revised 2/16, 5/17
Reviewed 4/19
**SALARY**

Salary level is paid commensurate with the responsibility of the position. All residents/fellows in the same program level will be paid the same salary level.

It is the responsibility of the resident/fellow to notify the CAHC and the Program Coordinator of address changes while employed and upon leaving the program. The CAHC is not responsible for lost or misplaced W-2 forms (mailed in January), paychecks, or other mail.

Determination of tax-filing information is the responsibility of the resident/fellow. CAHC staff are not authorized to advise residents/fellows on tax matters.

Revised 4/16, 5/17, 4/19
BENEFITS

PROFESSIONAL LIABILITY/MALPRACTICE INSURANCE AND ADVERSE EVENTS/INCIDENTS

Liability coverage is provided for residents/fellows only while they are carrying out assigned duties as part of their residency/fellowship program for acts and omissions that are not wanton, reckless, or malicious. Coverage includes claims filed after completion of the program for activity that occurred during their program tenure. State law requires liability coverage to be provided by the hospital site where the resident/fellow is working, with state indemnity covering all other approved assignments.

The Professional Liability Letter is sent to hospitals, other Graduate Medical Education programs, and licensing agencies when they inquire about malpractice coverage for the residents/fellows in University of Connecticut School of Medicine sponsored programs. If claims history information is requested, Risk Managers from all affiliated hospitals (and for any approved assignments outside one of the affiliated hospitals or John Dempsey Hospital) are contacted to facilitate the process. If only general coverage information is requested, the Professional Liability Letter is to be used.

Residents/fellows concerned about an adverse patient occurrence or circumstance (hereinafter “adverse incident”) should contact the Program Director and Risk Management Office staff as soon as possible at the site where the adverse incident occurred.

If a resident/fellow receives a subpoena or is contacted by a Risk Management Officer, an attorney, the Connecticut Department of Health, or another investigating body regarding an adverse incident, the resident/fellow should decline to discuss the matter until he/she can contact his/her Program Director and Risk Management Office staff at the site of the adverse incident. Such contact should be made as soon as possible following notification, particularly because prompt action may sometimes be required. A subpoena, for example, constitutes a legal document that could require either a resident/fellow’s appearance to testify under oath and/or the timely production of certain documents. The Program Director and Risk Management Office at the site of the adverse incident will be familiar with the proper legal and other procedures for such situations and will employ the appropriate escalation procedures depending upon the specific circumstances.

The following procedures must be followed if you receive a subpoena or are contacted about an adverse incident:

1. Contact your Program Director and Risk Management Office at the site of the adverse incident.
2. The Program Director will inform the institution’s Assistant Dean for Education of the investigation. If the site does not have an Assistant Dean for Education, the Medical Director and relevant Department Chair for the site will be contacted.
3. The Program Director will contact the UConn Graduate Medical Education Office designee.
4. The Program Director or designee and Risk Manager at the site will discuss with the resident/fellow the nature of the investigation and what is expected from the resident/fellow regarding the investigation.
5. The Program Director or designee and the Risk Manager will assist the resident/fellow in determining whether the resident/fellow may benefit from a separate advocate throughout the investigation.
“UConn Health and The UConn School of Medicine reserve the absolute discretion to provide independent legal counsel to any resident/fellow involved in an adverse incident wherein the provision of such independent counsel is deemed to be in the best interest of the physician and/or the State of CT/ UConn Health/UConn School of Medicine and Dentistry.”

Professional activities outside the program are not covered under UConn’s liability coverage and are the sole responsibility of the resident/fellow.

Revised 4/17, 4/19
SHORT-TERM DISABILITY

Short Term Disability (pay and benefits for up to 90 days) is available to residents/fellows who are unable to work due to their own health condition or disability (see Medical Leave and Family and Medical Leaves of Absence).

Residents/fellows are required to use their available sick and vacation leave time at the beginning of the medical leave period. The STD benefit will provide pay and benefits once all of a resident's/fellow’s available sick and vacation leave are exhausted. The total of all paid time off for medical leave may not exceed 90 days per illness or injury per year. A new year commences one year after the 90 day or less paid STD leave ends.

If the resident/fellow receives information at any time during the 90 day period, that he/she may be unable to return to work at the end of the 90 day period, the resident/fellow may be eligible for Long Term Disability benefits (see Long-Term Disability). The CAHC can provide information regarding this process, and as there are time limits, they should be consulted as soon as possible if there is a chance the resident/fellow might apply for such benefits.

Residents/fellows who sustain work-related injuries should refer to the Workers’ Compensation guidelines in this manual (see Worker’s Compensation).

Eligibility for workers’ compensation benefits may adversely affect eligibility for STD and/or LTD. The CAHC can provide information related to short and long-term disability benefits.

Revised 3/16, 3/17, 4/17, 9/17, 4/19
**LONG-TERM DISABILITY**

All residents/fellows are provided a long term disability (LTD) policy issued by the Guardian Life Insurance Company (GLIC). GLIC determines if a resident/fellow is eligible to receive benefits under the policy.

During the residency/fellowship training, the LTD policy is paid for by the CAHC. Upon leaving the CAHC payroll and benefits, each resident/fellow will be given the opportunity to convert the group LTD benefits into an individual, non-cancelable disability policy, at his/her own cost, assuming it is offered at that time by GLIC. In addition to the opportunity to convert the group LTD benefit, additional coverage may also be applied for at that time, if offered by GLIC. Residents/fellows who wish to take advantage of these opportunities must contact in writing the CAHC for assistance at least 30 days prior to leaving.

Any questions regarding LTD coverage must be directed to the CAHC. However, it is critical and required that the resident/fellow notify his/her Program Director as soon as it is known that the resident/fellow needs a medical leave of absence regardless of the status of the receipt of LTD benefits.

Eligibility for workers compensation benefits may adversely affect eligibility for STD and/or LTD. The CAHC can provide information related to short and long-term disability benefits.

Revised 3/17, 4/17, 5/17, 4/19
WORKER’S COMPENSATION

Residents/fellows employed by the CAHC receive a comprehensive workers’ compensation program at no cost. A purple card will be provided to all residents with specific instructions on what to do if injured during the course of their employment. This card must be worn with the resident’s/fellow’s badge and shown upon seeking treatment at the facility in which the injury occurred. A resident/fellow should not provide his/her health insurance card or allow the treating facility to bill the resident/fellow personally. There are instructions for the providers/facility on the purple card to direct each facility on billing procedures specific to their facility.

The program covers any work related injury or illness arising out of and in the course of employment that requires medical, surgical, or hospital treatment. No matter how minor an on-the-job injury may appear, it is important that a resident/fellow immediately report any on-the-job injury to his/her supervisor, as set forth below and a First Report of Injury must be completed. Failure to report an incident in a timely manner may result in the denial of workers’ compensation benefits or a delay. All absences due to an accepted workers’ compensation claim count towards a Family and Medical Leave of Absence (FMLA) if the resident/fellow is eligible for FMLA (see Family and Medical Leave of Absence).

Neither the CAHC nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during a resident’s/fellow’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the CAHC.

It is the resident’s/fellow’s responsibility to

- Notify his/her supervisor of an accident or injury occurring while on the job and help complete a First Report of Injury
- Keep his/her supervisor informed of his/her medical status related to any Workers’ Compensation claim on an on-going basis
- Follow the authorized treating physician’s treatment plan
- Keep medical appointments and avoid any activity which will further aggravate the injury or illness

Accident or Injury information

- During the day, the resident/fellow must go to the site’s Employee Health Department.
- Off-hours the resident/fellow should go to the Emergency Department of the working site.
  - If at Connecticut Children’s Medical Center (Connecticut Children’s), go to Hartford Hospital’s Employee Health Department. If after hours, go to Hartford Hospital’s Emergency Department.
  - If at the Hospital of Central Connecticut (HOCC), go to the Nursing Supervisor.
- If you have a medical emergency and there is no emergency department at the site where you are injured, go to the nearest hospital’s emergency department.
- The incident must be reported by the resident/fellow to the CAHC within 24 hours of the injury. If off-hours, a message with the date, time, place and nature of the injury as well as the resident’s/fellow’s contract number must be left.

The site where the injury/illness occurred will be responsible for completing a Work-Related Injury/Illness form and sending it to the CAHC as soon as possible. This site will also be responsible for maintaining medical records and tracking follow-up visits. If a resident/fellow wishes to go to any outside
provider, the Employee Health Department will be able to provide you with a form to bring with you. This form will allow direct billing to CAHC for the services provided.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Any workers’ compensation leave that goes beyond 12 weeks may result in the termination of the appointment with UConn SOM and the end of employment with CAHC. Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Revised 6/16, 3/17, 5/17
Reviewed 4/19
SALARY ADVANCE

Capital Area Health Consortium (CAHC) employees are eligible to receive a salary advance of up to $2,000 (no interest) upon arrival to the area. This advance is to bridge the gap between orientation and receipt of their first paycheck. This is a limited program for incoming residents/fellows only. A minimum of $200 per pay period will be deducted from the resident’s/fellow’s paycheck in August until the salary advance is paid back.

Please contact your program coordinator to initiate the process.

DEPENDENT CARE REIMBURSEMENT ACCOUNT

Capital Area Health Consortium (CAHC) employees may qualify for a pre-tax dependent care reimbursement account. Qualified employment-related dependent care expenses (those expenses incurred by you in order that you can be gainfully employed) may be deducted from an eligible resident’s/fellow’s payroll on a pre-tax basis.

MEDICAL AND DENTAL INSURANCE

Medical and dental insurance is provided for all residents/fellows employed by the Capital Area Health Consortium (CAHC). There is a pre-tax payroll deduction per paycheck to cover employee, spouse and/or children. Coverage begins on the first full day of employment and includes co-pay for office visits and prescriptions. The insurance includes hospitalization, medical-surgical, major medical, prescription drug and dental.

The CAHC staff must be made aware of any changes in dependent status (i.e., marriage, birth, divorce). When a change occurs, please contact the CAHC staff for a new application.

- Marriage: An application to add a spouse must be returned to the CAHC within 30 days of the marriage.
- Birth/Adoption: The CAHC must be contacted immediately after the birth/adoption of a child if insurance coverage is desired. An application must be completed and returned to the CAHC no later than 30 days after the birth.

LIFE INSURANCE

Group term life insurance is provided to all full-time residents/fellows employed by the Capital Area Health Consortium (CAHC). The effective date is the first day of employment. Each resident/fellow must fill out and sign an enrollment form provided by the CAHC. If a resident/fellow elects not to take the insurance or not to select a beneficiary, a waiver form must be completed.

A resident/fellow is required to notify the CAHC when changes in beneficiary are necessary. A change of beneficiary form is available on the website https://health.uconn.edu/graduate-medical-education/cahc/benefits-and-payroll/.

Coverage includes life insurance and accidental death and dismemberment (AD&D) insurance.
Residents/Fellows Policies and Procedures Manual

Each resident/fellow will receive his/her own group insurance certificate.

**TAX-SHELTERED INVESTMENT PROGRAM**

Capital Area Health Consortium (CAHC) has a Tax-Sheltered Investment Plan (403b) available for its employees. Money may be deducted from each paycheck on a pre-tax basis (403B) or a post-tax basis (Roth). The pre-tax option reduces the amount of income that is taxed increasing your net pay. The funds become taxable to you upon distribution at retirement. Contributions made to the Roth post-tax plan are subject to withholding. However, contributions and earnings are not taxable upon distribution at retirement (please see IRS rules for further clarification). **There is no matching contribution from the employer. CAHC is responsible only for the payroll deduction and remitting the contribution to the investment institution. CAHC is not responsible for any investment decisions.**

Contact the financial consultants below regarding the details of the TSI plan.

Tom Grant: 860-606-0816 tgrant@mwfinancial.com

**COBRA INSURANCE COVERAGE CONTINUATION**

When a resident/fellow ends their employment, they are eligible to extend their current health insurance by paying the monthly premium themselves. This is also available to spouses and children who are on the policy at time of separation of resident/fellow from the program.

The coverage may be purchased monthly for up to 18 months, and can be cancelled at any time. One of the Consortium staff will meet with each resident when he/she leaves employment to provide the COBRA enrollment form and explain the details. In the event of a resident/fellow divorce or death, COBRA may be purchased monthly for up to 36 months by a spouse.

Revised 4/17
Reviewed 4/19
LOAN DEFERMENTS

Residents/fellows with undergraduate loans are usually eligible for some form of loan deferment. The GME Office staff will verify residency/fellowship status and will keep copies of all forms sent in the GME Office. Residents/fellows should contact their loan institution for forms.

Reviewed 4/19
EDUCATIONAL RESOURCE ALLOWANCE

Residents and fellows are provided an educational resource allowance ("ERA") during residency/fellowship. ERA can be used on items such as books, journal subscriptions, online educational materials, USMLE Step 3, surgical loups, stethoscopes, laptops, tablets, and smart phones. ERA may also be used to support scholarship at educational venues as a supplement to the financial support outlined in the Educational Travel section of this policy book. Items purchased with ERA must be used for the purpose of furthering the resident/fellow’s education as it relates to their training program.

Residents/fellows in the below programs are provided with the following financial support for their ERA:

- 1 year preliminary program *  $250
- 2 year preliminary program **  $750
- 3 year residency program  $1,750
- 4 year residency program w/o prelim at UConn ***  $2,500
- 4 year residency program w/ prelim at UConn ***  $2,750
- 5 year residency program w/o prelim at UConn ****  $3,500
- 5 year residency program w/ prelim at UConn ****  $3,750
- 1 year fellowship program  $1,000
- 2 year fellowship program  $2,000
- 3 year fellowship program  $3,000

Amounts are calculated based on PGY 1 = $250, PGY 2 = $500, PGY 3-7 = $1,000 per year. Any exceptions to the standard accredited program length may result in pro-rating the above amount or adjusting the calculation as applicable.

ERA is not appropriated for added research year(s). ERA is not appropriated for grant funded programs.

The following rules must be adhered to by the resident/fellow to qualify for reimbursement:

- Receipts must be submitted to the GME Office within 6 months of the date of purchase. Please note that graduating residents must make purchases by and submit a request for reimbursement no later than April 1st of the graduating year.
- Residents/fellows should not pay for items until they receive pre-approval from their program coordinator via email or other formal correspondence. In the event that a resident or fellow has paid for an item and pre-approval was not granted, the resident or fellow will not be reimbursed.
- The resident/fellow must purchase the item themselves and must provide proof of this. Comparable purchases (i.e., multiple tablets, computers, phones) made within 12 months of each other must be accompanied by a written justification for the second purchase.
- Purchases or portions of purchases made with gift cards, store credit, or reward points are not reimbursable.
- Any submitted reimbursements to the program/ GME office deemed an “abuse of funds” will result in the forfeiture of the amount in question. Program discipline may follow as appropriate. Examples of “abuse of funds” are as follows but not limited to using ERA for gifts, altering receipt amounts, and altering names on receipts.
The Director of GME Finance will provide final oversight/approval regarding the appropriate use of the Educational Resource Allowance.

* = medicine/surgery prelim year; ** = surgery non-categorical position; *** = anesthesiology, dermatology, neurology; **** = radiology

Revised 4/17
Reviewed 4/19
EDUCATIONAL TRAVEL

Residents and fellows in good standing are provided financial support to attend an educational conference pertinent to their specialty. All travel to educational conferences must be approved by the resident/fellow’s Program Director. Residency/fellowship programs may have a listing of conferences that are appropriate for residents/fellows to attend. Residents/fellows should refer to their individual program manuals for further information.

Once approved by the resident/fellow's Program Director, final approval is required by the Director of GME Finance.

Residents and fellows should not pay for conference registration, transportation, or accommodations until they receive final approval. In the event that a resident or fellow has paid for educational conference registration, transportation, or accommodations and final approval is not granted, the resident or fellow will not be reimbursed.

All components of travel must be executed in the most cost efficient means possible. Ground versus air travel, choice of airfare, and lodging must be in accordance with UConn policy as displayed at:

http://fiscalservices.uchc.edu/accounting/transportation.htm (air & ground)
http://fiscalservices.uchc.edu/accounting/lodging.htm (lodging)

The financial support available for educational travel is as follows:

- **Interns/Residents**: Up to $2,000 will be supported during residency from the training program’s budget.
- **Fellows**: Up to $2,000 will be supported per year from the training program’s budget.

Additional funding up to a maximum of $2,000 during residency/fellowship may be approved if a resident/fellow is presenting UConn GME-related research as the primary author at an educational conference. Such funding also requires approval by the resident/fellow’s Program Director and the Director of GME Finance as outlined above. This additional funding is not available for a resident/fellow presenting research at a conference that was done outside the scope of their UConn residency/fellowship program (i.e. in medical school).

International educational conference travel will be considered for financial support on a case by case basis. Such funding also requires approval by the resident/fellow’s Program Director and the Director of GME Finance as outlined above.

Revised 3/15, 11/17
Reviewed 3/17, 4/19
SECTION II: COMPLIANCE AND INTEGRITY
CONFLICT OF INTEREST/ VENDOR INTERACTIONS
(See Appendix A for Policy)

Purpose of Policy
The purpose of this policy is to establish policy for interactions with pharmaceutical, nutraceutical, Biotech, Device, Hospital, Research Equipment, and Supplies Industries (Biomedical) industry representatives for residents/fellows of the University of Connecticut School of Medicine (UConn SOM). Interactions with Industry representatives occur in a variety of contexts, including marketing of new products, educational support of residents/fellows, and continuing medical education (CME). Residents/fellows also participate in interactions with Industry representatives off campus and in scholarly publications. Many aspects of these interactions are positive and important for promoting the educational, clinical and research missions of UConn SOM. However, these interactions must be ethical and cannot create conflicts or perceived conflicts of interest that could endanger patient safety, data integrity, the integrity of the education or the reputation of UConn SOM and the affiliated sites.

Residents/fellows must be aware of the National Physician Payment Transparency Program (Open Payments). This program aims to increase public awareness of financial relationships between industry and health care providers. The intent of Open Payments is to create a national resource for beneficiaries, consumers and providers to know more about the relationships among physicians, teaching hospitals and industry by requiring industry to report to CMS any payments or other transfers of value they make to physicians and teaching hospitals. Medical residents/fellows are currently excluded from the definition of physicians for the purposes of the Open Payments program. Further details can be found at the Center for Medicare and Medicaid services (http://go.cms.gov/openpayments).

Statement of Policy
It is the policy of UConn SOM Graduate Medical Education (GME) Program that interactions with the Industry should be conducted so as to avoid or minimize conflicts of interest. When conflicts of interest do arise, they must be addressed appropriately, as described below.

Scope of Policy
This policy covers interactions between residents/fellows and Industry during working hours. The policy incorporates the following types of interactions:

I. Gifts and compensation
II. Site access by sales and marketing representatives
III. Provision of scholarships and other educational funds to residents/fellows
IV. Support for educational and other professional activities
V. Acceptance of free medication, supplements, device, and other product samples
VI. Disclosure of relationships with Industry
VII. Training of residents/fellows regarding potential conflict of interest in interactions with Industry
VIII. References
I. **Gifts and Compensation**

A. Personal gifts from Industry may **not** be accepted by residents/fellows at any clinical facility in which GME occurs. This includes UConn SOM affiliated sites.

1. No form of personal gift from Industry can be accepted by residents/fellows.
2. Unrestricted educational grants may be provided by industry to the Program Director or designee on behalf of the program but not directly to residents/fellows or teaching faculty. Unrestricted educational grants are funds given to a program for future educational activities (i.e., to bring a speaker or visiting professor for teaching rounds or conferences; purchase of teaching materials or books; or pay for an off-site educational meeting). The program maintains full control of how the funds are used. Credit can be given to the funding Industry/ies that have donated the unrestricted educational grant.

3. Educational materials such as textbooks may be provided by Industry to the Program Director or designee on behalf of the program at the Program Director's discretion. Identifying labels such as pharmaceutical inserts or logos must be removed or covered prior to their use with residents/fellows.

4. Medical staff at non-UConn-operated clinical facilities may accept gifts but may not provide these to residents/fellows without prior review by the Program Director or designee.

B. Residents/fellows may not accept gifts or compensation for listening to a sales talk by an Industry representative.

C. Residents/fellows may not accept gifts or compensation for prescribing or changing a patient’s prescription, food supplement, or device.

D. Residents/fellows must consciously and actively divorce clinical care decisions from any perceived or actual benefits expected from any company.

E. Residents/fellows may not accept direct compensation, including the defraying of costs, for attending a Continuing Medical Education (CME) or other activity or conference, unless the resident/fellow is speaking or otherwise actively participating at the event.

II. **Graduate Medical Education Site Access by Sales and Marketing Representatives**

A. Sales and marketing representatives are not permitted in any direct patient care areas in which GME occurs and where protected health information is accessible, with one exception: when providing necessary training on a previously purchased device or a device considered for purchase, and in the presence of teaching faculty. This training must adhere to HIPAA privacy rules.

B. Sales and marketing representatives are permitted in non-patient care areas of graduate medical education, by appointment only, with faculty or with faculty and residents/fellows, in the setting of faculty supervision of trainee-industry interactions.

III. **Provision of Scholarships and Other Educational Funds to Residents/Fellows**

A. Industry support of residents/fellows must be free of any actual or perceived conflict of interest, must be specifically for the purpose of education, and must comply with all of the following:

1. UConn SOM Program Director or designee selects the resident/fellow.
2. The funds are provided to the program and not directly to the resident/fellow.
3. The Program Director or designee has determined that the funded conference or program has educational merit.
4. The resident/fellow is not subject to any implicit or explicit expectation of providing something in return for the support, i.e., a "quid pro quo."
B. This provision may not apply to national or regional merit-based awards, which will be reviewed by the Program Director on a case-by-case basis.

IV. Support for Educational and Other Professional Activities
   A. Programs must be aware of the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support. They provide useful guidelines for evaluating all forms of Industry interaction, both on and off campus and including UConn-sponsored and other events. The Standards may be found at www.accme.org.
   B. All education events sponsored by UConn SOM programs must be compliant with ACCME Standards for Commercial Support whether or not CME credit is awarded.
      1. Educational grants that are compliant with the ACCME Standards may be received from Industry by the program. ACCME guidelines include:
         a. Financial support by Industry is fully disclosed by the meeting sponsor.
         b. The meeting or lecture content is determined by the speaker and not the Industrial sponsor.
         c. The lecturer is expected to provide a fair and balanced assessment of therapeutic options and to promote objective scientific and educational activities and discourse.
         d. UConn SOM resident/fellow or teaching faculty participant is not required by an Industry sponsor to accept advice or services concerning speakers, content, etc., as a condition of the sponsor’s contribution of funds or services.
   C. Meals or other types of food directly funded by Industry may **not** be provided for Residents/fellows. Unrestricted educational funds may be provided to a Program Director or designee on behalf of the program and expended for refreshments at resident/fellow educational sessions. The contributing Industry/ies can be credited for contributing an unrestricted educational grant for the session.
   D. This provision does not apply to meetings of professional societies that may receive partial Industry support or professional meetings governed by ACCME Standards.

V. Acceptance of Free Samples
   A. Teaching faculty may accept free drug, nutraceutical, or device samples from industry for distribution to patients by residents/fellows. This acceptance must occur in administrative (non-patient care) areas.
   B. Since distribution of sample products to patients may encourage use of costlier products, residents/fellows and teaching faculty should be cautious in distributing such products.
   C. Free samples may never be sold.
   D. Free samples should not be used by residents/fellows or teaching faculty for themselves or family.

VI. Disclosure of Relationships with Industry
   A. Residents/fellows are prohibited from publishing articles under their own names that are written in whole or material part by Industry employees.
   B. In scholarly publications, residents/fellows must disclose their related financial interests in accordance with the International Committee of Medical Journal Editors ([http://www.icmje.org](http://www.icmje.org)).

VII. References
AMI Statement on Gifts to Physicians from Industry ([http://www.ama-assn.org/ama/pub/category/4001.html](http://www.ama-assn.org/ama/pub/category/4001.html)).

