Introduction

DEPARTMENT OF RADIOLOGY PROGRAM MANUAL

All physicians-in-training at the University are classified as either Fellows or fellows. The information contained in this Program Manual pertains to all Fellows in the Department’s programs except as otherwise identified in the Program Manual or addendum. This Manual outlines benefits, policies, guidelines and other regulations that apply to all resident training in the Department of Radiology.

The Institutional Policy Manual contains policies, procedures and information that apply to all Fellows throughout the University of Minnesota Medical School. The Program Manual is specific to each program. All materials are intended to be written in accordance with the Accreditation Council for Graduate Medical Education (ACGME). Please note that the Institutional Policy Manual and the Department Program Manual are designed to work together. Information contained in Institutional Policy Manual may not be replicated in Program Manual.

All information outlined in this Program Manual is subject to periodic review and change. All Fellows are subject to, and required to be familiar with and to comply with all policies and procedures of the University including the Institutional Policy and Department Program Manuals.

Throughout this Manual, individual institutions will be identified as follows:

- University of Minnesota Health: UMMC
- University of Minnesota Children’s Hospital: UMACH
- Hennepin County Medical Center: HCMC
- Minneapolis Veterans Affairs Health Care system: MVAHCS
**Department Mission Statement**

The mission of the Department of Radiology is to be a leader in enhancing the health of people through education, biomedical research, and clinical programs.

**Program Mission Statement**

The Department of Radiology at the University of Minnesota School of Medicine, in conjunction with its affiliated institutions (including but not limited to the Minneapolis Veterans Affairs Health Care System and Hennepin County Medical Center) provides graduate medical education in Diagnostic Radiology and its subspecialties programs:

- Breast Imaging Fellowship
- Diagnostic Radiology Residency
- Neuroradiology Fellowship
- Nuclear Medicine Fellowship
- Pediatric Fellowship
- Thoraco-Abdominal Radiology Fellowship
- Vascular and Interventional Radiology Fellowship

Our educational mission is to provide an atmosphere of learning and academic curiosity, and to provide strong basic training in diagnostic radiology and its subspecialties including but not limited to breast, cardiac, abdominal, musculoskeletal, neuro-, pediatric, noninvasive vascular, and thoracic imaging, as well as nuclear radiology and ultrasound.

Administrative oversight of these programs is provided by the ALRT Administrative Center - Departments of: Anesthesiology, Laboratory Medicine and Pathology, Diagnostic Radiology, Therapeutic Radiology

The mission of the A.L.R.T. Administrative Center, as part of the University of Minnesota School of Medicine, is to provide uniform service delivery to our departments and institutes. These services consist of human resources, payroll, communication, education, grants management, financial reporting and budget. Our goal is to provide exceptional service while balancing the expectations of the multiple constituents. To achieve this goal we will foster a community based on communication, cooperation and expertise by drawing on our individual backgrounds, strengths and unique histories.

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Section I  Student Services

UNIVERSITY PAGERS
Fellows are assigned UMMC-Fairview pagers at the beginning of their fellowship. Contact the Shari Johnston, Program Administrator, 612-626-5589 or sharij@umn.edu to report any missing or malfunctioning pagers. Fellows are responsible for replacement cost in the amount of $60 under most circumstances.

E-MAIL AND INTERNET ACCESS
As students at the University, all Fellows are provided with a University E-mail/Internet access account. With this account trainees can access the Internet and E-mail from any of their assigned training sites.

If you are using an independent ISP, you must forward your University E-mail account to your preferred E-mail account as required by the Medical School. Log on to http://www.umn.edu/validate to do so. (To learn the E-mail address assigned to you, go to the University’s web page, www.umn.edu, click on “People Search” then type your name into the “Search” box.)

Information regarding the University of Minnesota School of Medicine, Graduate Medical Education and/or the Department of Radiology can be located at the following web sites:
Medical School Web Site: http://www.med.umn.edu
Graduate Medical Education Administration Web Site: http://www.med.umn.edu/gme
Department of Radiology Web Site: http://www.radiology.umn.edu

Trainees are required to maintain an E-mail account and to check their E-mail daily for Program, Medical School and University notices.