Reviewed 3/14, 5/17, 4/19
HIPPA/PRIVACY AND SECURITY OF CONFIDENTIAL DATA

(See Appendix A for Policy)

CONFIDENTIAL DATA
The University of Connecticut School of Medicine (UConn SOM) and affiliated sites have policies and procedures governing the privacy and security of confidential data (including but not limited to patient’s personal health information). These policies also establish requirements for the security and appropriately controlled release of all such information, consistent with applicable federal and state laws, including the federal privacy rule.

Residents and fellows must abide by the policies and procedures governing privacy and security of confidential data at UConn as well as at all affiliated sites.

Confidential data is defined in UConn Health’s Confidentiality Policy linked here:

Security of Confidential data is governed by policy which defines the acceptable use of UConn Health electronic resources with respect to confidential electronic data. This policy is linked here:

In the course of the resident’s/fellow’s employment, the resident/fellow may be granted access to various types of Confidential data, including but not limited to:

- Patient information that is protected by both Connecticut and federal laws, such as the Health Insurance Portability Accountability Act (“HIPAA”).
- Sensitive UConn Health information not in the public domain
- Financial information (budgets, strategic revenue plans, accounts receivable/payable details)
- IDs and/or Passwords for access to UConn Health computing resources
- Research data requiring protections

PATIENT INFORMATION
Confidential data about patients specifically includes, but is not limited to, information relating to a patient’s medical file and the physical or mental health condition, medical history or medical treatment of the patient or a member of the patient’s family that is obtained by the resident/fellow, another medical professional, a medical care institution or other related institution. This includes patient information contained in written, oral or electronic form.

Residents/fellows shall not access or disclose such confidential patient information except as may be required in the course of employment and as may be permitted by the applicable policies or procedures of any site in which the resident/fellow may train. Moreover, residents/fellows shall not have or gain access to confidential patient information, except as required, without prior authorization that complies in all respects with both Connecticut and federal laws, such as HIPAA. UConn Health has specifically developed a policy to guide residents/fellows in the use of patient data for their educational purposes. The policy on “The Use of PHI in Education” is linked here: https://health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2014_07.pdf

Patients have a right to the privacy and security of their protected health information (that is, the right to control access to and the release of their protected health information). Residents/fellows have a
responsibility to keep secure and confidential the information collected about patients during their encounters with healthcare professionals. Releasing parts or all of that information is appropriate under certain circumstances, such as when treating the patient, providing for continuity of care, participating in approved research and educational activities, complying with laws, and assuring reimbursement for services provided. Such releases provide a benefit to the patient and/or to society.

UConn Health's Privacy and Security Policies linked here provide guidance to residents/fellows to assure patient rights are protected:

https://health.uconn.edu/policies/policies-specific-areas/specific-area-hipaa-privacy/
https://health.uconn.edu/policies/policies-specific-areas/specific-area-hipaa-security/

Revised 4/16, 5/17, 9/17, 11/17, 4/19
PROHIBITION OF DISCRIMINATION AND DISCRIMINATORY HARASSMENT, INCLUDING SEXUAL HARASSMENT AND SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE, AND STALKING

(See Appendix A for Policy)

The University of Connecticut (the “University”) is committed to maintaining a safe and non-discriminatory learning, living and working environment for all members of the University community – students, employees, residents, fellows, patients and visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of safety and mutual respect. All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence. Discrimination diminishes individual dignity and impedes equal employment and educational opportunities.

The University does not unlawfully discriminate in any of its education or employment programs and activities on the basis of an individual's race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran’s status, prior conviction of a crime, workplace hazards to the reproductive system, gender identity or expression, or membership in any other protected classes as set forth in state or federal law. To that end, UConn's Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships (the “Policy”) prohibits specific forms of behavior that violate state and federal laws, including but not limited to Title VII of the Civil Rights Act of 1964 (“Title VII”), Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and related state and federal anti-discrimination laws. Such behavior may also require the University to fulfill certain reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by VAVA, and Connecticut state law regarding reporting suspected child abuse and neglect.

The University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by UConn Policy, retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under UConn Policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful and undermine the mission and values of our academic community. In addition, inappropriate amorous relationships with employees in positions of authority can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. See Section 3E for more information on amorous relationships prohibitions.

UConn’s Policy Against Discrimination, Harassment and Related Interpersonal Violence articulates the University's commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering a safe and respectful University community; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties in the investigation and resolution of such reports; and (5) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. In addition, the
University conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this Policy.

A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third Parties who commit acts of Prohibited Conduct may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions.

Retaliation against any individual who, in good faith, reports or participates in the reporting, investigation, or adjudication of Prohibited Conduct is strictly forbidden.

For more information, individuals may contact:

**The Office of Institutional Equity & Title IX Coordinator**

UConn Health  
16 Munson Road, 4th Floor  
Farmington, CT 06030  
Mail Code MC 5310  
(860) 679-3563  
equity@uconn.edu  
www.equity.uconn.edu  
www.titleix.uconn.edu  
www.accessibility.uconn.edu

Revised 2/16, 5/17, 8/17, 4/19
FACULTY, STAFF, AND STUDENT RELATIONS

The relationships between faculty, staff, residents, fellows and patients should demonstrate the highest standards of ethical conduct in all educational settings and be conducted without abuse, humiliation, harassment and exploitation of relationships for personal gain or advantage. Any questions, concerns or breaches in professional relations may result in disciplinary action and should be brought immediately to the attention of the Designated Institutional Official (DIO)/designee. Possible ramifications of violations in standards of ethical conduct include review and subsequent disciplinary action which could ultimately lead to termination/dismissal.

In particular, all faculty and staff, including residents and fellows, must be aware that amorous relationships with students are likely to lead to difficulties and have the potential to place faculty and staff at great personal and professional risk. The power difference inherent in the faculty-student or staff-student relationship means that any amorous relationship between a faculty or staff member and a student is potentially exploitative or could at any time be perceived as exploitative and should be avoided. In the event of a charge of Sexual Harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty-student or staff-student power differential existed within the relationship.

Moreover, amorous relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgment, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Any University employee who participates in supervisory or administrative decisions concerning an employee with whom s/he has or has had an amorous relationship has a conflict of interest in those situations.

Accordingly, the University prohibits all faculty and staff from pursuing or engaging in amorous relationships with undergraduate students; prohibits all faculty and staff from pursuing or engaging in relationships with graduate students under that faculty or staff member’s authority; and prohibits all faculty and staff from pursuing or engaging in amorous relationships with employees whom they supervise.

UConn’s Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual and Gender Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships sets forth the University’s conduct expectations regarding amorous relationships in greater detail.

Revised 8/17, 4/19
SOCIAL NETWORKING
(See Appendix A for Policy)

Social and business networking websites (i.e., Instagram, LinkedIn, Facebook, Twitter, Flickr, etc.) and cell phone texting are increasingly being used for communication by individuals as well as businesses and universities. As such, it has become necessary to outline appropriate individual and University of Connecticut School of Medicine (UConn SOM) Graduate Medical Education (GME) sanctioned use.

Guiding Principles

- Privacy and confidentiality between physician and patient is of the utmost importance.
- Respect among colleagues and co-workers must occur in a multidisciplinary environment.
- The tone and content of all electronic communication must remain professional.
- The individual is responsible for the content of his/her own blogs/posts/texts.
- Material published on the web should be considered permanent.
- Any information posted on the Internet is public information.
- Texts may be intercepted and should not be considered secure communication unless using any approved system provided by UConn GME. Such as, TigerConnect, Voalte, etc.
- All health care providers have an obligation to maintain the privacy of patient health information as outlined by the Health Insurance Portability and Accountability Act (HIPAA).
- Internet use and texting must not interfere with the timely completion of job duties.
- Personal blogging or posting of updates should not be done during work hours or with work computers.
- It is always inappropriate to “friend” or “follow” patients on any social networking site or to check patient profiles.
- Texting about and posting of any sensitive, proprietary, confidential, private and PHI or financial information about UConn SOM or any affiliated site is prohibited. See Policy: Confidentiality UCHC policy #2002-43.
- Obtaining cell phone photographs or videos of any patient is prohibited except as allowed in Policy: Visual, Audio or Recording of Patient Data Obtained Through Any Medium, UCHC policy #2014-03 (Visual, Audio or Recording of Patient Data Obtained Through Any Medium).
- Refrain from posting or texting any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other entity. This includes, but is not limited to, comments regarding UConn Health or any other affiliated hospitals or employees of them.
- Any personal legal liability imposed for any published content will be the responsibility of the resident/fellow. Texts are discoverable even if deleted from the cell phone.
- Social networking sites and texting can be the source of cyber bullying, harassment, stalking, threats or unwanted activity. Contact the UConn Health Police Department or the Graduate Medical Education Hotline for assistance.
Patient Information

Identifiable protected health information (PHI) should NEVER be published on the Internet. This applies even if only the patient is able to identify him/herself from the posted information. Residents/fellows must adhere to HIPAA principles at all times.

Communication Regarding UConn SOM or affiliated sites

Unauthorized use of UConn SOM information or logos is prohibited. No phone numbers, email addresses, web addresses, name of the department or UConn SOM may be posted without permission from an authorized departmental individual. For identification purposes, a resident/fellow may list the affiliation with the UConn SOM.

In all communication where a resident/fellow is listed as being affiliated with the UConn SOM or a department of UConn, a disclaimer must be attached such as: “All opinions and views expressed, in my profile (on my page) are entirely personal and do not necessarily represent the opinions or views of anyone else, including other faculty, staff, residents/fellows or students in my department at UConn. Neither my department nor UConn have approved the material contained in this profile (on this page). I take sole responsibility for this content.”

Offering Medical Advice

It is never appropriate to provide medical advice on a social networking site.

Privacy Settings

Residents/fellows should consider setting privacy at the highest level on all social networking sites.

Disciplinary Action

Resident/fellow discipline follows the policy on Non-Academic Deficiencies/Misconduct/Allegations of Misconduct. Disciplinary action will be determined by the Program Director and will vary depending on the nature of the policy violation.

Revised 4/16, 5/17, 4/19
DRUG-FREE WORKPLACE ACT
(See Appendix A for Policy)

UConn Health prohibits students, residents/fellows and employees from the unlawful manufacture, distribution, dispensing, possession, or use of alcohol, drugs, or other controlled substances in its facilities, during UConn Health-sponsored activities, and while employees are on the job or subject to duty.

Residents and fellows, while not paid employees of UConn Health, must abide by UConn Health policies and procedures while engaged in a UConn Health-sponsored residency/fellowship program. Residents/fellows therefore must abide by UConn Health’s policy Drug-Free Schools & School Campuses Act and Drug-Free Workplace Act.

Any resident/fellow who violates this policy may be disciplined, up to and including termination.

Counseling and support services are available to any resident/fellow with alcohol or drug-related problems (see Counseling Services).

Reviewed 4/19
PROFESSIONAL ATTIRE/DRESS CODE

Residents/fellows are expected to be professionally dressed, well-groomed and must maintain a professional demeanor. It is very important to promote an appropriate view of the institution, build patient trust and maintain a safe work environment. Appearance should conform to the standards/norms of the clinical and nonclinical setting in which the resident/fellow is working.

This policy outlines minimum standards; programs and hospitals may have more stringent requirements which should be followed.

Supervisors have the right to determine the appropriateness of compliance with this policy. A resident/fellow that is deemed inappropriately dressed may be sent home and appropriate corrective action may be taken.

Identification

The ID badge and coat (if applicable) for the hospital currently training in should be worn and clearly visible for all clinical encounters. Badges should be worn above the waist.

If lost or stolen, the police department of the appropriate hospital should be contacted as soon as possible to make arrangements for replacement and reporting.

ID badges are the property of the hospital and must be returned upon termination of training and employment.

Footwear

All employees must wear shoes that are appropriate to their job. Shoes should be clean and in good repair. Closed-toed shoes are required in patient care areas and areas where extra protection may be needed (research labs). In addition, OSHA requires that protective clothing/covering be worn that will prevent blood or other potentially infectious materials from reaching the skin.

Flip-flops, slippers, open toed shoes and excessively high-heeled shoes are examples of inappropriate footwear.

Clothing

Clothing should fit properly, be clean and in good condition. Business casual is appropriate for most areas. Do not wear clothing that is non-professional in appearance, length, or fit such as:

- Any clothing including lab coats that are soiled or torn
- Shorts, skorts, miniskirts shorter than above the knee or deeply slit skirts
- Cut offs, overalls, leather pants, legging, stretch pants or sweatpants
- Bare shoulders, midriff or backs (Tank or tube tops, halter tops, spaghetti straps or strapless tops or dresses)
Residents/Fellows Policies and Procedures Manual

☐ Any attire that is considered provocative or exposing undergarments (too tight, low cut, below the waist or sheer clothing)

☐ Scrubs should only be worn in the operating room (pre and post as well) unless indicated by the program’s dress code.

Grooming and Hygiene Standards

Good personal hygiene and cleanliness is an essential part of providing high-quality service. Patients, guests and staff have a right to expect general cleanliness and good oral hygiene. Hair should be worn to prevent contamination or cause a safety hazard. Facial hair should be neatly trimmed and maintained. Some things to avoid:

☐ Fragranced lotion, perfume or cologne
☐ Smoke odors
☐ Artificial nails, extenders and embedded jewelry

Revised 2/16, 5/17, 4/19
DELINQUENT MEDICAL RECORD PROCEDURE

The timely completion of medical records is important to safe and effective patient care. All clinical learning environments have requirements regarding medical records completion.

When a resident/fellow fails to complete required patient records within the time limit determined by the relevant clinical service and/or hospital, he or she can be removed from clinical service and educational responsibilities until those records are complete. Residents/fellows may be required to make up time away from clinical service and educational responsibilities which may result in an extension of training.

Revised 3/15, 5/17, 4/19
SECTION III: PROFESSIONALISM AND PROFESSIONAL ACTIVITIES
PROFESSIONALISM

The Graduate Medical Education Training Programs of the University of Connecticut School of Medicine are committed to the highest standards of professionalism to all persons, agencies and associations. This foremost includes our patients, their families and other visitors. We believe that professionalism and the image we present inspires confidence in the care and services we provide as professionals and as an institution.

We expect that trainees must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles, including:

- 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;
- a safe, comfortable and healthy work environment;
- presenting a professional and identifiable appearance to patients, their families and visitors, UConn Health staff, and the medical and business communities; and
- supporting a culture of confidence and service excellence while at the same time, accommodating sincerely held religious and cultural beliefs when operationally feasible.

Reviewed 4/19
COMPACT BETWEEN TRAINEES AND THEIR TEACHERS
(Trainees include medical students, residents, and fellows)
(Adopted from the AAMC Compact)

Medical education is an integral component of the formal education of physicians. In order to practice medicine independently, physicians must receive a medical degree and successfully complete a supervised period of residency/fellowship training in a specialty/subspecialty area. To meet their educational goals, trainees must participate actively in the care of patients and must assume progressively more responsibility for that care as they advance through their training. In supervising trainees faculty must ensure that trainees acquire the knowledge and special skills of their respective disciplines while adhering to the highest standards of quality and safety in the delivery of patient care services. In addition, faculty members are charged with nurturing those values and behaviors that strengthen the doctor-patient relationship and that sustain the profession of medicine as an ethical pursuit.

Core Tenets of Medical Education

Excellence in Medical Education
Institutional medical education leadership and program faculty must be committed to maintaining high standards of educational quality. Trainees are first and foremost learners. Accordingly, a trainee’s educational needs should be the primary determinant of any assigned patient care services. The learning objectives of the program should not be compromised by excessive reliance on trainees to fulfill non-physician service obligations. (Trainees however, must remain mindful of their oath and recognize that their responsibilities to their patients always take priority as the primary part of their educational considerations.)

Highest Quality Patient Care and Safety
Preparing future physicians to meet patients’ expectations for optimal care requires that they learn in clinical settings epitomizing the highest standards of medical practice. Indeed, the primary obligation of institutions and individuals providing medical education is the provision of high quality, safe patient care. Program faculty must ensure that trainees are integrated and actively participate in interdisciplinary clinical quality improvement and patient safety programs. By allowing trainees to participate in the care of their patients, faculty accepts an obligation to ensure high quality medical care in all learning environments.

Respect for Trainee Well-Being
Fundamental to the ethic of medicine is respect for every individual. Trainees are especially vulnerable and their well-being must be accorded the highest priority. Given the uncommon stresses inherent in fulfilling the demands of their training program, trainees must be allowed sufficient opportunities to meet personal and family obligations, to pursue a balance of work and life activities, and to obtain adequate rest.

Commitments of Faculty
1. As role models for our trainees, we will maintain the highest standards of care, respect the needs and expectations of patients, and embrace the contributions of all members of the healthcare team.

2. We pledge our utmost effort to ensure that all components of the educational program for trainees are of high quality, including our own contributions as teachers.

3. In fulfilling our responsibility to nurture both the intellectual and the personal development of trainees, we commit to fostering academic excellence, exemplary professionalism, cultural sensitivity, and a commitment to maintaining competence through lifelong learning.

4. We will demonstrate respect for all trainees, without regard to gender, race, national origin, religion, disability or sexual orientation; and we will cultivate a culture of tolerance among the entire staff.

5. We will do our utmost to ensure that trainees have opportunities to participate in patient care activities of sufficient variety and with sufficient frequency to achieve the competencies required by their chosen discipline. We also will do our utmost to ensure that trainees are not assigned excessive clinical responsibilities and are not overburdened with services of little or no educational value. The learning objectives of the educational program will be accomplished through an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events and will not be compromised by excessive reliance on trainees to fulfill non-physician service obligations.

6. In fulfilling the essential responsibility we have to our patients, we will ensure that trainees receive appropriate supervision for all of the care they provide during their training. In the clinical learning environment, each patient will have an identifiable, appropriately-credentialed and privileged attending physician who is ultimately responsible for that patient’s care. We will provide trainees with opportunities to exercise graded, progressive responsibility for the care of patients, so that they can learn how to practice medicine and recognize when, and under what circumstances, they should seek assistance from colleagues. Faculty members functioning as supervising physicians will delegate portions of care to trainees based on the needs of the patient and the skills of the trainee.

7. We will do our utmost to prepare trainees to function effectively as members of healthcare teams. We will provide an environment that maximizes effective communication and the opportunity for trainees to work as members of effective inter-professional teams that are appropriate to the delivery of patient care.

8. We will evaluate each trainee’s performance on a regular basis, provide appropriate verbal and written feedback, and document achievement of the competencies required to meet all educational objectives.

9. We will ensure that trainees have opportunities to partake in required conferences, seminars and other non-patient care learning experiences and that they have sufficient time to pursue the independent, self-directed learning essential for acquiring the knowledge, skills, attitudes, and behaviors required for entering residency and subsequent independent practice.

10. We will ensure a culture of patient safety and professionalism by educating our faculty members and our trainees’ concerning the personal responsibility of physicians to appear for duty appropriately rested and fit so that they may provide the services required by their patients.
Resident/Fellow Policies and Procedures Manual

Commitments of Trainees

1. We acknowledge our fundamental obligation is to place our patients’ welfare uppermost; quality health care and patient safety will always be our prime objectives.
2. We pledge our utmost effort to acquire the knowledge, clinical skills, attitudes and behaviors required to fulfill all objectives of the educational program and to achieve the competencies deemed appropriate for our chosen discipline.
3. We embrace the professional values of honesty, compassion, integrity, and dependability.
4. We will adhere to the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions. We will demonstrate respect for all patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability or sexual orientation.
5. As trainees we learn most from being involved in the direct care of patients and from the guidance of faculty and other members of the healthcare team. We understand the need for faculty to supervise all of our interactions with patients.
6. We accept our obligation to secure direct assistance from faculty or appropriately experienced residents/fellows whenever we are confronted with high-risk situations or with clinical decisions that exceed our confidence or skill to handle alone.
7. We welcome candid and constructive feedback from faculty and all others who observe our performance, recognizing that objective assessments are indispensable guides to improving our skills as physicians.
8. We also will provide candid and constructive feedback on the performance of our fellow trainees, and of faculty, recognizing our life-long obligation as physicians to participate in peer evaluation and quality improvement.
9. We recognize the rapid pace of change in medical knowledge and the consequent need to prepare ourselves to maintain our expertise and competency throughout our professional lifetimes.
10. In fulfilling our own obligations as professionals, we pledge to assist trainees in learning to meet their professional obligations including but not limited to teaching providing feedback.
11. We will embrace a culture of patient safety and professionalism by understanding and accepting our personal responsibility to appear for duty appropriately rested and fit so that we may provide the care required by our patients.

We believe that the relationship between faculty and trainees should reflect the highest standards of ethical conduct in all educational settings. Interactions between faculty and trainees must be conducted without abuse, humiliation, harassment or exploitation of relationships for personal gain or advantage. Any trainee or faculty member who experiences mistreatment or who bears witness to unprofessional behavior must report such incidents according to the policies and procedures provided by the School of Medicine and the Office of Graduate Medical Education (see Resident/Fellow Mistreatment).

This compact serves both as a pledge and as a reminder to trainees and their teachers that their conduct in fulfilling their obligations to one another is the medium through which the profession perpetuates its standards and inculcates its ethical values.
For more information about the Compact, go to [http://www.aamc.org/residentcompact].

I agree to this Compact.

________________________________________________________  ___________________
Name (print) and signature                         Date

___Resident/Fellow ________________________________
Program

__ Faculty/Attending Physician _______________________
Department

Approved by Education Council: 2/12/06
Reviewed 3/08, 6/10, 3/14, 3/15, 4/17
Revised 9/11, 1/13, 11/17, 4/19
Residents/fellows should strive for excellence in all aspects of their personal and professional lives. This implies a professional demeanor and conduct in direct patient care and in interactions with patients, family members, other healthcare professionals, support staff and the public. It also implies an assurance of integrity in both a resident’s/fellow’s professional and personal lives through behavior that is consistent with establishing a level of trust and a professional reputation that are essential to the physician-patient relationship and to the provision of high quality patient care.

The University of Connecticut School of Medicine (UConn SOM) and all of its major affiliates have codes of conduct that apply to resident/fellow participation in program related duties wherein residents/fellows are expected to act in a professional, courteous, respectful, and confidential manner. The resident/fellow contract states that residents/fellows shall abide by all rules, regulations and bylaws of the program, clinical department, and institution in which he or she is assigned. Violating these rules may be cause for disciplinary action up to and including dismissal (see Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures). Residents/fellows may be placed on Administrative Leave as appropriate for investigation into an alleged Code of Conduct violation (see Administrative Leave).

Conduct that is considered to be in violation of this code includes, but is not limited to, the following:

- Unlawfully distributing, dispensing, selling or offering for sale, possessing, using or being under the influence of alcohol, drugs, or a controlled substance when on the job, or in a position to be called into work, subject to duty; or smelling of alcohol or having the odor of alcohol on the breath.
- Misusing or willfully neglecting property, funds, materials, equipment or supplies from any of the affiliate sites.
- Fighting or acting in any manner that endangers the safety of one’s self or others.
- Destroying property in any way.
- Stealing or possessing without authority any equipment, tools, materials, or other property of any of the affiliated sites.
- Refusing to do assigned work.
- Academic misconduct such as cheating or misrepresentation of research activities.
- Falsifying attendance records.
- Falsifying records.
- Providing patient care under circumstances of physical, mental or emotional lack of fitness that could interfere with the quality of care.
- Being repeatedly or continuously absent or late, or being absent without notice or justifiable reason.
- Conducting one’s self in any manner which is offensive, intimidating, physically threatening, verbally abusive or contrary to common decency or morality.
- Carrying out any form of harassment, including sexual harassment.
- Providing medical advice or information to patients without authorization.
- Providing medical care outside of the scope of the resident/fellow permit. This includes writing prescriptions for patients that are not under the resident’s/fellow’s direct care.
- Failing to comply with any of the major affiliates’ confidentiality policies and/or applicable confidentiality laws.
- Failing to report a police investigation or an arrest involving you to your Program Director.
- Engaging in behavior which is below the professionalism standards of the residency/fellowship program.
Residents/Fellows Policies and Procedures Manual

☐ Engaging in activities that violate UConn SOM’s, any of the affiliate sites’ or the State of Connecticut’s “Code of Ethics.”
☐ Gambling or unauthorized solicitation in the workplace.
☐ Work Computer abuse, such as, but not limited to, accessing or viewing offensive or pornographic material, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of or use of unauthorized password, disruptive or annoying behavior on the computer and non-work-related utilization of computer software or hardware.
☐ Being convicted of a crime.
☐ Failure to cooperate or to be truthful in a program-related investigation.

If a Violation of the Code of Conduct has occurred, corrective disciplinary action may result (see Non-academic Deficiency/Code of Conduct Violation in the Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures Guidelines).

Revised 3/15, 3/17, 4/19
WELLNESS

The Office of Graduate Medical Education is committed to ensuring that residents/fellows remain physically, mentally, emotionally, and spiritually healthy while completing their training program. Doing so, allows residents/fellows to find meaning and fulfillment in their career choices.

Residency can be an inherently stressful time, and it is important to know about available resources so residents/fellows can engage in self-care to ensure getting the most out of the educational experience. In the current health care environment, physicians are at increased risk for burnout and depression. Self-care is an important component of professionalism and is a skill that must be learned.

Programs and the sponsoring institution provide each trainee with the time required to visit their health care providers for preventive and follow-up care.

The Office of Graduate Medical Education provides a mechanism for resident/fellow self-assessment of burnout. While we will ask residents/fellows to complete this assessment twice yearly, the tool is always available for self-administration. If a resident/fellow is in need of speaking to someone with a different perspective, the Office of Graduate Medical Education offers FREE counseling services through the Employee Assistance Program and FREE psychiatric care for individuals in need (see Counseling Services).

The Graduate Medical Education Office also encourages residents/fellows and faculty members to alert a program director, the GME Office, and/or other personnel if there is ever a concern that another resident, fellow, or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence.

If you or a colleague are in crisis, help is immediately available. Call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), go to the Emergency Room, or call 911.
WORK ENVIRONMENT

The University of Connecticut School of Medicine will provide each resident/fellow with a work environment that promotes the success of the resident/fellow in reaching the goals for their educational program. The environment will comply with all the ACGME Institutional requirements and Common Program Requirements, as well as the specific program requirements of the Residency Review Committee for the program.

Institutional Requirements

A resident/fellow on duty in the hospital shall be provided adequate food services and sleeping quarters.

All clinical education sites shall have effective laboratory and radiologic services, and an information system that allow the resident/fellow to meet the educational objectives for patient care.

All clinical education sites will have a medical records system progressing toward or having achieved a full electronic record. The resident/fellow should have training in the use of this record, and the features of the EHR should promote optimum care and learning.

There shall be appropriate security and personal safety measures in place at all sites hosting the resident/fellow for GME activities. These shall include, but not be limited to parking facilities, on call quarters, hospital and institutional grounds and related clinical facilities.

The resident/fellow shall be provided with materials to support patient care in the work environment at all times. These shall include, but are not limited to computers with internet access and biomedical library materials.

Common Program Requirements

The Program Directors and institutions shall ensure a culture of professionalism that supports resident/fellow education, patient safety and personal responsibility.

The Program Directors shall ensure that residents/fellows are integrated and actively participate in interdisciplinary clinical quality improvement and patient safety programs.

The programs and institutions shall minimize the number of transitions in care, and optimize the effectiveness in transitioning care by designing, teaching and monitoring hand-over processes.

All programs will educate faculty and residents/fellows to recognize the signs of sleep deprivation and fatigue and to manage fatigue mitigation processes. Programs and institutions will have processes in place to manage the potentially negative effects of fatigue.

Programs will ensure that appropriate supervision is in place for all residents/fellows who care for patients. The level of supervision for all activities at each level of training will be defined using the classification provided in the common program requirements. The basis for progressive authority and level of supervision will be defined and implemented by the program and its faculty.
Residents/fellows shall care for patients in an environment that maximizes effective communication. This shall include the opportunity to work as a member of effective inter-professional teams that are appropriate to the delivery of care in the specialty.

Programs shall ensure that resident/fellow compliance with all duty hour standards is monitored and achieved. Documentation of that compliance must be accomplished and verified.

Revised 3/15, 5/17
Reviewed 4/19
CLINICAL AND EDUCATIONAL WORK HOURS RULES/PROCEDURES

The ACGME common program requirements allow for greater flexibility within an established framework to provide programs and residents discretion to structure clinical experiences that best support professional development. This added flexibility caries responsibilities for residents, who must recognize when they are too fatigued to provide safe, high quality patient care and to programs and faculty who must ensure that residents remain within the 80-hour maximum limit. The following institutional clinical and educational work hour (duty hour) statement states the minimum requirements that each program must follow. In addition, each program must have a written policy on resident/fellow clinical and educational work (duty) hours. In developing of such policy, consideration should be given to the educational opportunities for and personal well-being of the residents/fellows, and the needs of the patient, including patient safety, and continuity of care. All policies must be in compliance with the policies, procedures and requirements of the University of Connecticut School of Medicine (UConn SOM) and the requirements of all relevant accrediting bodies (i.e., Accreditation Council for Graduate Medical Education (ACGME) and Residency Review Committee (RRC)).

Clinical and educational work (duty) hours are defined as all required clinical and academic activities and include patient care (inpatient and outpatient), all administrative duties related to patient care, in-house call, moonlighting/extra-credit rotations, clinical work done from home, scheduled academic activities (i.e., conferences, morning report, lectures, etc.), and research that is a required part of the residency/fellowship program. It does not include reading and preparation time spent away from the University of Connecticut School of Medicine and its affiliated hospitals.

The requirements are as follows:

- Clinical and educational work hours are limited to no more than 80 hours per week, averaged over a 4-week period inclusive of in-house call, clinical and educational activities, clinical work done from home and all moonlighting/extra credit.
- Programs that schedule residents to work 80 hours will likely violate the 80-hour rule. Therefore, in order to maintain an emphasis on flexibility, programs should not schedule residents/fellows for more than 75 hours per week averaged over 4 weeks in order to ensure all clinical and educational work responsibilities can be met by the resident/fellow within the 80 hour limit.
- Residents/fellows must be provided with 1 day (defined as a continuous 24-hour period) in 7 free from all clinical and academic activities, averaged over a 4-week period. At home call may not be assigned on these free days.
- Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. Up to four (4) hours of additional time may be used for activities related to patient safety such as providing effective transitions of care and/or resident education. Additional patient care responsibilities must not be assigned during this time.
- Residents/fellows should have eight (8) hours off between scheduled clinical and educational work periods. There may be instances when the resident chooses to stay to care for a patient or return to the hospital with fewer than eight (8) hours free. This flexibility may be exercised within the context of the 80-hour and the one-day-off-in-seven requirements. Residents must have at least 14 hours free of clinical work and education after 24-hours on in-house call.
- Night float experiences must occur within the context of the 80-hour and one-day-off-in-seven requirements.
In-house call must occur no more frequently than every third night, **averaged** over a 4-week period. Program Directors must be notified if residents/fellows trade call schedules. Such trading should not violate the every third night restriction.

- PGY 1 residents are not allowed to take at-home call.
- At-home call is not subject to the every-third-night limitation, but must not be so frequent or taxing as to preclude rest or reasonable personal time. Time spent on patient care activities by residents on home call must count towards the 80-hour maximum weekly limit. Residents/fellows taking at-home call must have 1 day in 7 free from all clinical and academic responsibilities, **averaged** over a four-week period.

- Residents/fellows must have the written permission from the Program Director to participate in extra credit rotations at any University of Connecticut affiliated hospital.
- All extra credit rotations must be part of the program and therefore, count toward the duty hour limit.
- If moonlighting is permitted by the program, the resident/fellow must get permission from the Program Director to participate, and that all hours worked must be approved by the Program Director and count towards the 80-hour work week (see [Moonlighting/Extra Credit](#)).

- Residents/fellows are responsible for timely and honest completion of all clinical and educational entries. Failure to enter hours honestly may result in a Code of Conduct violation.

All residency and fellowship programs must comply with UConn SOM’s duty hour restrictions as well as any restrictions specified by their respective RRC. Resident/fellow programs may not request an exemption from these restrictions.

The Graduate Medical Education Committee (GMEC) is responsible for monitoring compliance with the duty hour requirements. Recording of duty hours must be performed electronically in MyEvaluations.com or another GME-approved electronic format.

There may be times when a program is participating in a national duty hour study where modifications to the above may be in place.

**A hotline has been set up for residents/fellows to report violations of duty hour requirements and other GME concerns (860-679-4353).**

Revised 4/19
FATIGUE MITIGATION

Residents/fellows are expected to come to work fit for duty. When a resident/fellow identifies himself or an attending identifies the resident/fellow as being too fatigued to drive home there are several options for the resident/fellow:

- Call rooms/sleep quarters are available at each hospital
- A taxi or rideshare service (e.g. Uber, Lyft) can be utilized and will be reimbursed by the CAHC. The resident/fellow will initially pay for the service. A receipt should be submitted to the program coordinator for reimbursement. This service is available to take the resident/fellow to their home only. The resident/fellow is responsible for securing his/her own transportation back to the hospital or his/her vehicle.
- Public (i.e., bus) or private (i.e., friend, spouse) transportation if available.

Annual training regarding fatigue mitigation is required of all residents/fellows. See Institutional Curriculum.

Reviewed 3/15, 5/17, 4/19
TRANSGITIONS IN CARE/HANOVER

Purpose: The purpose of these guidelines is to establish standards within the UConn-sponsored Graduate Medical Education programs to ensure that Transitions of Care and Handover occur in such a manner that the quality and safety of patient care is not compromised.

The term “Transitions of Care” refers to the movement patients make between health care practitioners and/or settings. Examples of Transitions of Care include:

- Admission to the hospital from an outpatient setting, including but not limited to the Emergency Department, a medical office, a procedure center, or a diagnostic area such as the Radiology Department.
- Admission of a patient to the hospital from another healthcare facility, including but not limited to an outside hospital or skilled nursing facility.
- Transfer of a hospitalized patient to a different level of care within the hospital (i.e.: from the floor to the stepdown unit or ICU or vice versa).
- Transfer of patient care responsibilities from one practitioner to another. This includes but is not limited to the transfer of care that occurs: at the time of shift/duty hour changes for practitioners (handover or “sign out”); at a time when a patient is transferred from one service to another; at a time when a patient is to have a procedure or diagnostic study.
- Discharge, including discharge to home or to another facility such as a skilled nursing facility or rehabilitation facility.

“Handover” refers to the transfer of information and of responsibility for patient care from one practitioner to another. The Handover process must include, at a minimum, written communication from one provider to the next. Verbal plus written communication is preferred as this allows for the opportunity for the accepting provider to ask questions or to seek clarification when necessary.

The content of the information provided during the Handover process should include, at a minimum, the following information in a standardized format that is universal across all services:

- Identification of patient: name, medical record number, and date of birth
- Location of patient (i.e.: hospital room number)
- Identification of responsible attending of record
- Diagnosis and current status/condition of patient
- Recent events, including changes in condition or treatment, current medication status, recent lab tests
- Potential issues that may arise with anticipatory guidance where possible (Use “if/then” statements whenever possible)
- List of tasks to complete with a plan and a rationale
- Allergies
- Code Status

Standards: Individual training programs must adhere to institutional policies concerning transitions of patient care. Each program must supplement these institutional Transition of Care/Handover guidelines with requirements relevant to and specific for their specialty.
Individual training programs must design schedules and clinical assignments to maximize the learning experience for residents while minimizing the number of Transitions of Care/Handovers for patients. Programs are required to develop scheduling and Transition of care/Handover processes to ensure that:

- Residents do not exceed the 80 hour per week duty limit averaged over 4 weeks.
- Faculty members are scheduled and available for appropriate supervision levels according to the requirements for the scheduled residents.
- All parties involved in a particular program and/or Transition/Handover process have access to one another’s schedules and contact information. All call schedules are available electronically.
- Patients are not inconvenienced or endangered in any way by frequent transitions in their care.
- All parties directly involved in the patient’s care before, during, and after the transition have opportunity for communication, consultation, and clarification of information.
- Safeguards exist for coverage when unexpected changes in patient care may occur due to circumstances such as resident illness, fatigue, and emergency.

Each program must include the Transition of Care/Handover process in its curriculum. Residents must be directly supervised in their ability to Transition/Handover patient care until such a time that they have demonstrated competency in the performance of this task. Programs must develop and utilize a method of monitoring the Transition of care/Handover process and update as necessary.

Reviewed 3/15, 5/17, 4/19
Resident/Fellows Policies and Procedures Manual

SUPERVISION, PROGRESSIVE AUTHORITY AND RESPONSIBILITY OF RESIDENTS/FELLOWS
(See Appendix A for Policy)

Purpose: To set institutional standards for supervision of residents that ensures their education and our compliance with ACGME institutional standards at the University of Connecticut School of Medicine and its affiliated hospitals.

[Note: These standards are not meant to comply with standards required for billing purposes. Please see the Medicare Guidelines for Teaching Physicians, Interns, and Residents]

Supervision in the setting of graduate medical education provides safe and effective care to patients; ensures each resident/fellow's development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine; and establishes a foundation for continued professional growth.

Ensuring adequate supervision of residents/fellows is the responsibility of the program director, faculty physicians, departments, and the institution.

The following are standards for University of Connecticut School of Medicine resident/fellow positions, irrespective of the affiliated site where the resident/fellow is training/working. These are minimum rules. No program can fall below these standards, but they will be expanded if:

- Medical Staff rules at a given institution exceed these.
- Additional standards are required by The Joint Commission, CMS or any other regulatory body.
- An individual program has more stringent RRC requirements for supervision.
- The clinical setting where the resident/fellow physician is training/working has additional rules.

Standards: Each patient must have an identifiable, appropriately credentialed and privileged attending physician or licensed independent practitioner who is responsible and accountable for the patient’s care. This information must be available to residents/fellows, faculty members, and other members of the health care team.

All patient care performed by residents/fellows during training will be under the supervision of a physician faculty member, a licensed provider, fellow, or a more senior resident, either on site, or by means of telephonic and/or electronic modalities. Some activities require the physical presence of the supervising faculty member. The specifics of this supervision must be documented in the medical record by the supervising faculty member, licensed provider or supervising resident/fellow.

Residents/fellows, faculty members and licensed providers should inform their patients of their respective roles in each patient’s care when providing direct patient care.

Levels of Supervision: Appropriate supervision of residents/fellows must be available at all times. The program must demonstrate that the appropriate level of supervision in place for all residents is based on each resident’s/fellows’s level of training and ability, as well as patient complexity and acuity. Supervision may be exercised through a variety of methods, as appropriate to the situation.

- Direct Supervision: The supervising physician*/licensed provider is physically present with both the resident and the patient.
Residents/Fellows Policies and Procedures Manual

- **Indirect Supervision with:**
  - **Direct supervision immediately available:** The supervising physician/licensed provider is physically within the confines of the site of patient care and immediately available to provide DIRECT supervision.
  - **Direct supervision available.** The supervising physician/licensed provider is not physically present within the confines of the site of patient care, but is immediately available by phone, and is available to come in and provide DIRECT supervision.

- **Oversight:** The supervising physician/licensed provider is available to provide review of procedures/encounters with feedback provided after the care has been delivered.

(*Supervising Physician: The supervising physician can be a faculty member or a more senior resident/fellow than the resident needing supervision.*)

Each resident/fellow must know the level of supervision required for them in all circumstances. PGY-1 residents must have, at all times, either direct supervision or indirect. Senior residents/fellows may serve as a direct or indirect supervising physician for a more junior resident or fellow, based on the needs of the patient and the skills of the individual resident or fellow as designated by the program director.

The supervising physician/licensed provider must be immediately available in person or by telephone 24 hours a day. Programs must ensure this occurs. Residents/fellows must know who the supervising physician/licensed provider is and how to reach this individual. Schedules and contact information for supervising physicians (faculty or more senior residents/fellows) and licensed providers must be readily available to all parties involved with patient care.

Certain situations require communication between the resident/fellow and supervising attending. At a minimum, the resident/fellow must notify the supervising attending physician/licensed provider of any significant changes in the patient's condition, including but not limited to:

- Patient admission to the hospital
- Transfer of a patient to a higher level of care including the intensive care unit
- Need for intubation or ventilator support
- Cardiac arrest or significant changes in hemodynamic status
- Development of significant neurological changes
- Development of major wound complications
- Medication errors requiring clinical intervention
- Any clinical problem that requires an invasive procedure or surgery
- Any condition which requires the response of a consulting team
- Change in code status
- Death
Supervision by Service:

Inpatient supervision: Every patient admitted to the hospital has an attending physician who is a member of the hospital attending or affiliated medical staff. The attending physician will remain responsible for the medical care of the patient in every aspect throughout the hospital stay of the patient unless the responsibility is formally transferred to another service and this transfer is appropriately noted in the patient’s medical record. When the attending physician is acting in the capacity of a supervisor, he/she must obtain a comprehensive presentation for each admission from the resident/fellow. This includes a History and Physical exam. On the non-emergency admissions, charts shall contain a provisional diagnosis and plan by the attending physician written no more than 7 days prior to the admission, or within twenty-four (24) hours after admission. On all emergency patients, histories and physicals shall be recorded within 12 hours after admission. In either case, the history and physicals must be written prior to any surgery. If the history and physical is written by a resident/fellow, the attending physician shall review and authenticate the resident’s/fellow’s history and physical examination within twenty-four (24) hours. The authentication shall consist of the provider’s outline of the salient points of the history, physical, and management plan. The attending physician must also require the resident/fellow to present the progress of each inpatient daily, including discharge planning. While residents may write progress notes in patient’s charts, the attending physician will also write appropriate progress notes documenting the portions of care they specifically provide or supervise. Simply counter-signing a resident’s/fellow’s note is insufficient. All required supervision must be documented in the medical record by the resident/fellow and the supervising faculty member. The interval between practitioner’s progress notes shall not exceed three days for non-critical nor daily for critical patients. Residents/fellows must communicate with the attending physician to ensure that the orders they write are consistent with the attending physician’s medical treatment plan for the patient. No countersignature by the attending physician is required for orders written by a resident/fellow.

Outpatient supervision: The supervising physician/licensed provider must require residents/fellows to present each outpatient’s history, physical exam and proposed diagnostic or treatment plan. All required supervision must be documented in the medical record by the resident/fellow and the supervising provider. (Exception to this is relevant for services which practice under Medicare’s Primary Care Exception Rule). For services which have been approved to practice under Medicare guidelines, residents/fellows can be supervised with Direct Supervision, Indirect Supervision, or Oversight depending on the resident/fellow level and the supervision policy of the resident’s/fellow’s program.

Supervision of consultations: The supervising consulting attending/licensed provider must communicate with the resident/fellow and obtain a presentation of the history, physical exam and proposed decisions for each consultation. This must be done within an appropriate time but no longer than 24 hours after notification of the consultation request. All required supervision must be documented in the medical record by the resident and/fellow the supervising attending/licensed provider.

Supervision of procedures: The supervising attending must be certain that procedures performed by the resident/fellow are warranted, that adequate informed consent has been obtained and that the resident/fellow has appropriate supervision during the procedure to include sedation.

- For procedures performed in the operating room, residents/fellows will always be supervised by an attending physician for the key portions of the procedure.
- For procedures performed outside of the operating room, residents/fellows will be supervised by an appropriately credentialed supervising physician or LIP. Again, the supervising physician can be a faculty member or a more senior resident/fellow than the resident/fellow needing supervision.
All required supervision must be documented in the medical record by the resident/fellow and the supervising physician or LIP.

**Supervision of emergencies:** During emergencies, the resident/fellow should first and foremost provide care for the patient and notify the supervising physician/licensed provider as soon as possible to present the history, physical exam and necessary diagnostic or treatment. All supervision must be documented in the medical record by the resident/fellow and/or the supervising provider.

**Progressive authority and responsibility for Residents:** Increasing responsibility for patient care is an integral part of the medical education process. Specific roles and tasks for patient care must be assigned by program directors and faculty members.

- Roles and responsibilities for residents/fellows are determined by the program director.
- Decisions regarding the level of supervision necessary for patient care provided by an individual resident/fellow must be based on evaluation of that resident/fellow using specific criteria guided by the Milestones.
- A faculty member acting in the capacity of a supervising attending physician must delegate portions of patient care to residents/fellows based on the needs of the patient and the skills and experience of the resident.
- Each resident/fellow must know the limits of his/her scope of authority and responsibility and the circumstances under which varying levels of supervision apply.

Revised 6/17
Reviewed 4/19
MOONLIGHTING/EXTRA CREDIT

Professional activities outside the program or “moonlighting” may be engaged in by residents/fellows only with the permission of the Program Director. Program Directors must monitor the moonlighting activities of their residents/fellows and residents/fellows must report their schedules for moonlighting. Written permission must be placed in the resident’s/fellow's file prior to engaging in any moonlighting activity. Residents/fellows who engage in moonlighting activities without the knowledge and approval of the Program Director may be considered for disciplinary action.

The following rules apply to moonlighting:

- Residents/fellows cannot schedule any of these activities in such a way that they interfere with the requirements of their program, duty hours, health or performance.
- Moonlighting activities are not part of the malpractice liability coverage provided by the residency/fellowship programs. Residents/fellows must obtain the appropriate license, liability coverage, and DEA number for use in activities not related to the residency/fellowship.
- Residents/fellows cannot moonlight in the capacity of an independent licensed practitioner in activities related to his/her current training program.
- All moonlighting activity counts towards resident/fellow duty hours (see Clinical and Educational Work Hours Rules/Procedures).
- Residents/fellows may not hold admitting privileges in any hospital or charge or receive fees for professional services rendered as part of the residency/fellowship program.
- Residents/fellows in J1 status are not allowed to moonlight.

In addition to moonlighting, some programs have extra credit activities within the program at any of the University of Connecticut School of Medicine (UConn SOM) affiliated hospitals. These are activities that are part of the educational program.

- Hours spent on extra credit must be considered as part of the resident/fellow duty hours (see Clinical and Educational Work Hours Rules/Procedures).
- Hours spent on extra credit must be logged as appropriate in MyEvaluations.com, Kronos, etc.. Extra credit is monitored directly by the specific residency/fellowship Program Director as well as by the Associate Dean of Graduate Medical Education (GME)and Designated Institutional Official (DIO).
- Residents may not engage in extra credit when on leave, on a letter of deficiency or when the resident/fellow is scheduled for vacation.
- Extra Credit is covered by the malpractice liability coverage at each site.
- PGY 1 residents are prohibited from participating in extra credit activities.

Residents in an approved research year can participate in moonlighting or extra credit with the program director’s approval.

The Program Director or GME designee may prohibit moonlighting or extra credit. Moonlighting and extra credit is prohibited if a resident/fellow is on a leave of absence for any reason, in remedial status or has a letter of deficiency. Also, residents/fellows who have reached the end of their training period but have not met requirements for receiving a diploma (i.e., Capital Area Health Consortium exit interview, Institution Curriculum etc.) are NOT allowed to moonlight under the auspice of the program or participate in extra credit activities.

Revised 1/15, 3/17, 4/19
RESIDENT/FELLOW MISTREATMENT

The University of Connecticut (UConn) School of Medicine (SOM) is committed to a learning environment of respect, collegiality, and collaboration. Our faculty commit to making sure each component of the educational program is of the highest quality, must serve as role models, will support all students and fairly evaluate and provide timely feedback.

Behaviors that impede a safe and effective learning environment are not tolerated. Across the SOM, we have adopted the Compact Between Faculty and Undergraduate and Graduate Medical Trainees.