CAMPUS MAIL

DEPARTMENT MAILROOM: ROOM B-221, MAYO MEMORIAL BUILDING

OUTGOING MAIL Can be left in the “Outgoing Hospital/Campus Mail” basket.

INCOMING MAIL Fellows may receive professional related mail in their mailbox.

DEPARTMENT MAILING ADDRESS
420 Delaware Street. S.E., MMC 292
Minneapolis, MN. 55455

Fellows are not to send or receive personal mail through the University system. Outgoing U.S. mail may also be placed in the United States Postal Service mailbox located just outside the main entrance of the University of Minnesota Medical Center (on Harvard Street).

The mailbox at UMMC is the trainee's MAIN mailbox. MVAHCS also has mailboxes for fellows. The department is not responsible for moving mail between hospitals depending on your rotation.

*Fellows are required to check their mailboxes on a weekly basis for Program, Medical School and University notices. Fellows are also required to empty their mailboxes on a regular basis.*

FAIRVIEW UNIVERSITY STAFF ID
Fellows will be expected to wear your Fairview ID badge at all times during your Fairview rotations.

TUITION AND FEES
Tuition and fees are being waived at this time.
**SECURITY/PRIVACY ADMINISTRATOR**
Sally Sawyer, Graduate Medical Education Manager, serves as the ALRT Center Privacy Administrator. Questions and/or concerns can be directed to Sally at 612-625-3518 or sallyann@umn.edu

**HIPAA AND DATA SECURITY TRAINING**

The University of Minnesota is required to remain in compliance with the training component of the Federal Health Information Portability and Accountability Act (HIPAA) privacy regulations and Data Security. All faculty, trainees and staff must be trained regarding this regulation as well as University-specific policies and procedures. Multi-media online training has been developed to facilitate this training as well as the required documentation in the regulation. Four courses have been developed and are available through the “My AHC” and “My U” portals.

All University faculty, staff, student workers and health science students and volunteers are required to complete the following HIPAA Privacy and Data Security courses:

**HIPAA Privacy**
- Introduction to HIPAA Privacy Video
- Privacy and Confidentiality in Research (for research faculty and staff)
- Privacy and Confidentiality in Clinical settings (for clinical faculty and staff)

**HIPAA Data Security**
- Data Security in Your Job
- Securing Your Computer Workstation
- Using University Data
- Managing Health Data Securely

To access your HIPAA and Data Security Training and to complete the course(s), please follow this link: www.myU.umn.edu (log in with your x500).

Please remember to LOG OUT of the portal when you are finished. If you leave the computer while you remain logged in, others could use your log-in to access your private information.

If you need to review the rest of the HIPAA requirements please visit the website at http://www.ahc.umn.edu/privacy/hipaa/home.html

**DEPARTMENT USB DRIVE**

Fellows are given a departmental encrypted USB drive for use during fellowship training and will be required to sign a contract agreeing to abide by HIPAA and Departmental policies. By accepting a Departmental USB drive you are agreeing to the terms of the contract. This device is being temporarily loaned to you by the Department of Radiology. You are required to return the USB drive to Program Administrator upon completion of (or departure from) the Program. This contract is subject to change without notice.

- Fellow is responsible for replacement cost in the amount of $30 should you damage or misplace this device.
- This Department strictly prohibits the downloading of any patient demographic data (or any information that could identify a patient). To download such information would be in violation of Federal Health Information Portability and Accountability Act (HIPAA) regulations.
SECTION II BENEFITS

STIPENDS

Base stipend rates are posted at http://www.gme.umn.edu/Fellows/stipendinfo/home.html

PAYCHECKS AND PAYPERIODS

Biweekly paychecks are issued every-other Wednesday beginning July 9th, 2014.

You are encouraged to have your checks automatically deposited to your banking institution to avoid loss or delay. Your pay statement can be viewed online at http://hrss.umn.edu. If you do not have direct deposit you will receive a check on payday. This check must be picked-up from ALRT Payroll (7th floor Mayo Building). It cannot be placed in your mailbox or mailed to your home. Please keep your pay statements for future reference, as they contain deduction amounts that you’ll need when you prepare your tax returns. The Department of Radiology keeps no record of your deductions.