The following process on Resident/Fellow Mistreatment is an affirmation of the importance of this issue with expectations to respect race, gender, religion, sexual orientation, age, disability, and other protected classes of individuals along with diversity of opinion, socioeconomic status and unique individuality within our community. The learning environment will be free of belittlement, humiliation, hostility, or personal judgment. This policy is meant to compliment the institutional policy against discrimination, harassment and related interpersonal violence (see Prohibition of Discrimination and Discriminatory Harassment, Including Sexual Harassment and Sexual Assault, Intimate Partner Violence, and Stalking).

Definition of Mistreatment
The AAMC defines mistreatment as follows:

“Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation.”

Reporting Mistreatment

Residents/Fellows may report mistreatment via several avenues.

In-person reporting:

A resident/fellow may report mistreatment to any one or to all of the following individuals: a core faculty member, the program director, the department Chair, the Office of Graduate Medical Education (specifically the Designated Institutional Official, the Assistant Designated Institutional Official and/or the Associate Dean for Graduate Medical Education) and the Dean of the School of Medicine.

Graduate Medical Education Hotline:

A hotline has been established for all residents/fellows to use to report any concerns about their training program (see Graduate Medical Education Hotline).

Reporting of concerns can be done either though the GME Hotline phone number or through the GME Hotline email.

- GME Hotline Phone Number: 860-679-4353
- GME Hotline Email: gmehotline@uchc.edu
In person or GME Hotline reports of mistreatment related to protected class will be forwarded to the Office of Institutional Equity for review. Residents/Fellows are encouraged to self-report mistreatment related to protected class to the Office of Institutional Equity.

- Office of Institutional Equity Phone Number: (860) 679-3563
- Office of Institutional Equity Email: equity@uconn.edu

**Protection from Retaliation**
Retaliation against any individual who, in good faith, reports or participates in the reporting, investigation, or adjudication of mistreatment is strictly forbidden.

See the [University’s Non-Retaliation Policy](#).

Revised 4/19
COUNSELING SERVICES

Medical residents/fellows at the University of Connecticut School of Medicine (UConn SOM) have available to them consultation and/or counseling services.

A resident/fellow may choose to utilize the Employee Assistance Program (EAP) or the privately practicing mental health providers listed below. The Capital Area Health Consortium (CAHC) provides these services at no cost to the resident/fellow. There is no need for a resident/fellow to notify his/her Program Director, the CAHC or their health insurance carrier when accessing the Employee Assistance Program (EAP) and the Mental Health Services listed below.

A resident/fellow also may opt to utilize a provider of his/her choosing at their own expense and/or through their health insurance carrier.

Residents/fellows also have access to urgent or emergent care 24 hours a day, seven days a week through the emergency department at local hospitals.

Employee Assistance Program (EAP)

All residents/fellows may contact the EAP at UConn Health to access counseling services from psychologists, social workers, and marriage counselors. There is no limit to the number of sessions provided.

Contact information is:
Liz Robinson, LMFT Kelly Huffman, LPC, CEAP Allyson Powell, LCSW

UConn Health Employee Assistance Program, 860-679-2877
http://health.uconn.edu/occupational-environmental/employee-assistance-program/

Mental Health Services

Mental health providers are available to counsel Capital Area Health Consortium (CAHC) employed residents/fellows. Residents/fellows may contact one of these providers as desired. Residents/fellows must identify themselves as resident/fellow employees of the CAHC at the time of initial contact. There is no limit to the number of sessions. To verify employment, the resident/fellow must bring a pay stub to the first appointment.
Residents/Fellows Policies and Procedures Manual

Unless a resident/fellow participating in these services has been referred by the UConn School of Medicine due to some performance-related concern, these services will be provided in a confidential manner.

Health Assistance Intervention Education Network (HAVEN)

A resident/fellow may also choose to access the Health Assistance Intervention Education Network (HAVEN).

HAVEN is the health and wellness program authorized by state law to serve healthcare professionals in Connecticut. HAVEN provides a safe environment for coordinating educational, rehabilitative, and supportive services for concerns related to alcoholism, substance abuse, behavioral or mental health issues and/or physical illness. Residents/fellows may self-refer to HAVEN for evaluation and treatment. In some instances, residents/fellows may undergo a mandated evaluation by HAVEN (see Fit for Duty/Employee Assistance Evaluations). The Office of Graduate Medical Education must be notified when a resident/fellow self-refers or is referred to HAVEN. This notification can be made by the resident/fellow or by HAVEN once authorized by the resident/fellow to do so.

While the resident/fellow is participating in a UConn SOM residency/fellowship program and employed by the CAHC, the initial evaluation of the resident/fellow will be paid in full by the CAHC. If an ongoing treatment plan is needed, the resident/fellow will be expected to pay 10% of the monthly fee of HAVEN and biologic testing fees up to a maximum of $500 per year. The resident/fellow will be reimbursed by the CAHC for expenses incurred above this amount upon submission of all receipts/documentation of payment to the CAHC. Residents/fellows will not be reimbursed for provider copays, mobile laboratory fees or emergency department laboratory fees. If a resident/fellow self-refers or is undergoing a mandatory evaluation to HAVEN, he/she must contact the CAHC in order for the CAHC to process payments to HAVEN.

HAVEN staff will make recommendations about further treatment and when appropriate will work with the UConn School of Medicine (UConn SOM) Graduate Medical Education (GME) Office designee and the Program Director in identifying whether or not the resident/fellow is fit for duty.

Contact information is:

HAVEN
1210 Mill Street
East Berlin, CT 06023
Telephone: (860) 828-3175
Confidential Fax: (860) 828-3192
http://haven-ct.org/

Grief Counseling

MetLife provides Grief Counseling as part of your Group Life Insurance. Sessions can either take place in-person or by phone. This includes situations you perceive as a major loss such as the death of a loved one, a divorce, receiving a serious medical diagnosis for yourself or a loved one, or losing a pet. In addition, this service can help with locating local funeral homes, locating back-up child care for children or older adults, finding specific types of support groups, finding storage facilities, finding estate sales planners, and finding charities that pick up donations. They can also provide information such as notifying the Social Security Administration, banks, and utilities. This is limited to 5 confidential counseling sessions per event.
This service is provided by MetLife through:

Harris, Rothenberg International (HRI), Inc.
Dedicated 24/7 toll-free number 1-855-609-9989
https://griefcounseling.harrisrothenberg.net/default.aspx
User name: MetLife  Password: grief

In addition to health related counseling services we offer financial counseling and contracting advice:

Residents/fellows may access financial counseling and/or contracting advice through the CAHC or through their program. These services are available at affordable cost to the resident/fellow, and group sessions are available at no cost through the CAHC or through some individual programs.

Please call members of the Capital Area Health Consortium staff with any questions about these benefits.

Revised 9/17
Reviewed 4/19
THE UCONN OMBUDS OFFICE

The UConn Ombudsman serves as a neutral resource who provides confidential and informal assistance to members of the UConn Health community. The Ombuds Office was established to provide a confidential, neutral resource for staff, faculty, professional and graduate students and residents/fellows to express concerns, identify options to address workplace conflicts, facilitate productive communication, and surface responsible concerns regarding university policies and practices.

Residents/fellows may contact the Ombuds Officer when a confidential conversation or source of information may be needed. The role of the Ombuds is to listen to concerns, provide information about University policies, help evaluate situations, and assist in making plans to address issues or conflicts. Contacting the Ombuds Office is completely voluntary.

The Ombuds Office at UConn Health is located in Room TG109 on the main entrance floor of the University Tower. The office is adjacent to the patient Registration and Information desk to the left of the hospital entrance.

More information and contact information can be found in the link below:
https://ombuds.uconn.edu/

4/19
FIT FOR DUTY/EMPLOYEE ASSISTANCE EVALUATIONS

When a resident/fellow has been identified as having academic deficiencies or as exhibiting behavior or conduct or as having any condition or circumstance which the Program Director reasonably believes are interfering or could interfere with the resident/fellow’s performance and/or prevent him/her from properly performing his/her responsibilities in the program, the resident/fellow may be required to undergo a mandated evaluation regarding Fitness for Duty. The type of the evaluation will be determined by the Program Director in consultation with the Graduate Medical Education (GME) Office. The resident/fellow may be required to have either a mandated evaluation with Employee Assistance Program (EAP) evaluation to determine the need for a formal Fit for Duty evaluation or the resident/fellow may be required at the outset to undergo a formal Fit for Duty either with an appropriate health care provider who may be a psychiatrist, psychologist, the HAVEN* program or other suitable provider. These evaluations may be used to determine if a resident/fellow’s performance is being or may be affected by impairment that includes but is not limited to medical conditions, mental health conditions, emotional disorders and/or substance abuse problems. The purpose of an evaluation is to determine the resident/fellow’s ability to meet the academic expectations of his/her program and/or to perform his/her clinical duties and responsibilities safely, without danger to patients, colleagues or self.

Concerns regarding a resident’s/fellow’s Fit for Duty must be discussed with the Associate Dean for GME, DIO or Assistant DIO. The Assistant DIO should be the first contact to discuss a concern.

EAP Evaluation

If a mandated EAP evaluation is needed, the resident/fellow will be placed on Administrative Leave (see Administrative Leave) by the Program Director/designee and referred to the University of Connecticut’s EAP office. The Associate Dean for GME, DIO or Assistant DIO and/or the Program Director will contact the Employee Assistance Program (EAP) director. As this is a mandated EAP evaluation, the Program Director and/or the Associate Dean for GME, DIO or Assistant DIO will share information regarding the concerns with EAP personnel. This is not a confidential session between the resident/fellow and EAP personnel. Therefore the evaluation with any recommendations resulting from the evaluation will not be subject to the same privacy rules as occur in a therapeutic relationship. The Program Director and the Associate Dean for GME, DIO or Assistant DIO will be notified by EAP personnel regarding the outcome of the evaluation.

☐ If it is determined on the basis of or in conjunction with the EAP evaluation that the resident/fellow requires a formal Fit for Duty evaluation, EAP personnel will notify the Program Director and the Associate Dean for GME, DIO or Assistant DIO of their recommendation in writing. The resident/fellow will be mandated to comply with this recommendation (see below re: Fit for Duty evaluations).

☐ If it is determined from the EAP evaluation that the resident/fellow is able to work and does not need a formal Fit for Duty evaluation, EAP personnel will notify the Program Director and the Associate Dean for GME, DIO or Assistant DIO in writing. In some instances, EAP personnel may recommend further evaluation/management/treatment by a health care provider (physician, masters of social work, psychologist, psychiatrist, etc.). While the Program Director cannot mandate compliance with said recommendation, it will be strongly encouraged.
Fit for Duty Evaluation

If it is determined by the Program Director in consultation with the Associate Dean for GME, DIO or Assistant DIO and/or EAP that a formal Fit for Duty evaluation is necessary or if a formal Fit for Duty evaluation is recommended by EAP personnel, the resident/fellow will be placed on or remain on Administrative Leave until his/her fitness for duty is determined (see Administrative Leave). The resident/fellow may then be referred to an appropriately qualified healthcare provider (e.g. a psychiatrist, psychologist, the HAVEN program, or other suitable provider) for assessment depending on the nature of the concern. As this is a mandated formal Fit for Duty evaluation, the Program Director and/or Associate Dean for GME, DIO or Assistant DIO will share information with the psychiatrist or the HAVEN personnel. This is not a confidential session between the resident/fellow and a provider and therefore the evaluation will not be subject to the same privacy rules as occur in a therapeutic relationship. The Program Director and the Associate Dean for GME, DIO or Assistant DIO will be notified of the outcome of the formal Fit for Duty evaluation in writing.

☐ The formal Fit for Duty evaluation may determine that the resident/fellow is fit to return to work with or without accommodations and/or with or without additional treatment and/or participation in a regimen or program. The resident/fellow will be promptly notified of the outcome of the fit for duty evaluation. In order for a resident/fellow to return to the program, a written fit for duty report must be submitted by the provider to the Program Director and the Associate Dean for GME, DIO or Assistant DIO. Upon receipt of the report and review of any requested accommodations/needs of the resident/fellow, the Associate Dean for GME, DIO or Assistant DIO shall consider whether to return the resident/fellow to work, with or without some or all aspects of any recommended treatment and/or accommodation and/or restrictions on participation in the program. As part of this process, the resident/fellow will be afforded an opportunity to provide input to the Associate Dean for GME, DIO or Assistant DIO and the Program Director.

☐ If a resident/fellow is determined not to be fit for duty, the provider will contact the Program Director and the Associate Dean for GME, DIO or Assistant DIO in writing. The resident/fellow will also be promptly notified of the outcome of the fit for duty evaluation. The Program Director in consultation with the Associate Dean of GME, DIO or Assistant DIO, will then determine the status of the resident/fellow in the program. As part of this process, the resident/fellow will be afforded an opportunity to provide input to the Associate Dean for GME, DIO or Assistant DIO and the Program Director regarding he/her status in the program.

The status of a resident/fellow who is not deemed fit to return to training after 16 weeks will be determined by the Program Director in consultation with the GME Office. The position of the resident/fellow may or may not be held.

The resident/fellow will be promptly notified of the outcome of all evaluations and all decisions regarding his or her leave and status in the program.

The Fit for Duty evaluation of a resident/fellow will be paid in full by the Capital Area Health Consortium (CAHC).

A resident/fellow who refuses a Fit for Duty Evaluation or who does not comply with all required appointments, evaluations or other program conditions will not be allowed to work as a resident/fellow, and such refusal/noncompliance may be cause for termination/dismissal.
*HAVEN* is the health and wellness program authorized by state law to serve healthcare professionals in Connecticut. **HAVEN** provides a safe environment for coordinating educational, rehabilitative, and supportive services for concerns related to alcoholism, substance abuse, behavioral or mental health issues and/or physical illness.

Revised 4/16, 3/17, 4/19
Fit for Duty Algorithm

Concern by Program or GME Leadership
Re: Fitness for Duty

Mandated EAP Evaluation

Formal Fit for Duty Not Needed

Resident/Fellow returns to work

Formal Fit for Duty Needed

Mandated Psychiatrist Evaluation

Resident/Fellow is Fit for Duty

Resident/Fellow returns to work

Mandated HAVEN Evaluation

Resident/Fellow is Not Fit for Duty

Status of Resident/Fellow in program is determined by the Program Director and the GME Office
SECTION IV: PERFORMANCE EVALUATIONS
EVALUATION AND PROMOTION

Evaluation

The University of Connecticut School of Medicine (UConn SOM) recognizes learning on a continuum from a beginner to a competent physician. The primary responsibility for defining the standards of academic performance and personal and professional development rests with individual programs and their Program Director.

Each UConn SOM residency/fellowship program will provide formative and summative evaluations of residents’/fellows’ performance in the Milestones and in each of the six ACGME Core Competencies for their level of training. Written evaluations are provided to residents/fellows according to the program’s evaluation process. At the conclusion of training, The Final Verification of Training Form, a summative evaluation, is provided to the resident/fellow. The Final Verification of Training Form must be signed by both the Program Director and the resident/fellow. The original is provided to the Graduate Medical Education (GME) Office.

Each program must have a Clinical Competence Committee (CCC). The CCC reviews resident/fellow evaluations at least quarterly and the program director/designee will meet and evaluate all residents/fellows biannually. The CCC serves in an advisory role to the Program Director to determine the status of each resident/fellow in all aspects of their training program.

Promotion

Each program must have a policy that determines the criteria for promotion of a resident/fellow. The Program Director determines if a resident/fellow has successfully met those requirements. If a resident/fellow is making sufficient progress towards promotion, the Program Director will submit the resident’s/fellow’s name to the GME Office to indicate that a contract may be issued to the resident/fellow for the subsequent year of training. This contract is conditional upon the resident/fellow meeting the milestones and criteria for promotion as determined by the Program Director. In the final year of training, the Program Director will submit the resident’s/fellow’s name to the GME Office to indicate that a resident/fellow will graduate from the program. Graduation from the program requires the resident/fellow to meet all of the criteria for graduation as determined by the Program Director.

If a Program Director determines that a resident/fellow is not meeting criteria for promotion, the Program Director has several options. See the policy on Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures for further details.

Revised 4/17, 4/19
ACADEMIC DEFICIENCIES AND CODE OF CONDUCT VIOLATIONS/NON-ACADEMIC DEFICIENCIES REVIEW PROCEDURES

Status Options for a Resident/Fellow with an Academic Deficiency

It is expected that all residents/fellows progress according to criteria set by the program. There are several options for a program director to help a resident/fellow reach the expected academic performance when a resident/fellow does not progress as expected. The Program Director will determine, on a case by case basis, which of the following options is most appropriate to address perceived deficiencies in academic performance for a particular resident/fellow. The options for an academic deficiency are Remediation, a Letter of Deficiency (LoD) and a Letter of Deficiency with Adverse Action (LoDAA).

Adverse Actions include:
- Delayed promotion of a resident/fellow with extension of contract/appointment
- Non-renewal of contract/appointment
- Termination/dismissal

Of note:
- A resident/fellow who is being formally remediated with either a Letter of Remediation or a Letter of Deficiency without Adverse Action at the time of promotion is by definition not meeting the standards of the program and therefore cannot be promoted to the next level of training. Therefore, this must result in an Adverse Action (see Letter of Deficiency with Adverse Action).
- All Adverse Actions will be reflected on the Final Residency/Fellowship Training Summary Verification form.
- If an Adverse Action is delayed promotion or non-renewal, a resident/fellow may remain in the training program during the appeal process. If a resident/fellow remains in the training program during the appeal process, he/she will receive pay and benefits.
- If a resident/fellow is terminated/dismissed, he/she will not receive pay, but benefits will continue throughout the appeal process.
- If an Adverse Action of termination/dismissal is rescinded at any level of appeal, the resident/fellow will rejoin the training program. Pay will be reinstated and will be retroactive to the termination/dismissal date.

The options for a program director when a resident/fellow is identified as having an academic deficiency are described below.

Remediation

The GME designee must be contacted by the Program Director as soon as it is determined that a Letter of Remediation may be required.

A resident/fellow whose academic performance does not meet program standards in one or more of the competencies defined by the Accreditation Council for Graduate Medical Education (ACGME) may be given a period of Remediation to meet the program's standards. This status is not appealable and will not be reported to outside agencies (i.e., ACGME, boards or training verifications). A period of remediation should not last longer than one month. A resident/fellow cannot be promoted to the next level of training while on a status of Remediation.
Before a resident/fellow is placed on Remediation, the Program Director will meet with the resident/fellow to discuss observed deficiencies, a proposed remediation plan and, if adopted, the program’s expectation of what is necessary for the resident/fellow to successfully remediate. At this juncture, the resident/fellow must be offered the opportunity to provide information to the Program Director regarding the observed deficiencies and the proposed remediation plan. To the extent the Program Director’s decision to place a resident/fellow on Remediation is a joint decision with the Clinical Competency Committee or any other committee, any mitigating information provided by the resident/fellow must be shared with the Clinical Competency or other Committee prior to the decision.

The Letter of Remediation must be delivered to the resident/fellow within 3 business days of the decision to issue the Letter of Remediation and in a manner which requires a signed and dated receipt of delivery to the resident/fellow and a witness signature.

If the Remediation is successful and there are no further concerns in training, documentation of Remediation will be removed from the resident’s/fellow’s file upon successful completion of the program. This status is not reflected on the Final Residency/Fellowship Training Summary Verification form.

The resident/fellow file will include the following:

- Documentation of (1) the meeting to discuss the Remediation plan and expectations and (2) delivery of a Letter of Remediation to the resident/fellow
- Documentation of outcome after Remediation:
  - Successful remediation or
  - Transition to a Letter of Deficiency (LoD) or a Letter of Deficiency with Adverse Action (LoDAA)

**Letter of Deficiency (LoD)**

A Letter of Deficiency (LoD) is a formal written notification of deficiency in one or more of the ACGME competencies. A Program Director may choose to address deficiencies with Remediation first, but is not required to use Remediation first if the Program Director determines that a LoD is warranted. This status is not appealable and will not be reported to outside agencies (i.e., ACGME, boards or training verifications). A resident/fellow may not be promoted to the next level of training while on a LoD.

Before a resident/fellow receives a LoD, the Program Director must meet with the resident/fellow and address the observed deficiencies, a proposed action plan, and if adopted the program’s expectations of what is necessary for the resident/fellow to successfully remediate. At this juncture, the resident/fellow must be offered the opportunity to provide information to the Program Director regarding the observed deficiencies. To the extent the Program Director’s decision to issue a resident/fellow a Letter of Deficiency is a joint decision with the Clinical Competency Committee or any other committee, any mitigating information provided by the resident/fellow must be shared with the Clinical Competency or other Committee prior to the decision.

The LoD must be delivered to the resident within 3 business days of the decision to issue the LoD and in a manner which requires a signed and dated receipt of delivery to the resident/fellow and a witness signature.
If the remediation is successful and there are no further concerns in training, the LoD will be removed from the file upon successful completion of the program. This status is not reflected on the Final Residency/Fellowship Training Summary Verification form.

The resident/fellow file will include the following:
- Documentation of (1) the meeting(s) to discuss the deficiencies, action plan and expectations, and (2) delivery of the LoD to the resident/fellow.
- Documentation of outcome:
  - Successful remediation of the deficiency or
  - Transition to a Letter of Deficiency with Adverse Action (LoDAA)

**Letter of Deficiency with Adverse Action (LoDAA)**
A Letter of Deficiency with Adverse Action is a formal written notification of deficiency in one or more of the ACGME competencies which reflects the need for intense remediation of the resident/fellow in order to meet expected milestones and to progress as expected in his/her training program. A Program Director may determine that a LoDAA is necessary after a period of Remediation; after a LoD; or a LoDAA may be the first step in addressing a deficiency. A LoDAA is required if a resident/fellow does not make adequate progress as outlined during a period of time with a LoD. A resident/fellow may not be promoted to the next level of training while on a LoDAA.

Adverse Actions include:
- Delayed promotion of a resident/fellow with extension of contract/appointment
- Non-renewal of contract/appointment
- Termination/dismissal

Adverse Actions, not the Letter of Deficiency, are appealable. A resident/fellow who received a LoDAA must be provided with access to the appeals process. Before a resident/fellow receives a LoD with Adverse Action, the Program Director must meet with the resident/fellow and address the observed deficiencies, proposed action plan and if adopted, the program’s expectation of what is necessary for the resident/fellow to successfully remediate. At this juncture, the resident/fellow must be offered the opportunity to provide information to the Program Director regarding the observed deficiencies. To the extent the Program Director's decision to issue a resident/fellow a LoDAA is a joint decision with the Clinical Competency Committee or any other committee, any mitigating information provided by the resident/fellow must be shared with the Clinical Competency or other Committee prior to the decision.

If after meeting with the resident/fellow, the Program Director proceeds with the LoDAA, the LODAA must be delivered to the resident/fellow within 3 business days of the decision to issue the LoDAA and in a manner which requires a signed and dated receipt of delivery to the resident/fellow and a witness signature.

The resident/fellow file will include the following:
- Documentation of (1) the meeting(s) to discuss the deficiencies, action plan and expectations (2) delivery of the LoDAA to the resident/fellow and (3) Documentation that the resident/fellow had access to the appeals process
- Documentation of outcome:
  - Successful remediation of the deficiency or
  - Consequences of failing to remediate the deficiency
The status of a resident/fellow with a LoDAA will be reflected on the Final Residency/Fellowship Training Summary Verification form.

A Letter of Deficiency with an Adverse Action may not be removed from a resident/fellow file.

Appeal of Academic Adverse Actions
A resident/fellow is entitled to appeal an Adverse Action. At each level of appeal, the charge of the person or committee hearing the appeal is to determine if (1) appropriate process was followed and (2) if the decision to impose an Adverse Action was made on reasonable grounds. At each level of appeal, the person or committee hearing the appeal will either rescind or uphold the Adverse Action.

If an Adverse Action is upheld at any level of appeal, the resident/fellow must be informed about his/her right to appeal this decision to the next level of appeal.

If an Adverse Action is rescinded at any level of appeal, the Adverse Action will be removed from the Letter of Deficiency. The resident/fellow must still successfully remediate the deficiencies outlined in the LOD. In this situation, because the Adverse Action is removed from the LOD, the LOD itself will be removed from the resident’s/fellow’s file upon successful completion of the training program. This status would therefore not be reflected on the Final Residency/Fellowship Training Summary Verification form.

If the Adverse Action is upheld upon appeal, the status of a resident/fellow with a LODAA will be reflected on the Final Residency/Fellowship Training Summary Verification form.

Level 1: Appeal to the Clinical Competence Committee (CCC)
If a resident/fellow chooses to appeal, he/she must notify the Program Director in writing of his/her intent within seven (7) business days of receiving the LoDAA. The Program Director must acknowledge receipt of the appeal in writing to the resident/fellow.

The CCC will convene to hear the appeal within ten (10) business days of receiving the appeal request. At this academic meeting, the resident/fellow will have the opportunity to state reasons why he/she feels the Adverse Action should not be taken.

The CCC has to deliver its decision in writing to the resident/fellow within three (3) business days of reaching a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within two (2) business days and deliver the signed copy to the Program Director. If the resident/fellow fails to do so, it will be so noted in the file.

Level 2: Appeal to the Department Chair or GME Designee
If the CCC upholds the Adverse Action, the resident/fellow has the right to appeal the decision of the CCC and will be informed of his/her right to appeal. The appeal is to the Department Chair. If the Department Chair sits on the CCC, or if the Department Chair is the Program Director, the resident/fellow appeal is to the GME designee*.

The resident/fellow must notify the Department Chair or GME Designee of his/her request to appeal in writing within seven (7) business days of receiving the CCC’s written decision. The Department Chair must acknowledge receipt of the appeal in writing to the resident/fellow.
The resident/fellow and the Program Director must submit documents to be considered for the appeal to the Department Chair or the GME Designee within ten (10) business days of the appeal request. The Department Chair or GME Designee may seek input from additional sources (i.e.: the Program Director, other faculty, staff, etc.) as he/she deems appropriate. The Department Chair or the GME Designee will hold an academic meeting with the resident/fellow within fourteen (14) business days of receiving the documents. The resident/fellow will be given an opportunity to provide input at this meeting. The Department Chair or the GME Designee must deliver his/her decision in writing to the resident/fellow and the Program Director within three (3) business days of reaching a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within two (2) business days and deliver the signed copy to the program and the GME Office. If the resident/fellow fails to do so, it will be so noted in the file.

* The GME designee will be a voting member of the GMEC. This individual cannot be faculty in the resident’s/fellow’s training program nor can they have any prior involvement with the resident’s/fellow’s situation that led to the Letter of Deficiency with Adverse Action.

**Level 3: Appeal to the Associate Dean for Graduate Medical Education/Designee**

The resident/fellow has the right to appeal the decision of the Department Chair or GME Designee. The appeal is to the Associate Dean for Graduate Medical Education. If the Associate Dean for Graduate Medical Education must recuse himself/herself from the appeal, the appeal will be to a designee. The Associate Dean for Graduate Medical Education or designee will convene an ad hoc committee to hear the appeal.

The resident/fellow must notify the Associate Dean for Graduate Medical Education of his/her request to appeal in writing within seven (7) business days of receiving the written decision of the Department Chair or GME Designee. The Associate Dean for Graduate Medical Education must acknowledge receipt of the appeal in writing to the resident/fellow.

The resident/fellow and parties from each level of appeal must submit documents to be considered for the appeal to the Associate Dean for Graduate Medical Education or designee for distribution to the Ad Hoc Committee within ten (10) business days from when the resident/fellow submits the request for an appeal. The Ad Hoc Committee will hold an academic meeting within fourteen (14) business days of receiving the documentation. The Ad Hoc Committee may seek input from additional sources as it deems appropriate. The Ad Hoc Committee may also decide to interview the resident/fellow, the Program Directors, clinical faculty, staff, etc. as the committee deems necessary to make a decision. The decision of the Ad Hoc committee will be made by simple majority vote. The Ad Hoc committee is advisory to the Associate Dean for Graduate Medical Education or designee.

The Associate Dean for Graduate Medical Education or designee will render a final decision.

The Associate Dean for Graduate Medical Education or designee must deliver the decision in writing to the resident/fellow and the Program Director within three (3) business days after a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within 2 business days and deliver the signed copy to the program and the GME Office.

The Dean of the School of Medicine will be notified of the final decisions of the Associate Dean for Graduate Medical Education or designee regarding adverse actions.
Algorithm for Academic Adverse Action Appeal Process

**Unsatisfactory in one or more of the six competencies**

Letter of Deficiency without Adverse Action, or Letter of Remediation [Not Appealable]

- Remediation (1 Month)
  - Successful
  - Unsuccessful

- Letter of Deficiency (≤ 6 months)
  - Successful
  - Unsuccessful

Letter of Deficiency with Adverse Action [Appealable]

- Delayed Promotion
- Non-renewal of Contract
- Termination/Dismissal

Level 1: Appeal to CCC

- Rescinded
- Upheld
  - Level 2: Appeal to Department Chair/GME designee
    - Rescinded
    - Upheld
      - Level 3: Appeal to Associate Dean for GME/Ad Hoc Committee
        - Rescinded
        - Upheld
          - Decision is final
Residents/Fellows Policies and Procedures Manual

Code of Conduct Violations/Non-Academic Adverse Action
The University of Connecticut School of Medicine (UConn SOM) and all of its major affiliates have codes of conduct that apply to resident/fellow participation in program related duties wherein residents/fellows are expected to act in a professional, courteous, respectful, and confidential manner. The resident/fellow contract states that residents/fellows shall abide by all rules, regulations and bylaws of the program, clinical department, and institution in which he or she is assigned. Violating these rules may be cause for disciplinary action up to and including dismissal.

All Code of Conduct Violations have the potential to interfere with a resident’s/fellow’s performance and therefore may interfere with a resident’s/fellow’s ability to meet the expectations and requirements of a resident’s/fellow’s academic program and employment.

Program Directors, faculty, other residents/fellows, patients and any other individual who has contact with resident/fellow physicians can report suspected Code of Conduct violations. If there is an allegation of a Code of Conduct violation, the program director, the DIO/designee and the Associate Dean of Graduate Medical Education (GME) will be notified. An allegation of a Code of Conduct violation will be investigated by the program director. If the alleged Code of Conduct Violation is sufficiently serious, the DIO/designee may, at his/her discretion, conduct the investigation in lieu of the program director. When appropriate, the Office of Institutional Equity and/or the police may also be involved in the investigation of an alleged Code of Conduct Violation. When the Office of Institutional Equity and/or the police investigate an alleged Code of Conduct violation that falls within their purview, they will provide a report of their findings to the individual conducting the investigation.

During the period of investigation, it may be necessary to remove a resident/fellow from active participation in the clinical and educational responsibilities of the program (see Administrative Leave). In the course of an investigation of an alleged Code of Conduct Violation, those investigating the alleged Code of Conduct violation (the Program Director or the DIO/designee) will meet with the resident/fellow in order to provide the resident/fellow notice and the opportunity to be heard regarding the alleged violation. To the extent that the Clinical Competency Committee (CCC) will provide input into the decision of whether or not to substantiate the Code of Conduct Violation, the resident/fellow will also meet with the CCC. Prior to the meetings, the resident/fellow will be given written notice of the alleged Code of Conduct violation and the potential consequences of a substantiated violation. These meeting (s) and/or attempt(s) to meet will be documented.

If a Resident/Fellow has been placed on administrative leave due to a reported or suspected Code of Conduct Violation, and the alleged Code of Conduct Violation is not substantiated, the resident/fellow will return to the program unless any other leave status applies.

When the alleged Code of Conduct violation is investigated by the Program Director, the Program Director, in consultation with the DIO/designee, will determine if the Code of Conduct violation is substantiated by a preponderance of the evidence. The Program Director will meet with the resident/fellow to inform him/her of the outcome of the investigation. The Program Director, in consultation with the DIO/designee, will decide if the resident/fellow is to receive a Letter of Misconduct. If so, the options are a Letter of Misconduct or a Letter of Misconduct with Adverse Action.

When the alleged Code of Conduct violation is investigated by the DIO/designee, he/she will determine if the Code of Conduct violation is substantiated by a preponderance of the evidence. The DIO/designee will meet with the resident/fellow to inform him/her of the outcome of the investigation. The DIO/designee, in consultation with the Program Director, will decide if the resident/fellow is to receive
a Letter of Misconduct. If so, the options are a Letter of Misconduct or a Letter of Misconduct with Adverse Action.

**Letter of Misconduct (LOM)**
The GME designee must be contacted by the Program Director as soon as it is determined that a LOM may be required.

A Letter of Misconduct (LOM) is a formal written notification that states the nature of the Code of Conduct Violation and outlines the program’s expectations of what corrective action is necessary for the resident/fellow to successfully complete training. The Letter of Misconduct should be delivered to the resident/fellow in a manner which requires a signed and dated receipt of delivery to the resident/fellow within three (3) business days of the Program Director's or the DIO's/designee's decision to issue a Letter of Misconduct.

- The resident/fellow file must include:
  - Documentation of the meeting to discuss the Code of Conduct Violation and a corrective action plan.
  - Documentation of outcome:
    - Successful corrective action or
    - Failure to meet expectations for corrective action

A Letter of Misconduct without Adverse Action will be removed from a resident/fellow file if the resident/fellow has satisfied the requirements of the corrective action plan and has successfully completed the training program.

**Letter of Misconduct with Adverse Action (LOMAA)**
A Letter of Misconduct with Adverse Action (LOMAA) is a formal written notification that states the nature of the Code of Conduct violation, the Adverse Action, and where applicable, what corrective action is necessary for the resident/fellow to successfully complete training. The Letter of Misconduct with Adverse Action should be delivered to the resident/fellow in a manner which requires a signed and dated receipt of delivery to the resident/fellow within three (3) business days of the Program Director's or the DIO's/designee's decision to issue the letter.

Adverse Actions include:
- Delayed promotion of a resident/fellow with extension of appointment
- Non-renewal of contract/appointment
- Termination/dismissal

**Of note:**
- All Adverse Actions will be reflected on the Final Residency/Fellowship Training Summary Verification form. If the Adverse Action is delayed promotion or non-renewal, a resident/fellow may remain in the training program during the appeal process. If a resident/fellow remains in the training program during the appeal process, he/she will receive pay and benefits.
- If a resident/fellow is terminated, he/she will not receive pay, but benefits will continue throughout the appeal process.
- If the Adverse Action of termination is rescinded at any level of appeal, the resident/fellow will rejoin the training program. Pay will be reinstated and will be retroactive to the termination/dismissal date.
 Adverse Actions, not the Letter of Misconduct, are appealable.

The status of a resident/fellow with a LOMAA will be reflected on the Final Residency/Fellowship Training Summary Verification form.

A Letter of Misconduct with an Adverse Action may not be removed from a resident/fellow file.

**Appeal of Non-Academic Adverse Action**

A resident/fellow has the right to appeal an Adverse Action. At each level of appeal, the charge of the person or committee hearing the appeal is to determine if (1) appropriate process was followed and (2) if the decision to impose an adverse action was made on reasonable grounds. At each level of appeal, the person or committee hearing the appeal will either rescind or uphold the non-academic Adverse Action.

If an Adverse Action is upheld at any level of appeal, the resident/fellow must be informed about his/her right to appeal this decision to the next level of appeal.

If an Adverse Action is rescinded at any level of appeal, the Adverse Action will be removed from the Letter of Misconduct. The resident/fellow must still meet any requirements for corrective action outlined in the Letter of Misconduct unless excused by the Program Director. In this situation, because the Adverse Action is removed from the LOM, the LOM itself will be removed from the resident's/fellow's file upon successful completion of the training program. This status would therefore not be reflected on the Final Residency/Fellowship Training Summary Verification form.

If the Adverse Action is upheld upon appeal, the status of a resident/fellow with a LOMAA will be reflected on the Final Residency/Fellowship Training Summary Verification form.

**Level 1: Appeal to the Clinical Competence Committee (CCC)**

If a resident/fellow chooses to appeal, he/she must notify the Program Director in writing of his/her intent within seven (7) business days of receiving the Letter of Misconduct with Adverse Action. The Program Director must acknowledge receipt of the appeal in writing to the resident/fellow.

The CCC will convene to hear the appeal within ten (10) business days of receiving the appeal request. At this academic meeting, the resident/fellow will have the opportunity to state or provide reasons why he/she feels the Adverse Action should not be taken.

The CCC has to deliver its decision in writing to the resident/fellow within three (3) business days of reaching a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within two (2) business days and deliver the signed copy to the program director. If the resident/fellow fails to do so, it will be so noted in the file.

**Level 2: Appeal to the Chair of the Department**

If the CCC upholds the Adverse Action, the resident/fellow has the right to appeal the decision of the CCC and will be informed of his/her right to appeal. The appeal is to the Department Chair. If the Department Chair sits on the CCC, or if the Department Chair is the Program Director, the resident/fellow appeal is to the GME designee*.
The resident/fellow must notify the Department Chair or GME Designee of his/her request to appeal in writing within seven (7) business days of receiving the CCC's written decision. The Department Chair must acknowledge receipt of the appeal in writing to the resident/fellow.

The resident/fellow and the Program Director must submit documents to be considered for the appeal to the Department Chair or the GME Designee within ten (10) business days of the appeal request. The Department Chair or GME Designee may seek input from additional sources (i.e.: the Program Director, other faculty, staff, etc.) as he/she deems appropriate. The Department Chair or the GME Designee will hold an academic meeting with the resident/fellow within fourteen (14) business days of receiving the documents. The resident/fellow will be given an opportunity to provide input at this meeting. The Department Chair or the GME Designee must deliver his/her decision in writing to the resident/fellow and the Program Director within three (3) business days of reaching a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within two (2) business days and deliver the signed copy to the program and the GME Office. If the resident/fellow fails to do so, it will be so noted in the file.

* The GME designee will be a voting member of the GMEC. This individual cannot be faculty in the resident’s/fellow’s training program nor can they have any prior involvement with the resident’s/fellow’s situation that led to the LOMAA.

**Level 3: Appeal to the Associate Dean for Graduate Medical Education /designee**

The resident/fellow has the right to appeal the decision of the Department Chair or GME Designee. The appeal is to the Associate Dean for Graduate Medical Education. If the Associate Dean for Graduate Medical Education must recuse himself/herself from the appeal, the appeal will be to a designee. The Associate Dean for Graduate Medical Education or designee will convene an ad hoc committee to hear the appeal.

The resident/fellow must notify the Associate Dean for Graduate Medical Education of his/her request to appeal in writing within seven (7) business days of receiving the written decision of the Department Chair or GME Designee. The Associate Dean for Graduate Medical Education must acknowledge receipt of the appeal in writing to the resident/fellow.

The resident/fellow and parties from each level of appeal must submit documents to be considered for the appeal to the Associate Dean for Graduate Medical Education or designee for distribution to the Ad Hoc Committee within ten (10) business days from when the resident/fellow submits the request for an appeal. The Ad Hoc Committee will hold an academic meeting within fourteen (14) business days of receiving the documentation. The Ad Hoc Committee may seek input from additional sources as it deems appropriate. The Ad Hoc Committee may also decide to interview the resident/fellow, the Program Directors, clinical faculty, staff, etc. as the committee deems necessary to make a decision. The decision of the Ad Hoc committee will be made by simple majority vote. The Ad Hoc committee is advisory to the Associate Dean for Graduate Medical Education or designee.

The Associate Dean for Graduate Medical Education or designee will render a final decision.

The Associate Dean for Graduate Medical Education or designee must deliver the decision in writing to the resident/fellow and the Program Director within three (3) business days after a decision. The resident/fellow must sign and date the written decision to acknowledge receipt of said document within 2 business days and deliver the signed copy to the program and the GME Office.
The Dean of the School of Medicine will be notified of the decision of the Associate Dean for Graduate Medical Education regarding adverse actions.

Revised 5/15, 3/17, 11/17 4/19
Reviewed 4/19
Algorithm for Code of Conduct Violation/Non-Academic Adverse Action Appeal Process

No Administrative Leave Necessary
Code of Conduct Violation Substantiated

Administrative Leave without
Prejudice during Investigation

Letter of Misconduct
Violation to resident/
fellow file

Reinstatement
Delayed
Promotion
Nonrenewal
Termination

Level 1: Appeal to CCC

Recinded

Upheld
Level 2: Appeal to Department Chair/
GME Designee

Recinded

Upheld
Level 3: Appeal to the Associate Dean
for GME/Ad Hoc Committee

Recinded

Upheld
Decision is final

Revised 11/17
ADMINISTRATIVE LEAVE

A resident/fellow may be placed on Administrative Leave for reasons including but not limited to the investigation of an alleged Code of Conduct Violation (see Code of Conduct), or the need for a Fit for Duty Evaluation (see Fit for Duty/Employee Assistance Evaluation). Administrative Leave is not a sanction. It is taken in an effort to protect the safety and wellbeing of the resident/fellow, of patients, of other individuals with whom the resident/fellow has contact, and/or of the School of Medicine and its affiliated hospitals. Because continuous training is vital to all residency and fellowship programs, the length of Administrative Leave can be no longer than 90 days. A resident/fellow will receive full pay and benefits while on Administrative Leave.

The Program Director must consult with the DIO/designee regarding all cases being considered for Administrative Leave.

If a Program Director is considering placing a resident/fellow on Administrative Leave, he/she will meet, if possible, with the resident/fellow in order to gain his/her input before making that decision. Documentation of that meeting (or attempt) will be placed in the resident’s/fellow’s file.

If the concern giving rise to the Administrative Leave is not substantiated or is satisfactorily resolved, the resident/fellow will return to the program. Administrative Leave can result in an extended appointment period (extension of training) to meet all of the requirements of the program and all of the requirements to be eligible for board certification (see Contract Extension Due to Leave Guidelines). If this occurs, a resident/fellow may choose to use vacation time to offset any appointment extension that results from the Administrative Leave. If the resident’s/fellow’s time away from the program due to Administrative Leave results in an extension of training, this leave may be reported only as approved leave.

If an alleged Code of Conduct Violation is the reason for placing the resident/fellow on Administrative Leave and the allegation is substantiated (see Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Process).

If a Fit for Duty/EAP Evaluation is the reason for placing the resident/fellow on Administrative Leave (see the Fit for Duty/Employee Assistance Evaluations).

If an investigation into an allegation including those involving an alleged Code of Conduct Violation extends beyond the 90 days of Administrative Leave, the Program Director and the DIO/designee will make a determination regarding the resident’s/fellow’s status in their training program. Such a determination will be based on both the preponderance of evidence (whether it is more likely than not that a violation occurred) and on an analysis of the requirement of continuous training that is vital to all residency and fellowship programs as well as any concerns regarding the safety and wellbeing of the resident/fellow, of patients, of other individuals with whom the resident/fellow has contact, and/or of the School of Medicine and its affiliated hospitals. The Program Director and the DIO/designee may take action which may include but is not limited to reinstatement, extension of training, non-renewal or termination (see the Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Process).

Revised 3/16, 3/17, 4/19
AFFIRMATIVE ACTION, NON-DISCRIMINATION, AND EQUAL OPPORTUNITY

(See Appendix A for Policy)

It is the policy of the University of Connecticut School of Medicine to provide equal employment opportunities for all residents/fellows, employees, and applicants, in compliance with the UConn Health affirmative action policy and is as follows:

☐ To recruit, train, hire, transfer, and promote in all job classifications without regard to race, color, religion, age, sex, national origin, physical or mental disability, veteran status, sexual orientation or marital status.
☐ To base decisions on employment in accordance with the principles of equal employment opportunity.
☐ To make promotion decisions in accordance with the principles of equal employment opportunity.
☐ To provide that all other personnel actions and terms and conditions of employment will be administered without regard to race, color, religion, age, sex, physical or mental disability, national origin, sexual orientation, marital status, or any other characteristics protected by state and/or federal law.

For a more detailed description of this policy, please see the following:

Revised 8/17, 4/19
ACCOMODATIONS FOR DISABILITIES
(See Appendix A for Policy)

UConn is committed to achieving equal opportunity for persons with disabilities. State and Federal laws prohibit discrimination against individuals with disabilities. Discrimination includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

If a resident/fellow thinks that he or she might need a reasonable accommodation, the resident/fellow should contact Human Resources.

Phone: (860) 679-2831
Fax: (860) 679-1051
Email: donofrio@uchc.edu
Website: https://health.uconn.edu/human-resources/services/americans-with-disabilities-act-compliance-and-accommodations/

Mailing Address:
ADA Accommodations Case Manager
UConn Health
P.O. Box 4035
Farmington, CT 06030-4035

Physical Address:
16 Munson Rd., 5th Floor
Farmington, CT 06030-4035
UConn Health Internal Mail: MC 4035

The Human Resources website has more detailed information, including links to information regarding the reasonable accommodation process and accommodation request forms:

Revised 4/16, 3/17, 7/17, 9/18
Reviewed 4/19
Residents/fellows are entitled to several different types of leave. Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for board eligibility (see Contract Extension Due to Leave Guidelines). Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

All sick and vacation leave is designed to meet the average amount of time allowed away from any of the programs sponsored by the UConn SOM. All residents/fellows must abide by these policies as well as any and all policies of their specific specialty Board. To the extent there is any conflict between these policies and the policies of a specific specialty board, the more strict policy must be adhered to.

- **Vacation Leave**
- **Sick Leave**
- **Medical Leave**
- **Family and Medical Leave of Absence (FMLA)**
- **Parental Leave**
- **Emergency Leave**
- **Bereavement Leave**
- **Military Leave**
- **Personal Leave Guidelines**
- **Contract Extension Due to Leave Guidelines**

All leave, regardless of category, needs to be reported by the resident to a resident/fellow's individual training program and to the GME Office. Residents/fellows may not participate in any program related clinical or education activities while on any type of leave without the express permission of his/her program director in consultation with the GME Office.

Revised 2/16, 3/17, 5/17, 8/17, 10/18, 4/19
VACATION LEAVE
(See Appendix A for Policy)

The UConn SOM provides residents/fellows with three weeks paid vacation per contract year. (A week is equal to 5 weekdays and 2 weekend days). Additional paid vacation leave of up to one week may be granted if the educational requirements for board certification of the program allow for this and granting of this additional week of leave will be determined by each Program. Each resident/fellow is responsible for knowing and following their program's policy on paid vacation. Vacation leave is scheduled by the Program Director or designee to ensure adequate coverage of educational and clinical responsibilities and, therefore, requests may be denied or approved and vacations may need to be changed at times. Vacation leave cannot be carried over into a new academic year nor can Vacation leave be borrowed from a subsequent year of training.

If a resident/fellow needs to extend their training for any reason, vacation time, if any, will be determined by the Program Director in consultation with the GME Office prior to the resident’s/fellow's extension (see Contract Extension Due to Leave Guidelines).

Revised 3/16, 3/17, 5/17, 4/19
SICK LEAVE

(See Appendix A for Policy)

Residents/fellows receive up to 15 working days per contract year of paid sick leave. No sick time may be carried over into the next contract year. In the event of serious injury or prolonged illness, or injury, additional paid leave may be granted. (See Medical Leave and Short Term Disability.)

The Program Director may require a treating health care provider's letter for any absence due to illness or injury, depending on the nature and/or length of the absence. A treating health care provider's letter is mandatory after 3 consecutive work days off for illness or injury stating that the resident/fellow may return to work. A treating health care provider's letter is also mandatory in order for a resident/fellow to work following a hospital visit (ED or inpatient). Every program has its own policy on the handling of sick days that may add requirements to this policy. Residents/fellows are required to know and also follow their specific program policy. At a minimum, a resident/fellow must notify their program office and appropriate supervising physician as soon as known, but clearly before their shift begins, if absent due to illness or injury.

A treating health care provider's letter is mandatory after 3 consecutive work days off for illness or injury stating that the resident/fellow may return to work. A treating health care provider's letter is also mandatory in order for a resident/fellow to work following a hospital visit (ED or inpatient).