Medical Fellows are subject to withholding of Federal and State income taxes, as well as FICA taxes (Social Security). Medical fellows pay insurance fees by payroll deduction over 26 pay periods.

Payroll forms (i.e., automatic deposit, W4, duplicate W2, etc.), can be obtained online at http://hrss.umn.edu A new W4 form must be completed each time a name or address change occurs.

COPY OF PAY CHECK OR W2

To obtain a copy of your pay check go to: http://hrss.umn.edu

PAYROLL CONTACT

Contact Kirk Skogen at 612-625-3954 or k-skog@umn.edu regarding questions pertaining to payroll, taxes, deductions, W2s, etc.

FELLOW LEAVE (INCLUDING VACATION, ILLNESS AND OTHER TYPES OF LEAVE)

Except for unexpected absence related to illness, all leave must be pre-approved. All fellow leaves must be documented in RMS duty hours.

The Program Director and the Program Administrator should be concurrently notified of leave requests by e-mail as soon as possible. The type of leave, as noted below, should be specified. Depending on scheduling considerations and in a timely manner, the Program Director will approve the request, forward the “chief approved request” by e-mail to the Program Administrator including attached revised schedule noting changes for final approval by the Program Director.

Unpaid Leave While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

VACATION

Check the holiday schedule (including variation by location) and “block out dates“ schedules before requesting time off. Up to twenty (20) working days per year may be taken as vacation which is paid leave.

ILLNESS

Fellows must call in sick as soon as they know they are unable to show up for work because of acute illness of themselves or child/children. They must inform the faculty staffing Room 3 on the East Campus or the staff at the VA. An email must then be sent to the Program Administrator (Shari Johnston, sharij@umn.edu) with a copy to the person at their rotation site that they spoke to.
Days of absence due to illness are considered paid leave up to ten (10) days per year. Absence due to illness exceeding ten (10) work days in an academic year will be charged as vacation. In the event that a fellow has exhausted all of his/her vacation leave, this time will be charged as unpaid leave. While on unpaid leave, the fellow is responsible for payment of any insurance (Fellows on unpaid leave will be billed monthly).

**OTHER LEAVES**

**PERSONAL LEAVE OF ABSENCE**

If vacation time is used up for the year, and upon the approval of the Program Director, a Fellow may arrange for an unpaid leave of absence away from the training program. While on unpaid leave, the fellow is responsible for payment of any insurance (fellow on unpaid leave will be billed monthly).

**MEDICAL LEAVE**

An unpaid leave of absence for serious illness of the fellow; serious health condition of a spouse, parent or child/children; shall be granted through formal request. The Program Director and the Program Administrator should be concurrently notified of the leave request by e-mail as soon as possible. The length of leave will be determined by the Program Director based upon an individual’s particular circumstances and the needs of the department, not to exceed twelve (12) weeks in any 12-month period.

Fellows taking family medical leave must submit the following documents to the Program Administrator:

- **FMLA: Certification of Health Care Provider**
- **FMLA: Leave Response/Notification**

The above forms can be accessed online in the Forms Library under “Human Resources” at [http://www.fpd.finop.umn.edu/groups/ppd/documents/main/formhome.cfm](http://www.fpd.finop.umn.edu/groups/ppd/documents/main/formhome.cfm). While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

**FAMILY MEDICAL LEAVE ACT (FMLA)**

FMLA is intended to allow employees to balance their work and family life by taking reasonable unpaid leave for a serious health condition, for the birth or adoption of a child, and for the care of a child, spouse, and registered same-sex domestic partner provided for by the University, or parent who has a serious health condition. The Act is intended to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity.


**PARENTAL LEAVE FOR CHILDBIRTH**

A female fellow may, upon written request of the Program Director copied to the Program Administrator, take up to six weeks paid maternity leave related to the birth of her child.

The paid leave must fall within the term of appointment and must be taken consecutively and without interruption. After using paid maternity leave and all unused vacation, any additional leave will be without pay. While on unpaid leave, the fellow is responsible for payment of any insurance (fellow on unpaid leave will be billed monthly).