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Revised 3/16, 3/17, 5/17, 4/19
MEDICAL LEAVE
(See Appendix A for Policy)

Family and Medical Leaves of Absence (FMLA) are available to eligible residents/fellows (those who have been employed for at least 12 months and worked 1,000 hours) who wish to take time off from work duties to care for their own serious health condition (emergent or non-emergent) (See Family & Medical Leaves of Absence).

Medical leaves of absence up to a maximum of 16 weeks during any 24 month period are also available to residents/fellows who are not eligible for FMLA but who are unable to work due to their own health condition or disability.

Residents/fellows are required to use their available vacation leave and sick leave for medical leave time at the beginning of the leave period and such time counts as medical leave time.

Short Term Disability coverage (pay and benefits for up to 90 days) is available to residents/fellows who are unable to work due to their own health condition or disability (see Short Term Disability). Once a resident/fellow has exhausted his/her paid medical leave time (vacation, sick and STD coverage), additional time may be taken as medical leave but this will be unpaid time. During unpaid medical leave, benefits will continue and the resident/fellow will be required to reimburse the Consortium for the benefit payroll deduction for the leave taken without pay.

A treating healthcare provider's statement verifying the need for medical leave and its beginning and expected ending dates must be submitted to the Office of Graduate Medical Education. It is critical and required that the resident/fellow also notify his/her Program Director as soon as it is known that the resident/fellow needs a medical leave of absence.

Residents/Fellows returning from medical leave must submit a treating healthcare provider’s verification of his/her fitness to return to training to the Office of Graduate Medical Education. Please note, the University of Connecticut School of Medicine's Graduate Medical Education Office and/or the Program Director has the right to require the resident/fellow be examined by an alternate health care provider in addition to the resident/fellow’s treating healthcare provider.

When possible, the resident/fellow is required to provide his/her Program Director and the GME Office with at least two weeks’ advanced notice of the date the resident/fellow intends to return to training. When a resident/fellow returns from medical leave, the Program Director in consultation with the GME Office will determine the resident's/fellow's status in the program specifically as it relates to extension of training and whether the resident/fellow may return to his/her previous level of training (see Contract Extension Due to Leave Guidelines).

If a resident/fellow is fit to return to training as determined by his/her treating healthcare provider but fails to report to work promptly at the end of the medical leave, his/her appointment with the UConn SOM and the employment with the CAHC may be terminated.

If a resident/fellow is unable to return to training after 16 weeks of medical leave, he/she must contact the Office of Graduate Medical Education as soon as possible. The resident/fellow may be eligible for Long Term Disability benefits. The CAHC can provide information regarding this process, and as there
are time limits, they should be consulted as soon as possible if there is a chance the resident/fellow might apply for such benefits.

The status of a resident/fellow who is unable to return to training after 16 weeks of medical leave will be determined by the Program Director in consultation with the GME Office. The position of the resident/fellow may or may not be held.

Taking any leave may negatively impact the time necessary to complete the program requirements for graduation as well as Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

4/19
FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)
(See Appendix A for Policy)

Family and Medical Leaves of Absence (FMLA) is available to eligible residents/fellows (those who have been employed for at least 12 months and worked 1,000 hours) who wish to take time off from work duties to fulfill covered family obligations relating directly to childbirth, and child-rearing, adoption, or placement of a foster child; or to care for his/her own serious health condition, (emergent or non-emergent), or a child, spouse, domestic partner or parent with a serious health condition. For military service personnel or spouses of military service personnel in the military or military reserves, there are various leaves available in addition to FMLA (see Military Leave). A serious health condition is defined by law and means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Under Connecticut law, eligible residents/fellows (those who have been employed for at least 12 months and worked 1000 hours) may request up to a maximum of 16 weeks of family leave during any 24-month period. Married resident/fellow couples will be restricted to a combined total of 16 weeks leave within any 24-month period or 12 weeks separately under Federal law, for childbirth, child-rearing, adoption, or placement of a foster child or to care for a parent with a serious health condition.

Residents/fellows will be required to use their available vacation leave and sick leave for FMLA leave time at the beginning of the leave period and such time counts as FMLA leave time. If additional time is needed, Short Term Disability coverage with full pay and benefits is available to residents/fellows (see Short Term Disability). Once a resident/fellow has exhausted his/her paid leave (vacation, sick and STD coverage), additional time may be taken as FMLA leave but this will be unpaid time. During unpaid FMLA leave, benefits will continue and the resident/fellow will be required to reimburse the Consortium for the benefit payroll deduction for the leave time taken without pay.


Residents/fellows requesting FMLA leave must contact the Office of Graduate Medical Education in order to consider eligibility and maximum allowable leave. The resident/fellow must also notify his/her Program Director as soon as it is known that the resident/fellow will be requesting an FMLA leave.

A healthcare provider's statement verifying the need for FMLA leave and its beginning and expected ending dates must be submitted to the Office of Graduate Medical Education. Residents/Fellows returning from FMLA leave must submit a healthcare provider's verification of his/her return to work to the Office of Graduate Medical Education (see Family & Medical Leaves of Absence form).

When possible, the resident/fellow is required to provide his/her Program Director and the GME Office with at least two weeks' advanced notice of the date the resident/fellow intends to return to training. When a resident/fellow returns from FMLA leave, the Program Director in consultation with the GME Office will determine the resident's/fellow's status in the program specifically as it relates to extension of training and whether the resident/fellow may return to his/her previous level of training (see Contract Extension Due to Leave Guidelines).
If a resident/fellow fails to report to work promptly at the end of the approved leave period, the appointment with the UConn SOM and the employment with CAHC may be considered terminated.

If a resident/fellow is unable to return to work after 16 weeks of FMLA leave for his/her own serious health condition, he/she must contact the Office of Graduate Medical Education as soon as possible. The resident/fellow may be eligible for Long Term Disability (see Long term Disability) benefits. The CAHC can provide information regarding this process, and as there are time limits, they should be consulted as soon as possible if there is a chance the resident/fellow might apply for such benefits.

The status of a resident/fellow who is unable to return to training after 16 weeks of FMLA leave will be determined by the Program Director in consultation with the GME Office. The position of the resident/fellow may or may not be held.

Taking any leave may negatively impact the time necessary to complete the program requirements for graduation as well as Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Revised 3/16, 3/17, 4/17, 5/17, 8/17, 4/19
PARENTAL LEAVE
(See Appendix A for Policy)

Residents/fellows requesting maternity/paternity leave must first use their sick time and vacation time. Women on maternity leave who qualify may also use up to 90 days of paid medical leave (short-term disability) for serious health conditions or for temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Paternity leave is also available to the delivering resident/fellow’s partner and must follow the same principles of using time.

The resident/fellow requesting maternity/paternity leave may be eligible for additional unpaid leave under Family Leave (see policy for details).

The resident/fellow must submit a provider’s note for the maternity/paternity leave. The resident/fellow must inform their program director as soon as possible of likelihood of maternity/paternity leave but with a minimum of three months notice.

Revised 3/16, 5/17, 4/19
EMERGENCY LEAVE  
(See Appendix A for Policy)

Emergency leave with pay and benefits may be granted under certain circumstances that are beyond the resident's/fellow's control. A resident/fellow must communicate with the Program Director or designee to request an Emergency Leave. The resident/fellow granted emergency leave is required to communicate with the Program Director or designee within 48 hours of the approved request to discuss his/her status in the program. If the resident/fellow does not communicate with the program director, the appointment letter/contract and employment with CAHC may be considered terminated.

Emergency leave should not be longer than 7 days. If additional time is needed, another leave status must be obtained.

A resident's/fellow's time in the program may be extended to meet all requirements of the residency/fellowship program and board certification. Determining whether emergency leave will reduce sick time and vacation time and/or if an extension is needed will be at the discretion of the Program Director with consultation from the GME Office.

Reviewed 3/16, 5/17, 4/19
BEREAVEMENT LEAVE
(See Appendix A for Policy)

In the event of a death in the immediate family, a resident/fellow, may take bereavement leave of up to three consecutive work days with pay. Immediate family is defined as parents, parents-in-law, siblings, spouse/domestic partner, children, grandparents or grandchildren. Qualified bereavement leave does not reduce vacation time or sick days. Bereavement leave must be approved by the program director.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Reviewed 3/16, 3/17, 4/17, 5/17, 4/19
MILITARY LEAVE
(See Appendix A for Policy)

If, during the course of training and employment, a resident/fellow volunteers for military service (not as a non-military contractor or employee), fulfills military training requirements, is required to serve active duty, required to perform training or required to provide emergency services in the Armed Forces of the United States, the resident/fellow and the spouse of a military service person shall be granted an unpaid leave of absence from the program and employment in accordance with the law. Further, in accordance with the law, the resident/fellow shall have employment, training, and reemployment rights in accordance with the requirements of state and or federal law, including the Uniformed Services Employment and Reemployment Rights Act, as amended, and/or regulations issued thereunder, and the U.S. and Connecticut Family and Medical Leave Acts, consistent with program requirements and accreditation standards. This includes any rights to Federally-recognized spousal or military reserve leaves. The resident/fellow or spouse shall have no right to additional compensation or benefits, except as required by law.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Any and all leaves must be approved by the program director.

Reviewed 3/16, 3/17, 5/17, 4/19
PERSONAL LEAVE

(See Appendix A for Policy)

Under certain circumstances, a resident/fellow may request an unpaid personal leave of absence for any reason not covered by another leave policy or after another leave ends and if the resident/fellow has exhausted or is not eligible to receive sick or vacation time.

A personal leave request must be approved by the Program Director. The Graduate Medical Education designee must be notified as well. Unlike other leaves, which are required by law (family and medical, jury duty, military) a personal leave is at the sole discretion of the Program Director in consultation with the GME Office. The Program Director will take into consideration the reason for the leave, prior leaves, the needs of the program, as well as the length of the leave, in deciding if a leave will be granted and for how long.

A resident/fellow who requests and is granted an unpaid personal leave will not receive pay for the duration of said leave. Benefits that have not already been discontinued will continue for up to 30 days at the resident's/fellow's own cost. The resident/fellow will need to reimburse the Consortium for the benefit payroll deduction for the personal leave taken.

☐ When a resident/fellow requests such a leave of absence, the resident's/fellow's position may or may not be held.
☐ Should a resident/fellow take an unpaid leave of absence without appropriate notification and approval by the Program Director, the resident's/fellow's appointment with the UConn SOM and employment with the CAHC may be considered terminated.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Any personal leave that goes beyond 12 weeks could result in the termination of the appointment with UConn SOM and the end of employment with CAHC. Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Revised 3/16, 3/17, 5/17, 4/19
CONTRACT EXTENSION DUE TO LEAVE GUIDELINES

Continuous and complete training is vital to residents/fellows in all disciplines. If a resident/fellow is on leave for any approved reason and requires extended time away from training such that the resident/fellow is unable to satisfy the academic and curricular requirements of the program within the time allotted, the Program Director will need to determine the extent to which the resident’s/fellow’s educational experience was interrupted by time on leave. Once that is determined, the Program Director will need to decide the outcome for that individual resident/fellow and the impact the leave had on the integrity of the learning process and training program. Possible outcomes include extension of training equal to the amount of training lost; extension of training longer than the amount lost on leave including repeating a full year of training; and lastly non-renewal of contract. The Program Director will take into consideration the full impact associated with discontinuous training for the individual resident/fellow i.e., whether the resident/fellow is meeting program and specialty standards. In all situations the Program Director must consult with the GME Office prior to determining the appropriate outcome.

Extension of time granted by the Program Director in consultation with the GME may take into consideration the spectrum of specialty board requirements, RRC requirements, program requirements, and institutional requirements. Vacation granted during an extension will vary and depend on the amount of extension required to complete the requirements of training. If extension is greater than 3 months, vacation and sick time will be prorated for the period of extension.

Reviewed 3/16, 3/17, 5/17, 4/19
RESTRICTED COVENANT

In compliance with Accreditation Council for Graduate Medical Education (ACGME) requirements, neither the University of Connecticut School of Medicine (UConn SOM) nor any of its Graduate Medical Education (GME) programs will enter into a non-compete arrangement or other restrictive covenant with any resident/fellow.

Reviewed 3/15, 5/17, 4/19
CLOSURES AND REDUCTIONS IN PROGRAMS AND PROGRAM SIZE

If UConn SOM, the sponsoring institution, decides to close, ACGME will be notified. The GMEC, Associate Dean for GME, Designated Institutional Official, Program Directors, and residents/fellows will all be notified immediately. The UConn SOM will, whenever possible, allow residents/fellows already enrolled in programs to complete their education. If it is not possible for a resident/fellow to complete their education at the UConn SOM, the Program Director will assist the residents/fellows in enrolling in another program in which they may complete their education. In the unlikely event that this occurs, the process for each sponsored program will be outlined and posted on HuskyCT (BlackBoard).

Reviewed 3/16, 5/17
EXTRAORDINARY CIRCUMSTANCES GUIDELINES
INCLUDING DISASTERS OR EXTREME EMERGENT SITUATIONS

The University of Connecticut is committed to preserving the educational experiences of its residents/fellows during times of extraordinary circumstances. Extraordinary circumstances include but are not limited to abrupt hospital closures, disasters, extreme emergent situations or a catastrophic loss of funding.

Definition of a Disaster
A disaster is defined as an event or set of events causing a need for significant alteration to the residency/fellowship experience of one or more residency/fellowship programs.
Example: Hurricane Katrina

Definition of Extreme Emergent Situation
A local event (such as a hospital declared disaster for an epidemic) that affects resident/fellow education or the work environment but does not rise to the level of a disaster as defined above.

Responsibilities of the Residents/Fellows:
1. Residents/fellows must contact their program director as soon as possible to verify their safety, current/anticipated location, and any changes to their contact information.
2. Residents/Fellows must contact by phone or by email the appropriate Review Committee Executive Director with information and/or requests for information.
3. All transferred residents/fellows should refer to instructions on the ACGME Web Accreditation System to change resident/fellow email information.
4. It is critical that residents/fellows keep open channels of communication by phone or email during an extraordinary circumstance and particularly during an extreme emergency or disaster in order to get current and updated information.
5. In order to ensure that all residents/fellows have access to funds in the event of an extraordinary circumstance, all residents/fellows will be strongly encouraged to elect to receive their paycheck through direct deposit.

Salary and Benefits for Residents/Fellows following the Declaration of Extraordinary Circumstances:
The Sponsoring Institution will make every effort to ensure that there is no interruption in the salary and benefits provided to a resident/fellow once an extraordinary circumstance has been declared.

Reviewed 3/15, 5/17, 4/19
GRADUATE MEDICAL EDUCATION HOTLINE

A hotline has been established for all residents/fellows to use to report any concerns about their training program.

Faculty and staff who work with residents/fellows may also use the GME Hotline to report concerns.

Reporting of concerns can be done either though the GME Hotline phone number or through the GME Hotline email.

- GME Hotline Phone Number: 860-679-4353
- GME Hotline Email: gmehotline@uchc.edu

Reporting of concerns through the hotline phone number may remain anonymous. The individual reporting the concern may identify themselves if comfortable doing so. Given the nature of email communications, in general, reporting of concerns through the GME Hotline email is not anonymous.

To help the GME Office appropriately and thoroughly review and, where appropriate, respond to the concern, it is helpful for the individual reporting the concern to provide as much information as they are comfortable providing. This includes but is not limited to specific information about the concern or incident, training program, site, date, and name of any involved persons.

Revised 8/17, 4/19
AWAY ELECTIVES

An away elective, be it clinical or research-based, is a rotation at an institution that is not affiliated with the University of Connecticut School of Medicine (UConn SOM), where the resident/fellow is not directly supervised and evaluated by a UConn SOM faculty. The Graduate Medical Education (GME) Office designee will determine the merits of the request for an away elective and be responsible for approval (when necessary) of resident/fellow participation.

☐ Away electives with prior approval NOT required
   If a resident/fellow is participating in an away elective to fulfill an ACGME program requirement that cannot be accomplished at UConn, specific approval by the GME Office is not required. However, residents/fellows will still be required to complete and submit all appropriate away elective paperwork to the GME Office.

☐ Away electives with prior approval required
   Residents/fellows may apply for approval for away electives for clinical or research experiences.

   Program Director approval for such away electives must be obtained by the resident/fellow prior to the resident/fellow applying for approval from the GME office.

   An Away Elective Form must be completed and is available on the GME website: [Away Elective Application](#) Essential components of the necessary paperwork include:

   • Educational rationale for requesting an away elective
   • Program Director’s support for this experience
   • Evaluation tool used to evaluate the resident’s/fellow’s experience
   • Program’s effort to identify funding support for this experience
   • ECFMG’s offsite rotation notification form, if applicable

Away electives outside of the United States are typically approved when the experience is done in conjunction with a School of Medicine Faculty member, or at a site with a pre-established relationship between the School of Medicine or a faculty member. Other international electives will be reviewed on a case by case basis with a focus on resident safety, the educational experience based on rotational goals and objectives, availability of appropriate supervision and an appropriate evaluation tool for the experience.

A resident/fellow who is not in good standing in their training program may not participate in an Away Elective. A resident applying for an away elective should not make any travel arrangements until they receive approval from the GME office.

Expenses incurred for required vaccinations and appropriate travel medications related to an approved UConn GME away international elective will be covered if incurred at the UConn Health travel clinic. The resident may be liable for any out-of-pocket expenses incurred elsewhere.

Typically, a resident/fellow is only permitted 1 away elective experience during each UConn sponsored training program matriculated in.

Reviewed 3/16, 4/17; Revised 12/17, 2/18, 4/19
OFFICIAL COMMUNICATION WITH THE UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE GRADUATE MEDICAL EDUCATION PROGRAMS

All residents/fellows are required to monitor and use their University of Connecticut School of Medicine (UConn SOM) endorsed email accounts. Monitoring of the professional email account must occur at least weekly to guarantee that all correspondence is reviewed. Any correspondence with the staff in the UConn SOM GME Office or the CAHC for any work related issues must be conducted through these accounts. A program’s communication policy may require more frequent monitoring. Please refer to the program's manual.

Reviewed 3/15, 5/17, 4/19
PRESCRIPTION WRITING/MEDICAL TREATMENT

Residents/fellows who provide treatment are able to write prescriptions for patients they are caring for on their assigned rotations, both inpatient and outpatient. Connecticut requires several numbers before this privilege is available. Please refer to National Provider Identifier (NPI) Number, Connecticut Controlled Substance Number, Provider Enrollment, Chain and Ownership System (PECOS), Connecticut Prescription Monitoring and Reporting System (CPMRS), and Drug Enforcement Administration (DEA) Number for more information on what is required.

A resident/fellow who provides treatment, including a prescription for medication, for someone who is not under his/her care as part of the residency/fellowship program, is NOT covered by malpractice liability. This activity is prohibited. The resident/fellow who engages in this activity may be subject to disciplinary actions per the Code of Conduct.

Revised 3/16, 5/17, 4/19
PROVIDING MEDICAL TREATMENT TO RESIDENTS/FELLOWS

Residents/fellows may choose to seek medical care by faculty members at the University of Connecticut or any of its affiliated hospitals or ambulatory sites. It is the purpose of this policy to provide guidelines to our residents/fellows in order to protect the resident’s/fellow’s right to privacy, as well as to preserve the integrity of the faculty/trainee educational relationship.

Residents/fellows who are seeking medical care should strongly consider obtaining that care from physicians who are not faculty members with authority over them as trainees. Faculty members with authority over a resident/fellow include, but are not limited to, faculty members who provide teaching, supervision of clinical duties, formal mentoring, supervision of research and evaluation to the resident/fellow.

If a resident/fellow needs advice regarding this policy, he/she should contact the GME Office.

Reviewed 3/15, 5/17, 4/19
JURY DUTY

Residency/fellowship training has been recognized as an activity that should not be interrupted. That being said, participation in jury duty is a civic responsibility. In the event that a resident/fellow gets called for jury duty, he/she must notify the Program Director or designee. The Program Director must make arrangements to release the resident/fellow from clinical activities during the jury duty process. If a resident/fellow participates in jury duty, a copy of their juror certificate indicating their dates of service as a juror must be submitted to their program office promptly in order to be properly compensated. Residents/Fellows will receive full pay and benefits during this time. Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines). Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

Reviewed 3/16, 3/17, 5/17, 4/19
SECURITY

Security measures are provided within the University of Connecticut School of Medicine, the sponsoring institution, as well as all of the major affiliated hospitals, including the UConn Health, Hartford Hospital, St. Francis Hospital and Medical Center, Hospital for Central Connecticut, Connecticut Children’s Medical Center and the Veterans’ Administration. These include foot and vehicle patrol of the facilities and general response to problems that arise. Security also provides assistance with ambulance security, transportation of patients to and from aircraft sent to the hospital, unlocking doors, escorts to vehicles, and assistance with cars that will not start in the middle of the night.

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>UConn Health</td>
<td>(860) 679-2000</td>
</tr>
<tr>
<td>Hartford Hospital</td>
<td>(860) 545-5000</td>
</tr>
<tr>
<td>St. Francis Hospital &amp; Medical Center</td>
<td>(860) 714-4000</td>
</tr>
<tr>
<td>Hospital of Central Connecticut - New Britain Campus</td>
<td>(860) 224-5011</td>
</tr>
<tr>
<td>Connecticut Children's Medical Center</td>
<td>(860) 545-9000</td>
</tr>
<tr>
<td>Veteran’s Administration - Newington</td>
<td>(860) 666-6951</td>
</tr>
</tbody>
</table>

Reviewed 3/15, 5/17, 4/19
BEEPERS

All residents/fellows are provided a beeper during their appointment period. Beepers must be returned upon completion. If a resident/fellow is remaining at the UConn Health after completion of the program, the beeper must be returned or the new department must change the funding account with the Telecommunication Department.

SECURE ELECTRONIC MESSAGING

TigerConnect and Voalte are systems that have been provided to residents/fellows in order to ensure a secure, HIPAA compliant means of communication about patient care. TigerConnect or Voalte can be accessed through an app at the App Store (Apple) or Google Play (Android). Additional information is available in the “GME Updates for residents and fellows” organization on HuskyCT (BlackBoard).

MEAL ALLOWANCE

A meal allowance of $10 per shift is added to the resident’s/fellow’s stipend for each shift he/she is on “in-house” call in excess of 16 hours as reported by the program leadership. This is disbursed semi-annually by CAHC through a post tax addition to their paycheck. In addition to the meal allowance, there is 24-hour access to food at any site at which the resident/fellow has overnight call.
HOLIDAYS GUIDELINES

Residents/Fellows may be scheduled and required to work on holidays in order to provide adequate patient coverage. Individual programs will be responsible for scheduling residents/fellows on holidays. Residents/Fellows should refer to their specific program’s policy regarding holiday work schedules.

Revised 3/16, 3/17
Reviewed 4/19
INCLEMENT WEATHER

Residents/fellows are essential to the daily operation of each hospital and are expected to report to work when scheduled. In the event of a severe weather condition such as a snow storm residents/fellows must contact their program director and supervisor to determine staffing needs. In some cases, outpatient activities may be cancelled or delayed and residents/fellows may be temporarily re-assigned to help the inpatient demands. Prior to their assigned shift each resident/fellow should contact their program director and supervisor to determine where and if they are needed. Residents/fellows should plan for extra travel time when proceeding to and from their assigned locations. In some events residents/fellows may be need to stay past the end of an assigned shift to ensure patient safety until appropriate staffing can be assured. Every effort will be made to establish designated rest areas for residents/fellows required to stay beyond their assigned shift. If a resident/fellow is unable to arrive for a shift on time, he/she should contact the supervisor immediately.

Revised 3/15, 5/17
Reviewed 4/19
NEEDLESTICKS & OTHER OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

Residents/fellows who experience a needlestick or occupational exposure to bloodborne pathogens are required to follow the guidelines listed below:

- Wear procedure work related injury “purple card” on their badges at all times.
- Immediately present “purple card” at point of care.
- Notify his/her supervisor of an accident or injury occurring while on the job.
- Keep his/her supervisor informed of his/her medical status on an on-going basis.
- Follow the physician’s treatment plan.
- Keep medical appointments and avoid any activity which will further aggravate the injury.

Accident or Injury information

- During the day, the resident/fellow must go to the site’s Employee Health Department.
- Off-hours the resident/fellow should go to the Emergency Room of the working site.
  - If at Connecticut Children’s Medical Center (Connecticut Children’s), go to Hartford Hospital’s Emergency Room.
  - If at the Hospital of Central Connecticut (THOCC), go to the Nursing Supervisor.
- The incident must also be reported by the resident/fellow to the Capital Area Health Consortium.
  - During the day, this must be done immediately following initial treatment (preferably while at the Employee Health Department at the hospital).
  - If off-hours, a message with the resident’s/fellow’s contact number must be left.

Blood-Borne Pathogen Training

All residents/fellows are required to receive an annual training in blood-borne pathogens. The initial training is done at orientation for all new residents/fellows. The annual training renewal is part of the Institutional Curriculum requirements. The training is through the HealthStream web-based courses.

Revised 3/15, 5/17, 2/18
Reviewed 4/19
SECTION VII: FORMS
The following forms are included in this section:

- Clinical and Educational Work Hour Compliance Attestation
- Accommodations for Disabilities – ADA Acknowledgement Form
- Professional Liability Letter
- Resident/Fellow Travel Request Form
- Away Elective Application
- Family and Medical Leave Act (FMLA) Form
Resident/Fellow (print Last name, First)

Program: ________________________ Program Director: _______________________________

The ACGME common program requirements allow for greater flexibility within an established framework to provide programs and residents discretion to structure clinical experiences that best support professional development. This added flexibility carries responsibilities for residents, who must recognize when they are too fatigued to provide safe, high-quality patient care and to programs and faculty who must ensure that residents remain within the 80-hour maximum limit. The following institutional clinical and educational work hour (duty hour) statement outlines the minimum requirements that each program must follow. In addition, each program must have a written policy on resident/fellow clinical and educational work (duty) hours. In developing of such policy, consideration should be given to the educational opportunities for and personal well-being of the residents/fellows, and the needs of the patient, including patient safety, and continuity of care. All policies must be in compliance with the policies, procedures and requirements of the University of Connecticut School of Medicine (UConn SOM) and the requirements of all relevant accrediting bodies (i.e., Accreditation Council for Graduate Medical Education (ACGME) and Residency Review Committee (RRC)).

Clinical and educational work (Duty) hours are defined as all required clinical and academic activities and include patient care (inpatient and outpatient), all administrative duties related to patient care, in-house call, moonlighting/extra-credit rotations, clinical work done from home, scheduled academic activities (i.e., conferences, morning report, lectures, etc.), and research that is a required part of the residency/fellowship program. It does not include reading and preparation time spent away from the University of Connecticut School of Medicine and its affiliated hospitals.

The requirements are as follows:

- Clinical and educational work hours are limited to no more than 80 hours per week, averaged over a 4-week period inclusive of in-house call, clinical and educational activities, clinical work done from home and all moonlighting/extra credit.
- Residents/fellows must be provided with 1 day (defined as a continuous 24-hour period) in 7 free from all clinical and academic activities, averaged over a 4-week period. At home call may not be assigned on these free days.
- Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. Up to four (4) hours of additional time may be used for activities related to patient safety such as providing effective transitions of care and/or resident education. Additional patient care responsibilities must not be assigned during this time.
- Residents/fellows should have eight (8) hours off between scheduled clinical and educational work periods. There may be instances when the resident chooses to stay to care for a patient or return to the hospital with fewer than eight (8) hours free. This flexibility may be exercised within the context of the 80-hour and the one-day-off-in-seven requirements.
- Residents must have at least 14 hours free of clinical work and education after 24-hours on in-house call.
Residents/Fellows Policies and Procedures Manual

- Night float experiences must occur within the context of the 80-hour and one-day-off-in-seven requirements.
- In-house call must occur no more frequently than every third night, **averaged** over a 4-week period. Program Directors must be notified if residents/fellows trade call schedules. Such trading should not violate the every third night restriction.
- PGY 1 residents are not allowed to take primary at-home call.
- At-home call is not subject to the every-third-night limitation, but must not be so frequent or taxing as to preclude rest or reasonable personal time. Time spent on patient care activities by residents on home call must count towards the 80-hour maximum weekly limit. Residents/fellows taking at-home call must have 1 day in 7 free from all clinical and academic responsibilities, **averaged** over a four-week period.
- Residents/fellows must have the written permission from the Program Director to participate in extra credit rotations at any University of Connecticut affiliated hospital.
- All extra credit rotations must be part of the program and therefore, count toward the 80-hour duty hour limit.
- If moonlighting is permitted by the program, the resident/fellow must get permission from the Program Director to participate, and that all hours worked must be approved by the Program Director and count towards the 80-hour work week (see [Moonlighting/Extra Credit](#)).

All residency and fellowship programs must comply with UConn SOM’s duty hour restrictions as well as any restrictions specified by their respective RRC. Resident/fellow programs may not request an exemption from these restrictions.

The Graduate Medical Education Committee (GMEC) is responsible for monitoring compliance with the duty hour requirements. Recording of duty hours must be performed electronically in MyEvaluations.com or another GME-approved electronic format.

A hotline has been set up for residents/fellows to report violations of duty hour requirements and other GME concerns (860-679-4353).

I agree to comply with the Duty Hours policy as detailed above and by my Program Director.

Signed: ___________________________ Date: ____________
Resident/Fellow

I have reviewed the Duty Hour requirements for my program with the resident/fellow.

Signed: ___________________________ Date: ____________
Program Director

Revised 4/17
PROFESSIONAL LIABILITY LETTER

Date:

Re:

To Whom It May Concern:

All physicians in residency/fellowship programs sponsored by the UCONN School of Medicine are fully protected by State statute from civil liability arising from professional liability claims related to the discharge of duties within the scope of practice/training when the resident/fellow physician is at one of the UCONN Health sites or at an approved site other than the affiliated hospitals for the program. Coverage is for the claims made for omissions/commissions that transpire during the residency/fellowship period, with protection extending beyond the residency/fellowship period provided that the omission/commission occurred during the residency/fellowship period. The scope of this protection is not limited in dollar amount and is analogous to occurrence-type commercial medical malpractice insurance. The coverage is a “self-insured” program and therefore there is no insurance company, policy number or face sheet.

When the resident/fellow physician is assigned to an affiliated hospital through an integrated residency program, coverage derives from that affiliated hospital as long as it provides protection against professional liability claims in an amount and manner equivalent to that provided by the affiliated hospital to its full-time physician employees. If it does not provide such coverage, protection for residents and fellows reverts to the insurance provided by state statute as described in the preceding paragraph.

The above described coverage is a “self-insured” program and therefore there is no insurance company, policy number or face sheet.

Should you have questions, please contact the GME Office at 860-679-2147.

Sincerely,

Wendy A. Miller, MD, FACP
Assistant Designated Institutional Official
Graduate Medical Education
University of Connecticut School of Medicine

Approved by: Executive Director, Risk Management, Barry Kels, 10/15
## RESIDENT/FELLOW TRAVEL REQUEST FORM

### General Information
- **School**: UCONN School of Medicine
- **Program**: Graduate Medical Education
- **Department**: Travel Authorization Request and Reimbursement Form

### Form Details
- **TA #**: [Blank]
- **Parking Pass**: [Blank]

### Trip Summary
- **From Location**: [Blank]
- **To Location**: [Blank]
- **From Date**: [Blank]
- **To Date**: [Blank]

### Business Purpose of Travel
- [Blank]

### Flight/Departure Info

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Flight Number</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Trip Type
- [ ] Attend
- [ ] Present
- [ ] Program Requirement
- [ ] Faculty

### Requested Amounts & Reimbursement Section

<table>
<thead>
<tr>
<th>Item</th>
<th>Request Amount</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td>72529</td>
</tr>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td>72529</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
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<td>72530</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
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<td></td>
<td>72525</td>
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<tr>
<td>Meals Per Diem</td>
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<tr>
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<tr>
<td>Total</td>
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<tr>
<td>Previously Reimbursed</td>
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</tr>
<tr>
<td>Reimbursement for CAHC Check Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Calculation
- **Mileage (req and actual)**
  - # of miles
  - Mileage rate: $0.55/ct
  - Mileage reimbursement: $0.00

### Trip Dates
- **Vacation Dates**: [Blank]

### Notes
- **Other Trip Notes**: [Blank]
AWAY ELECTIVE APPLICATION

Name: ____________________________ Program ____________________________ PGY_____  
(First Name) (MI) (Last Name) (Degree)

Medical School Attended/Country _____________________________________________  
(School Name) (County)

Country of Origin: ___________________________________________________________

Rotation start date: _______________ end date: _______________

Preceptor’s Name at the Away Rotation: _______________________________________

Full Address of Away Rotation: ______________________________________________

Attach and label accordingly the following:

1. Full description of the rotation including objectives, responsibilities, supervision, evaluation plan
2. Resident/fellow statement of educational goals for doing this rotation
3. Program Director’s statement of support for this resident/fellow confirming educational goals for the away rotation. Indicate why the away rotation is being applied for if it is not RRC required or if it can be met at an affiliated hospital.

Answer each of the following:

4. Can the objectives be met through a rotation at one of the UConn Affiliated Hospitals? Yes No
5. Does this rotation fulfill an RRC requirement? Yes No  
(If answered “Yes” to #4 or “No” to #5, please provide a brief explanation as part of #3. Otherwise, N/A.
6. Is this rotation in a country listed on http://travel.state.gov as a Travel Warning or Travel Alert area? Yes No
7. If “Yes” to #6 Please complete the International Elective Liability Waiver and International Travel Elective Checklist. Otherwise, N/A.
8. Source of resident’s salary and fringe: UCONN; Grant (explain below); Other (explain below)____
9. What is the resident’s interest after graduation? ________________________________  
(Fellowship, global health, etc?)

Approvals:

(Signature, GME Designee) Date (Signature, Program Director) Date
Residents/Fellows Policies and Procedures Manual

Residency Training Program International
Elective Liability Waiver

Each year, a number of residents participate in credit-bearing clinical or research activities outside of the United States through organized rotations or independently arranged experiences. In many cases, the countries where these activities take place present a variety of challenges and risks to residents for which they may not be prepared. These include unfamiliar cultures and languages, political instability, infectious diseases, traffic hazards, and other health risks that may be uncommon in the United States.

To assist residents in preparing for these eventualities, the Office of Graduate Medical Education requires that all residents involved in a credit-bearing rotation with an international component perform the following prior to departure from the United States:

• Gather information concerning any political problems or health hazards which may place them at risk by consulting current State Department and Centers for Disease Control information;
  o State Department (202) 647-5225   website: http://travel.state.gov/
  o Centers for Disease Control (404) 639-3311 website: www.cdc.gov/travel/travel.html

• Obtain medical travel advice and immunizations appropriate for the country to which travel is planned
• Consider medical and accident insurance which includes provisions for emergency evacuation to a medical facility capable of providing high quality care for any medical problem that arises
• Designate persons both in the foreign country and in the United States who may be contacted in the event of an emergency
• In addition, self-study for cultural orientation and training in the local language is strongly encouraged

Completion of these steps is the responsibility of the individual resident and not of the University of Connecticut, any of the affiliated hospitals or the department.

I, ___________________________________________ have read and understand the above guidelines. I further understand that the decision whether to undertake clinical or research work abroad is mine alone.

Signed: ___________________________ Date: ___________________________
International Travel Elective Checklist

Prior to being approved for an away rotation, the following checklist needs to be completed and signed off by both you and your program director.

* If No is answered to any of the questions, please attach a detailed explanation.

1. I have registered my travel plans and contact information on the U.S. State Dept website. □ YES □ NO *
2. I have contacted the Capital Area Health Consortium to discuss Emergency Evacuation Insurance and what other coverage and benefits are available to me while on an international elective. □ YES □ NO *
3. I have gone to the www.residents.uchc.edu website under “CAHC Benefits and Payroll”, clicked on “Insurance Benefits while Traveling” and printed out the information before leaving the country. □ YES □ NO *
4. I have phone numbers on hand to get in touch with people in the USA in case of emergency. □ YES □ NO *
5. My program has emergency contact info in case they need to contact me. □ YES □ NO *
6. If I am not an American National, I can legally return to the United States upon completion of this experience. □ YES □ NO *
7. I have signed the liability waiver. □ YES □ NO *
8. I have made an appointment with my physician or travel clinic regarding vaccinations and appropriate medications for travel. □ YES □ NO *

*The following is a list of items I have been encouraged to review and complete prior to my departure:

- To have an international cell phone that can call the United States
- Research on my destination, including basic understanding of local laws and customs, currency and banking, local safety issues, local transportation, and language concerns including developing a plan for translation services
- I have reviewed travel advisories and country information from the U.S. State Department website
- If I am providing medical care and working with sharps, I have a plan for obtaining medications in case of an HIV post exposure prophylaxis concern (I have contacted the Employee Health Department here at the University of Connecticut to get this information)
- I am aware that I may need to contact credit card companies and banks regarding my overseas travel
- I am aware that my passport needs to be current

_________________________________________   __________________________
Signature, Resident                        Date

_________________________________________   __________________________
Signature, Program Director                 Date

_________________________________________
Printed Name, Resident

_________________________________________
Printed Name, Program Director
PROFESSIONAL LIABILITY LETTER

Date:

Re: Away Elective for
to
To Whom It May Concern:

All Medical resident/fellow physicians in residency/fellowship programs sponsored by the University of Connecticut School of Medicine are fully protected by state statute from civil liability arising from any civil claim for malpractice taken in the discharge of their duties or within the scope of their training when the resident/fellow physician is at one of the University of Connecticut Health Center sites or at an approved site that is not one of the affiliated hospitals for the program. Rotations at sites outside of Connecticut fall into this category.

Coverage is for the occurrence of an incident on those claims during the residency/fellowship period and extends after the end of the residency/fellowship period for incidents that occurred during the residency/fellowship period. The scope of this protection is not limited in dollar amount.

The above described coverage is a “self-insured” program and therefore there is no insurance company as the carrier and no policy number.

Sincerely, Mark Siraco
Director, Graduate Medical Education Finance University of Connecticut School of Medicine
263 Farmington Avenue
Farmington, CT 06030-1921

Main GME Office number: 860-679-2147

Approved by: Assistant Attorney General William Kleinman, 5/14/2009

{contact the GME office staff to receive a copy of the letter when needed}
# FAMILY AND MEDICAL LEAVE ACT FORM

**Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)**

**U.S. Department of Labor**

**Wage and Hour Division**

**WHD**

---

**SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee’s health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

**Employer name and contact:**

**Employee’s job title:**

**Regular work schedule:**

**Employee’s essential job functions:**

---

**Check if job description is attached:**

---

**SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

**Your name:**

**First**

**Middle**

**Last**

**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee’s family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

**Provider’s name and business address:**

**Type of practice / Medical specialty:**

**Telephone:**

**Fax:**

---

Page 1

Form WH-380-E Revised May 2015
PART A: MEDICAL FACTS

1. Approximate date condition commenced: ____________________________
   Probable duration of condition: ____________________________

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
   [ ] No  [ ] Yes. If so, dates of admission:

   Date(s) you treated the patient for condition:

   Will the patient need to have treatment visits at least twice per year due to the condition?  
   [ ] No  [ ] Yes.

   Was medication, other than over-the-counter medication, prescribed?  
   [ ] No  [ ] Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
   [ ] No  [ ] Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy?  
   [ ] No  [ ] Yes. If so, expected delivery date: ____________________________

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition?  
   [ ] No  [ ] Yes.

   If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

If so, estimate the beginning and ending dates for the period of incapacity:____________________

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee’s medical condition? ___No ___Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

________________________________________

Estimate the part-time or reduced work schedule the employee needs, if any:

_________ hour(s) per day; ___________ days per week from ___________ through ___________

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ___No ___Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups? ___No ___Yes. If so, explain:

________________________________________

________________________________________

Based upon the patient’s medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _______ times per _______ week(s) _______ month(s)

Duration: _______ hours or _______ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Page 3 CONTINUED ON NEXT PAGE Form WH-380-E Revised May 2015
 Residents/Fellows Policies and Procedures Manual

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT
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Form WH-380-E Revised May 2015

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POLICIES

- Personal Radiation Dosimetry Policy
- Conflict of Interest/ Vendor Interactions Policy
- HIPPA/Privacy and Security of Confidential Data Policy
- Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual and Gender Based Harassment, Sexual assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships
- Social Networking Policy
- Drug-Free Workplace Act Policy
- Supervision Policy
- Persons with Disabilities Policy
- Vacation Leave Policy
- Sick Leave Policy
- Medical Leave Policy
- Family and Medical Leaves of Absence Policy
- Parental Leave Policy
- Emergency Leave Policy
- Bereavement Leave Policy
- Military Leave Policy

4/19
### Residents/Fellows Policies and Procedures Manual

#### UConn

### Academic Policy

**Personal Radiation Dosimetry Policy**

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<th>A. EFFECTIVE DATE</th>
<th>4/19</th>
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| B. PURPOSE | To maintain occupational radiation exposure to personnel as low as reasonably achievable (ALARA) and ensure compliance with all federal, state and other Agency requirements regarding the monitoring of employed, contracted, affiliate, or trainee personnel who may be occupationally exposed to external sources of ionizing radiation, such as radioactive material (RAM) or radiation generating devices (RGD), while present at UConn Health, any UConn Health off-site facility, or affiliated sites. |

| C. POLICY | a. Personal radiation dosimeters will be provided to personnel as specified by State of Connecticut and/or Nuclear Regulatory Commission requirements and/or as deemed necessary and appropriate by the Radiation Safety Officer (RSO) or designee.  

b. Residents/fellows must follow UConn Radiation Safety procedure ‘Procedures for Residents and Fellows Provided Personal Radiation Dosimetry from UConn Health’. All other personnel must follow UConn Radiation Safety procedure ‘Personal Radiation Dosimetry Procedures for UConn Health Personnel’.  
c. Personnel are responsible for the physical control of all assigned dosimetry.  

☐ When dosimetry is issued, the wearer accepts responsibility for the assigned dosimeter and shall be responsible for replacement costs outlined in the lost, damaged, or accidently exposed dosimetry section of the applicable procedure (i.e., ‘Procedures for Residents and Fellows Provided Personal Radiation Dosimetry from UConn Health’ or ‘Personal Radiation Dosimetry Procedures for UConn Health Personnel’).  
d. Personnel’s dosimetry records are confidential and will only be released with a signed consent.  
e. Personnel identified as requiring personal radiation monitoring by the RSO or designee will not work in areas where dosimetry is required until a badge has been issued.  
f. Personnel identified as requiring personal radiation monitoring by the RSO or designee will not be permitted to work without dosimetry in areas where it is required.  
g. Personnel must not wear another individual’s assigned dosimetry.  
h. Declared pregnant workers will be issued a fetal dosimeter to be worn over the abdomen with monthly exposure monitoring.  
i. The RSO or designee will review all personal dosimetry records and report exposures as required by UConn Health’s ALARA Program.  
j. The RSO, in consultation with program directors/managers/department heads will determine and implement appropriate actions to prevent personnel from exceeding radiation exposure limits. |

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k. Program directors/program coordinators and department heads/managers/supervisors will be held accountable for ensuring that staff strictly comply with radiation dosimetry monitoring requirements.

D. SCOPE:
Residents and Fellows that are assigned personal dosimeter(s) by the UConn Radiation Safety Office

E. PROCEDURES, GUIDELINES AND PROTOCOLS:
Please refer to the Occupational Ionizing Radiation Exposure guidelines and procedures set forth in this policy

F. REFERENCES:

G. RELATED POLICIES/PROCEDURES:
UConn Health Personal Radiation Dosimetry Policy
UConn Health Declaration of Pregnancy Policy
UConn Health Program for Maintaining Occupational Radiation Exposures and Radioactive Gaseous and Liquid Effluents ALARA

H. SEARCH WORDS:
Radiation, Dosimetry

I. ENFORCEMENT:
Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, or other applicable University Policies.

J. APPROVED BY:

1. [Signature] 4/5/19
   Associate Dean for Graduate Medical Education

2. [Signature] 4/5/19
   Assistant Dean for Graduate Medical Education

K. REVISION HISTORY:
1. Effective: [TBD]
A. EFFECTIVE DATE : 4/19

B. PURPOSE : To address appropriate interactions between vendors and our housestaff.

C. POLICY : Residents and fellows interact with the Health care industry including pharmaceutical, nutraceutical, Biotech, Device, Hospital, Research Equipment, and Supplies Industries (Biomedical) representatives in a variety of contexts. These interactions must be ethical and cannot create conflicts or perceived conflicts of interest that could endanger patient safety, data integrity, the integrity of the education or the reputation of UConn SOM and the affiliated sites.

D. SCOPE : Residents and fellows

E. PROCEDURES, GUIDELINES AND PROTOCOLS : Resident/Fellow Policy Manual- COI/Vendor Interaction Policy provides information on the following types of interactions:

1. Gifts and compensation
2. Site access by sales and marketing representatives
3. Provision of scholarships and other educational funds to residents/fellows
4. Support for educational and other professional activities
5. Acceptance of free medication, supplements, device, and other product samples
6. Disclosure of relationships with Industry
7. Training of residents/fellows regarding potential conflict of interest in interactions with Industry

Please refer to the Conflict of Interest/Vendor Interactions guidelines and procedures set forth in this policy

F. REFERENCES : AMA Statement on Gifts to Physicians from Industry

The Accrediting Council for Continuing Medical Education Standards for Commercial Support

G. RELATED POLICIES/PROCEDURES :

H. SEARCH WORDS: Conflict of Interest; COI; vendor; pharmaceutical; industry

I. ENFORCEMENT: Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, or other applicable University Policies.
### Residents/Fellows Policies and Procedures Manual

| J. APPROVED BY: | 1. __Kelli Tessen MD_________ 4/5/19  
Associate Dean for Graduate Medical Education Date |
|                | 2. __[Signature]__________________ 4/5/19  
Assistant Dean for Graduate Medical Education Date |

| K. REVISION HISTORY: | 1. Effective: TBD |
# HIPPA/Privacy and Security of Confidential Data Policy

**A. EFFECTIVE DATE:** 4/19

**B. PURPOSE:** To protect individually identifiable patient or sensitive information contained in electronic, written, or oral communication and in a patient's medical file. This policy outlines rules governing the privacy and security of Confidential data (including but not limited to patient's personal health information).

**C. POLICY:** Residents/fellows shall not access or disclose confidential patient information except as may be required in the course of their role as a physician and as may be permitted by the applicable policies or procedures of any site in which the resident/fellow may train. Moreover, residents/fellows shall not have or gain access to confidential patient information, except as required, without prior authorization. Residents/fellows must become familiar with all related PHI policies at UConn Health and any educational setting.

**D. SCOPE:** Residents and Fellows

**E. PROCEDURES, GUIDELINES AND PROTOCOLS:**

UConn Health’s Privacy and Security Policies provide guidance to residents/fellows to assure patient rights are protected.

Moreover, UConn Health has specifically developed a policy to guide residents/fellows in the use of patient data for their educational purposes. Guidance for “The Use of PHI in Education” is linked here.

Please refer to the HIPPA/Privacy and Security of Confidential Data guidelines and procedures set forth in this policy.