A male fellow or a partner in a registered domestic partnership may upon formal request, take up to two weeks paid paternity/partnership leave related to the birth of a child. The Program Director and the Program Administrator should be concurrently notified of leave requests by e-mail as soon as possible. All leave time must fall within the term of appointment and must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

Disabilities associated with childbirth and pregnancy will be treated like any other disability.
**Parental/Domestic Partnership Leave - Adoption**

A female fellow may, upon request, may take up to two weeks paid leave and up to two weeks leave without pay related to the adoption/birth of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. **While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).**

A male fellow or partner in a registered domestic partnership may, upon request, take up to two weeks paid leave related to the adoption of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. **While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).**

**Academic/Professional Leave**

Paid academic leave may be granted at the discretion of the Program Director and should be pre-approved for a specific number of days and requires appropriate documentation (e.g. submission of the accepted academic abstract in the case of presenting at a scientific meeting). Considerations for granting approval will include fellow academic standing, availability of time-off, and value of the leave to the fellow and the program as determined by the Program Director.

Paid academic leave may include leave from work during:

1. Presentations at scientific meetings, 3 days total (one to present and two travel days (see “Conference Travel Policy”)
2. Job interviews; total of 5 days during fellowship,

**Military Leave**

Military leave is granted in full accordance with State and Federal regulations. The Program Director must be promptly notified in writing when a Medical Fellow requires military leave.

**Jury/Witness Duty**

Jury duty and court leave will be authorized consistent with State and Federal Court requirements. The Program Director must be promptly notified in writing when a Medical Fellow requires jury duty or court leave.

**Bereavement Leave**

A fellow may request bereavement leave and either sick or vacation time must be used. The Program Director and the Program Administrator should be concurrently notified of leave requests by e-mail as soon as possible.

**Interview Time Off**

A fellow may take up to five (5) calendar days of non-vacation time to interview for a job.

**Policy on Effect of Leave for Satisfying Completion of Program**

Per the ABR, **the following terms in regards to leave must be met in order to be eligible to sit for the Board examinations:**

“Leaves of absence and vacation may be granted to Fellows at the discretion of the Program Director in accordance with local rules. Within the required period(s) of graduate medical education, the total such leave and vacation time may not exceed:

- Six (6) calendar weeks (30 working days) for fellow in a program for one year,
- If a longer leave of absence is granted, the required period of graduate medical education must be extended accordingly.”
**Holiday Schedule**

Holiday schedules vary, depending on the institution. When rotating to a particular site, the holiday schedule for that institution must be followed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>UMP</th>
<th>HCMC</th>
<th>VAMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 4th</td>
<td>Independence Day (Observed)</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Sept. 1st</td>
<td>Labor Day</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Oct. 13th</td>
<td>Columbus Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, Nov. 11th</td>
<td>Veterans Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday, Nov. 27th</td>
<td>Thanksgiving</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday, Dec. 25th</td>
<td>Christmas (Observed)</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Wednesday, Jan. 1st</td>
<td>New Year’s Day (Observed)</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Jan. 19th</td>
<td>ML King Day (Observed)</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Feb. 16th</td>
<td>Presidents Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, May 25th</td>
<td>Memorial Day</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>
The fellowship program also follows a schedule of Block-out Dates. These are dates during which staffing shortages are anticipated. Leave requests will not be granted during these periods without specific approval from the Program Director.

**BLOCK-OUT DATES**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Fellows and Fellows</td>
<td>July 1(^{st}), 2014</td>
<td>July 3(^{rd}), 2014</td>
</tr>
<tr>
<td>Vascular Interventional Advances Conference</td>
<td>November 4(^{th}), 2014</td>
<td>November 7(^{th}), 2014</td>
</tr>
<tr>
<td>Radiological Society of North America Meeting</td>
<td>November 30, 2014</td>
<td>December 5, 2014</td>
</tr>
<tr>
<td>Int'l Symposium Endovascular Therapy Conference</td>
<td>January 31(^{st}), 2015</td>
<td>February 4(^{th}), 2015</td>
</tr>
<tr>
<td>Society of Interventional Radiology Conference</td>
<td>February 28(^{th}), 2015</td>
<td>March 5(^{th}), 2015</td>
</tr>
<tr>
<td>Terminal Leave/Vacation</td>
<td>June 22(^{nd}), 2015</td>
<td>June 30(^{th}), 2015</td>
</tr>
</tbody>
</table>