**F. REFERENCES:** US Department of Health and Human Services

**G. RELATED POLICIES/PROCEDURES:**

UConn Health Persons With Disabilities Policy
UConn Health’s Privacy and Security

**H. SEARCH WORDS:** Privacy, confidentiality, PHI, HIPAA

**I. ENFORCEMENT:** Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies.
### Residents/Fellows Policies and Procedures Manual

#### J. APPROVED BY:

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<td>1.</td>
<td>Kelli Nasser MD</td>
<td>4/5/19</td>
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<tr>
<td>Associate Dean for</td>
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#### K. REVISION HISTORY: TBD
### Academic Policy

**Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual and Gender Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships**

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<thead>
<tr>
<th>A. EFFECTIVE DATE</th>
<th>4/19</th>
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<tbody>
<tr>
<td>B. PURPOSE</td>
<td>The University of Connecticut (the University) is committed to maintaining a safe and non-discriminatory learning, living and working environment for all members of the University community – students, residents/fellows, employees, and visitors.</td>
</tr>
<tr>
<td>C. POLICY</td>
<td>All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence.</td>
</tr>
<tr>
<td>D. SCOPE</td>
<td>Students as defined in UConn's Responsibilities of Community Life: The Student Code (&quot;Students&quot;); University employees, consisting of all full-time and part-time faculty, University Staff (including special payroll employees), UConn Health employees, professional research staff, residents and fellows, and post-doctoral fellows (&quot;Employees&quot;); and contractors, vendors, visitors, guests or other third parties (&quot;Third Parties&quot;)</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS</td>
<td>The University does not unlawfully discriminate in any of its education or employment programs and activities on the basis of an individual’s race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran’s status, prior conviction of a crime, workplace hazards to the reproductive system, gender identity or expression, or membership in any other protected classes as set forth in state or federal law. To that end, this Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships prohibits specific forms of behavior that violate state and federal laws, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013 (VAWA), and related state and federal anti-discrimination laws. Such behavior may also require the University to fulfill certain reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), as amended by VAWA, and Connecticut state law regarding reporting suspected child abuse and neglect. Please refer to the Prohibition of Discrimination and Discriminatory Harassment, Including Sexual Harassment and Sexual Assault, Intimate Partner Violence, and Stalking guidelines and procedures set forth in this policy.</td>
</tr>
<tr>
<td>F. REFERENCES</td>
<td>None</td>
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</tbody>
</table>
### Residents/Fellows Policies and Procedures Manual

**G. RELATED POLICIES/PROCEDURES:**
- People With Disabilities: Policy Statement
- Protection of Minors and Reporting of Child Abuse and Neglect Policy
- Non-Retaliation Policy
- Affirmative Action and Equal Employment Opportunity, Policy Statement
- University of Connecticut Age Act Committee: Policy and Procedures
- Code of Conduct Guidelines
- Vendor Code of Conduct Guidelines
- Employment and Contracting for Service of Relatives Policy

**H. SEARCH WORDS:** Harassment; sexual harassment; stalking; sexual assault; intimate partner violence; stalking; discrimination; code of conduct; disabilities; non retaliation

**I. ENFORCEMENT:**
Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies/procedures, or other applicable University Policies.

**J. APPROVED BY:**

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<td>Kelli Nuss MD</td>
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<td>Associate Dean for Graduate Medical Education</td>
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<td>Assistant Dean for Graduate Medical Education</td>
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**K. REVISION HISTORY:**
2. Effective: TBD
ACADEMIC POLICY
Social Networking Policy

A. EFFECTIVE DATE: 4/19

B. PURPOSE: To provide guidance on appropriate use of social networking when residents and fellows identify themselves as UConn Housestaff.

C. POLICY: UConn GME offers support of institutional communication goals, as well as provides social media use guidelines for UConn SOM residents/fellows engaging in online discourse and identifying themselves with UConn SOM.

Social and business networking websites (i.e., Instagram, LinkedIn, Facebook, Twitter, Flickr, etc.) and cell phone texting are increasingly being used for communication by individuals as well as businesses and universities. As such, it has become necessary to outline appropriate individual and University of Connecticut School of Medicine (UConn SOM) Graduate Medical Education (GME) sanctioned use. This policy is not intended to guide online communications when residents/fellows do not associate or identify themselves with UConn.

D. SCOPE: Residents and fellows

E. PROCEDURES, GUIDELINES AND PROTOCOLS: Guiding principles, including protecting patient information and providing disclaimers that opinions and views are one’s own and not representative of the University of Connecticut can be found in the Resident Policy Manual- Social Networking.

Please refer to the Social Networking guidelines and procedures set forth in this policy.

F. REFERENCES: n/a

G. RELATED POLICIES/PROCEDURES: Professionalism Guidelines
HIPAA/Privacy and Security of Confidential Data Guidelines and Policy

H. SEARCH WORDS: Social media; social networking; texting

I. ENFORCEMENT: Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, or other applicable University Policies.

J. APPROVED BY:

1. __________________________ 4/5/19
   Associate Dean for Graduate Medical Education

2. __________________________ 4/5/19
   Assistant Dean for Graduate Medical Education

K. REVISION HISTORY: 1. Effective: TBD
## ACADEMIC POLICY

### Drug-Free Workplace Act Policy

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<tr>
<th>A. EFFECTIVE DATE :</th>
<th>4/19</th>
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<tr>
<td>B. PURPOSE :</td>
<td>UCONN Health and educational affiliates support a safe and productive workplace free of substance abuse</td>
</tr>
<tr>
<td>C. POLICY :</td>
<td>Unauthorized use or possession of alcohol, controlled substances or the use of possession of illegal drugs is prohibited at UConn Health, its educational affiliates and during UConn sponsored events. This policy prohibits residents/fellows from the unlawful manufacture, distribution, dispensing, possession, or use of alcohol, drugs, or other controlled substances in its facilities, and while they are on the job or subject to duty. Residents/fellows are subject to UConn Health’s policy on DRUG Free schools and Campus act</td>
</tr>
<tr>
<td>D. SCOPE :</td>
<td>Residents and Fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS :</td>
<td>Any resident who violates this policy may be disciplined, up to and including termination.</td>
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Please refer to the Drug-Free Workplace Act guidelines and procedures set forth in this policy.

See FIT for Duty/Employee Assistance Evaluations Guidelines

See Counseling Services Guidelines

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<tr>
<th>F. REFERENCES :</th>
<th>None</th>
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</table>
| G. RELATED POLICIES/PROCEDURES : | Evaluation and Promotion Guidelines
Code of Conduct Guidelines
Administrative Leave Guidelines and Policy
Fit for Duty/Employee Assistance Evaluations Guidelines |
| H. SEARCH WORDS : | administrative leave; academic deficiency; code of conduct; fit for duty; EAP evaluation; contract extension; drug; alcohol |
| I. ENFORCEMENT : | Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies. |
| J. APPROVED BY : | 1. Kelli Yessen MD
                4/5/19
Associate Dean for Graduate Medical Education

2. [Signature]
4/5/19
Assistant Dean for Graduate Medical Education |
| K. REVISION HISTORY : | 1. Effective: TBD |
### ACADEMIC POLICY  
*Supervision Policy*

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<tr>
<th>A. EFFECTIVE DATE :</th>
<th>4/19</th>
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<tr>
<td>B. PURPOSE :</td>
<td>This policy outlines the minimum institutional standards for supervision of residents/fellows in their provision of patient care.</td>
</tr>
<tr>
<td>C. POLICY :</td>
<td>Each patient must have an identifiable, appropriately credentialed attending physician or licensed independent practitioner who is responsible and accountable for the patient's care. All patient care performed by residents during training will be under the supervision of a physician faculty member, a licensed provider, fellow, or a more senior resident, either on site, or by means of telephonic and/or electronic modalities. Some activities require the physical presence of the supervising faculty member.</td>
</tr>
<tr>
<td>D. SCOPE :</td>
<td>Residents and fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS :</td>
<td>Supervision in the setting of graduate medical education provides safe and effective care to patients; ensures each resident/fellow's development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine; and establishes a foundation for continued professional growth. Please refer to the Supervision, Progressive Authority and Responsibility of Residents/Fellows guidelines and procedures set forth in this policy. See <a href="http://example.com">John Dempsey Hospital Medical Staff Bylaws</a></td>
</tr>
</tbody>
</table>
| F. REFERENCES : | ACGME Institutional Requirements  
ACGME Common Program Requirements |
| G. RELATED POLICIES/PROCEDURES : | UConn School of Medicine Bylaws  
John Dempsey Hospital Medical Staff Bylaws  
Hartford Hospital Medical Staff Bylaws  
Saint Francis Hospital and Medical Center Medical Staff Bylaws  
Connecticut Children's Medical Center Medical Staff Bylaws |
| H. SEARCH WORDS : | Supervision; oversight |
| I. ENFORCEMENT: | Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies. |
### Residents/Fellows Policies and Procedures Manual

**J. APPROVED BY:**

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<td>Kiki M. Rosset MD</td>
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<td></td>
<td>Associate Dean for Graduate Medical Education</td>
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### ACADEMIC POLICY

**Persons with Disabilities Policy**

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<tr>
<th>A. EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>B. PURPOSE:</td>
<td>The American with Disabilities Act, (ADA), the provisions of Section 504 of the Rehabilitation Act of 1973 and the Connecticut General Statutes, Section 46a-60 prohibit discrimination against individuals with disabilities. Therefore, this policy is put forth to communicate federal, state, and institutional statues regarding persons with disabilities to help ensure that no person be subjected to discrimination in any services or programs sponsored by UConn.</td>
</tr>
<tr>
<td>C. POLICY:</td>
<td>UConn is committed to achieving equal opportunity for persons with disabilities. State and Federal laws prohibit discrimination against individuals with disabilities. Discrimination includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities. The Graduate Medical Education programs at UConn are committed to achieving equal opportunity in employment, education, and its programs; by encouraging full participation for persons with disabilities. A person with a disability must be ensured the same access to programs, opportunities, and activities as all others. Reasonable accommodations will be made to remove existing barriers, whether physical, programmatic, or attitudinal.</td>
</tr>
<tr>
<td>D. SCOPE:</td>
<td>Residents and fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS:</td>
<td>If a resident/fellow thinks that he or she might need a reasonable accommodation, the resident/fellow should contact the ADA Accommodations Case Manager in the Department of Human Resources at UConn Health their program director, and the GME Office. Please refer to the Accommodations for Disabilities guidelines and procedures set forth in this policy The Human Resources website has more detailed information, including links to information regarding the reasonable accommodation process and accommodation request forms: <a href="https://health.uconn.edu/human-resources/services/americans-with-disabilities-act-compliance-and-accommodations/">https://health.uconn.edu/human-resources/services/americans-with-disabilities-act-compliance-and-accommodations/</a></td>
</tr>
<tr>
<td>F. REFERENCES:</td>
<td>American’s with Disabilities Act</td>
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<tr>
<td>G. RELATED POLICIES/PROCEDURES:</td>
<td>UConn Policies Related to People with Disabilities</td>
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<tr>
<td>H. SEARCH WORDS:</td>
<td>Disability; accommodations, ADA; reasonable accommodations</td>
</tr>
<tr>
<td>I. ENFORCEMENT:</td>
<td>Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies.</td>
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</table>
### Residents/Fellows Policies and Procedures Manual

| J. APPROVED BY: | 1. [Signature] MD 4/5/19  
Associate Dean for Graduate Medical Education Date |
|-----------------|------------------------------------------------|
| 2. [Signature] 4/5/19  
Assistant Dean for Graduate Medical Education Date |

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<th>K. REVISION HISTORY:</th>
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### ACADEMIC POLICY

**Vacation Leave Policy**

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<th><strong>A. EFFECTIVE DATE:</strong></th>
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<tr>
<td><strong>B. PURPOSE:</strong></td>
<td>To inform residents and fellows of paid vacation leave benefits.</td>
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<tr>
<td><strong>C. POLICY:</strong></td>
<td>All residents/fellows will be provided with paid vacation leave.</td>
</tr>
<tr>
<td><strong>D. SCOPE:</strong></td>
<td>Residents and Fellows</td>
</tr>
</tbody>
</table>
| **E. PROCEDURES, GUIDELINES AND PROTOCOLS:** | **Please refer to the Vacation Leave guidelines and procedures set forth in this policy**  
See [Contract Extension Due to Leave Guidelines](#) |
| **F. REFERENCES:**     | [Accreditation Council for Graduate Medical Education Institutional Requirement IV.A.3.a](#) |
| **G. RELATED POLICIES/PROCEDURES:** | [Family and Medical Leaves of Absence (FMLA) Guidelines and Policy](#)  
[Contract Extension Due to Leave Guidelines](#) |
| **H. SEARCH WORDS:**   | vacation leave; Family and Medical Leave of Absence (FMLA); contract extension |
| **I. ENFORCEMENT:**    | Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies. |
| **J. APPROVED BY:**    | 1. [Signature](#) MD  
Associate Dean for Graduate Medical Education  
4/5/19  
Date |
|                        | 2. [Signature](#)  
Assistant Dean for Graduate Medical Education  
4/5/19  
Date |
| **K. REVISION HISTORY:** | 1. Effective: TBD |
### Sick Leave Policy

**A. EFFECTIVE DATE:** 4/19

**B. PURPOSE:** To inform residents/fellows of their sick leave benefit.

**C. POLICY:** All residents/fellows will be provided with paid sick leave.

**D. SCOPE:** Residents and Fellows

**E. PROCEDURES, GUIDELINES AND PROTOCOLS:**

Please refer to the Sick Leave guidelines and procedures set forth in this policy

See Short Term Disability Guidelines
See Contract Extension Due to Leave Guidelines

**F. REFERENCES:** Accreditation Council for Graduate Medical Education Institutional Requirement IV.A.3.a)

**G. RELATED POLICIES/PROCEDURES:**

Family and Medical Leaves of Absence (FMLA) Guidelines and Policy  
Short Term Disability Guidelines  
Contract Extension Due to Leave Guidelines

**H. SEARCH WORDS:** sick leave; medical leave; short term disability;

**I. ENFORCEMENT:** Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies.

**J. APPROVED BY:**

1. ________________ MD  
   _Kelli Nussen_  
   4/5/19  
   Associate Dean for Graduate Medical Education  
   Date

2. ________________  
   _Alan Aron_  
   4/5/19  
   Assistant Dean for Graduate Medical Education  
   Date

**K. REVISION HISTORY:** 1. Effective: TBD
## ACADEMIC POLICY
### Medical Leave Policy

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<tbody>
<tr>
<td>A. <strong>EFFECTIVE DATE</strong> :</td>
<td>4/19</td>
</tr>
<tr>
<td>B. <strong>PURPOSE</strong> :</td>
<td>To inform residents and fellows of medical leave benefits.</td>
</tr>
<tr>
<td>C. <strong>POLICY</strong> :</td>
<td>Medical leave is available to all eligible residents/fellows.</td>
</tr>
<tr>
<td>D. <strong>SCOPE</strong> :</td>
<td>Residents and Fellows</td>
</tr>
</tbody>
</table>
| E. **PROCEDURES, GUIDELINES AND PROTOCOLS** : | Please refer to the Medical Leave guidelines and procedures set forth in this policy  
Contract Extension Due to Leave Guidelines |
| F. **REFERENCES** : | Accreditation Council for Graduate Medical Education Institutional Requirement IV.A.3.a) |
| G. **RELATED POLICIES/PROCEDURES** : | Family and Medical Leaves of Absence (FMLA) Guidelines and Policy  
Contract Extension Due to Leave Guidelines |
| H. **SEARCH WORDS** : | medical leave; Family and Medical Leave of Absence (FMLA); contract extension |
| I. **ENFORCEMENT** : | Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies. |
| J. **APPROVED BY** : | 1. ____________  
Kelli Nuss MD  
Associate Dean for Graduate Medical Education  
4/5/19  
Date |
| 2. ____________  
Assistant Dean for Graduate Medical Education  
4/5/19  
Date |
| K. **REVISION HISTORY** : | 1. Effective: TBD |
**Resident/Fellow Policies and Procedures Manual**

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**ACADEMIC POLICY**

*Family and Medical Leave of Absence Policy*

<table>
<thead>
<tr>
<th>A. EFFECTIVE DATE :</th>
<th>4/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. PURPOSE :</td>
<td>To inform residents and fellows about the use of Family and Medical Leave of Absence (FMLA).</td>
</tr>
<tr>
<td>C. POLICY :</td>
<td>Family and Medical Leave of Absence (FMLA) is available to eligible* residents/fellows who wish to take time off from work duties to fulfill covered family obligations relating directly to childbirth, child-rearing, adoption, or placement of a foster child; or to care for his/her own serious health condition, (emergent or non-emergent), or a child, spouse, domestic partner or parent with a serious health condition. Leave under FMLA may be paid or unpaid.</td>
</tr>
<tr>
<td>D. SCOPE :</td>
<td>Residents and Fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS :</td>
<td>Please refer to the Family and Medical Leaves of Absence guidelines and procedures set forth in this policy. See <a href="#">Contract Extension Due to Leave Guidelines</a>.</td>
</tr>
<tr>
<td>F. REFERENCES :</td>
<td>All family leave rules are a reflection of the <a href="#">Connecticut and Federal laws and statues</a> and <a href="#">Federal law</a>.</td>
</tr>
</tbody>
</table>
| G. RELATED POLICIES/PROCEDURES : | [Sick Leave Guidelines and Policy](#)  
[Sick Leave Guidelines and Policy](#)  
[Contract Extension Due to Leave Guidelines](#)  
[Personal Leave Guidelines and Policy](#) |
| H. SEARCH WORDS :   | family leave; medical leave; leave of absence; FMLA; sick leave; vacation leave; contract extension due to leave; personal leave |
| I. ENFORCEMENT :    | Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies. |
| J. APPROVED BY :    |  
1. [Signature]  
   [MD]  
   [Name]  
   Associate Dean for Graduate Medical Education  
   4/5/19  
   Date  
2. [Signature]  
   [Name]  
   Assistant Dean for Graduate Medical Education  
   4/5/19  
   Date |
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<th>A. EFFECTIVE DATE :</th>
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<tbody>
<tr>
<td>B. PURPOSE :</td>
<td>To inform residents of the policy and procedures regarding parental leave.</td>
</tr>
<tr>
<td>C. POLICY :</td>
<td>Parental leave is available to all eligible residents/fellows.</td>
</tr>
<tr>
<td>D. SCOPE :</td>
<td>Residents and Fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS :</td>
<td>Please refer to the Parental Leave guidelines and procedures set forth in this policy.</td>
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<tr>
<td></td>
<td>See Family and Medical Leave of Absence Guidelines and Policy</td>
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<td></td>
<td>See Personal Leave Guidelines and Policy</td>
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<td></td>
<td>See Contract Extension Due to Leave Guidelines</td>
</tr>
<tr>
<td>F. REFERENCES :</td>
<td>None</td>
</tr>
<tr>
<td>G. RELATED POLICIES/PROCEDURES :</td>
<td>Vacation Leave Guidelines and Policy</td>
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<td></td>
<td>Sick Leave Guidelines and Policy</td>
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<td>Short Term Disability Guidelines</td>
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<td></td>
<td>Family and Medical Leave of Absence (FMLA) Guidelines and Policy</td>
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<td></td>
<td>Personal Leave Guidelines</td>
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<td></td>
<td>Contract Extension Due to Leave Guidelines</td>
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<tr>
<td>H. SEARCH WORDS :</td>
<td>maternity leave; paternity leave; Family and Medical Leaves of Absence; FMLA; vacation leave; sick leave; medical leave</td>
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<tr>
<td>I. ENFORCEMENT:</td>
<td>Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies.</td>
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<tr>
<td>J. APPROVED BY :</td>
<td>1. Kelli Russell MD 4/5/19</td>
</tr>
<tr>
<td></td>
<td>Associate Dean for Graduate Medical Education Date</td>
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<tr>
<td></td>
<td>2. ____________________________ 4/5/19</td>
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<td></td>
<td>Assistant Dean for Graduate Medical Education Date</td>
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<td>4/19</td>
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<tr>
<td>B. PURPOSE :</td>
<td>To inform residents/fellows of their emergency leave benefits.</td>
</tr>
<tr>
<td>C. POLICY :</td>
<td>Residents / fellows will be provided with paid emergency leave in certain circumstances as determined by their program director in consultation with the GME Office.</td>
</tr>
<tr>
<td>D. SCOPE :</td>
<td>Residents and Fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS :</td>
<td>Please refer to the Emergency Leave guidelines and procedures set forth in this policy See Contract Extension Due to Leave Guidelines</td>
</tr>
<tr>
<td>F. REFERENCES :</td>
<td>Accreditation Council for Graduate Medical Education Institutional Requirement IV.A.3.a)</td>
</tr>
<tr>
<td>H. SEARCH WORDS :</td>
<td>emergency leave; leave</td>
</tr>
<tr>
<td>I. ENFORCEMENT:</td>
<td>Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, GME policies and procedures, or other applicable University Policies.</td>
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</table>
| J. APPROVED BY : | 1. Kiki Nussen MD 4/5/19  
Associate Dean for Graduate Medical Education Date |
| | 2. _______________________________ 4/5/19  
Assistant Dean for Graduate Medical Education Date |
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<tr>
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<td>Bereavement Leave Policy</td>
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<th>A. EFFECTIVE DATE : 4/19</th>
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<tr>
<td></td>
<td>B. PURPOSE : To inform residents/fellows that there is bereavement leave in the event of a death in the immediate family.</td>
</tr>
<tr>
<td></td>
<td>C. POLICY : All residents/fellows will be provided with paid bereavement leave.</td>
</tr>
<tr>
<td></td>
<td>D. SCOPE : Residents and Fellows</td>
</tr>
<tr>
<td></td>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS : Please refer to the Bereavement Leave guidelines and procedures set forth in this policy.</td>
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<td>Contract Extension Due to Leave Guidelines</td>
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<td>F. REFERENCES : Accreditation Council for Graduate Medical Education Institutional Requirement IV.A.3.a)</td>
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<td></td>
<td>G. RELATED POLICIES/PROCEDURES : Vacation Leave Guidelines and Policy</td>
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<td>Sick Leave Guidelines and Policy</td>
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<td>Personal Leave Guidelines and Policy</td>
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<td>H. SEARCH WORDS : bereavement; death; vacation leave; sick leave; contract extension; personal</td>
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<tr>
<td></td>
<td>1. Kiki Yusen MD 4/5/19</td>
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### Residents/Fellows Policies and Procedures Manual

#### ACADEMIC POLICY

**Military Leave Policy**

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<tbody>
<tr>
<td>B. PURPOSE:</td>
<td>To inform residents/fellows who are members of the military of their right to military leave.</td>
</tr>
<tr>
<td>C. POLICY:</td>
<td>Residents and fellows who are members of the military and who take military leave will be provided with time away from the program to fulfill military obligations. Further, in accordance with the law, the resident/fellow shall have employment, training, and reemployment rights in accordance with the requirements of state and/or federal law, including the Uniformed Services Employment and Reemployment Rights Act, as amended, and/or regulations issued thereunder, and the U.S. and Connecticut Family and Medical Leave Acts, consistent with program requirements and accreditation standards.</td>
</tr>
<tr>
<td>D. SCOPE:</td>
<td>Residents and Fellows</td>
</tr>
<tr>
<td>E. PROCEDURES, GUIDELINES AND PROTOCOLS:</td>
<td>Please refer to the Military Leave guidelines and procedures set forth in this policy</td>
</tr>
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<td></td>
<td>Contract Extension Due to Leave Guidelines</td>
</tr>
<tr>
<td>F. REFERENCES:</td>
<td>Uniformed Services Employment and Reemployment Rights Act</td>
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<tr>
<td>G. RELATED POLICIES/PROCEDURES:</td>
<td>Leave Guidelines</td>
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<td></td>
<td>Contract Extension Due to Leave Guidelines</td>
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<tr>
<td>H. SEARCH WORDS:</td>
<td>military leave; Uniformed Services Employment and Reemployment Rights Act</td>
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<td>I. ENFORCEMENT:</td>
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<td></td>
</tr>
</tbody>
</table>
|                          | 1. Kibi Nussen MD                                  4/5/19  
|                          | Associate Dean for Graduate Medical Education     Date  
|                          | 2.                                              4/5/19  
|                          | Assistant Dean for Graduate Medical Education     Date  
| K. REVISION HISTORY:    | 1. Effective: TBD  

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