**DEPARTMENTAL POLICY REGARDING PREGNANCY FOR FELLOWS**

The Department of Radiology will not differentiate in the treatment of potentially pregnant or confirmed pregnant fellows. Specifically, on-call and fluoroscopy assignments will not be modified solely on the basis of a female fellow being potentially pregnant or pregnant, in accordance with the official position of the American Association of Women in Radiology which states: “On the basis of available data, the elimination of fluoroscopy at any time during pregnancy cannot be justified on scientific grounds. Rationally, women of child-bearing age who enter the specialty of radiology should be willing to accept the theoretical risks involved in fluoroscopy.”

**NOTARY SERVICE**

- **Shari Johnston**
  Phone: 612.626.5589
  Office: Mayo B-212

- **Pam Hansen**
  Phone: 612.626.6638
  Office: Mayo B-226

**FELLOW EXERCISE ROOM**

The University of Minnesota Medical Health has graciously provided an exercise facility for use by University of Minnesota Fellows and fellows.

- **Location:**
  Room C-496 Mayo Memorial Building
  (Locker rooms/showers are located directly across the hall)

- **Hours:**
  The facility is open 24 hours a day, 7 days a week

The space also includes a small kitchenette area with refrigerator, microwave, coffeemaker and hot/cold water dispenser.

**SHUTTLE SERVICE - INTERCAMPUS**

A shuttle service is available between the Riverside and University campuses from 5:20am. to 8:30pm. See the shuttle schedule near the boarding locations on each campus. The shuttle picks up and drops off at the front
entrance at Harvard Street SE and Masonic Building on the University campus and in the West circle entrance outside Subway restaurant on the Riverside campus. FALL, SPRING & SUMMER SEMESTERS

<table>
<thead>
<tr>
<th>Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am – 5:00pm</td>
<td>every 15 minutes</td>
</tr>
<tr>
<td>5:00 pm – 10:00pm</td>
<td>every 30 minutes</td>
</tr>
</tbody>
</table>

**HEALTH AND DENTAL INSURANCE COVERAGE**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**FLEXIBLE SPENDING ACCOUNT**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**LONG-TERM DISABILITY INSURANCE COVERAGE**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**SHORT-TERM DISABILITY INSURANCE COVERAGE**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**PROFESSIONAL LIABILITY INSURANCE COVERAGE**
Policy Number for RUMINCO: RUM-1005-14
For further information please contact the Risk Management Office:  
http://www.gme.umn.edu/prod/groups/med/@pub/@med/@gme/documents/content/med_content_428163.pdf  
Office of Risk Management and Insurance  
1300 South 2nd Street  
Suite #208 WBOB  
Minneapolis, MN 55454  
Phone: 612-624-5884

**LIFE INSURANCE COVERAGE**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**VOLUNTARY LIFE INSURANCE COVERAGE**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**INSURANCE COVERAGE CHANGES**
Please refer to Institutional Policy Manual for further information or Office of Student Health Benefits  
http://www.shb.umn.edu/twincities/Fellows-fellows-interns/index.htm

**WORKER’S COMPENSATION**
University employees must promptly report on-the-job injuries/illnesses to the employee's supervisor. Within 24 hours of the employee's report the supervisor shall complete the First Report of Injury and the Employee Incident Report forms and forward these to the University's vendor and a copy to the University Workers' Compensation Department.  
http://policy.umn.edu/Policies/hr/Benefits/WORKERSCOMP.html
LAUNDRY SERVICES
Two lab coats will be provided at the beginning of your fellowship. If you should require a replacement lab coat during your fellowship program, please contact, Shari Johnston, Program Administrator.

No laundry services are provided for Radiology fellows. Scrubs are provided at all three institutions when you are on an appropriate rotation. These are the property of the institutions and are to be used for this purpose only.

- **UMMC**: Scrubs are available on a sign-out basis by using your UMMC identification badge in Room J2-104. The required bar code for the backside of your ID badge is provided by Kathy Monitor in Linen Services: 612-273-5793.

- **MVAHCS**: Lab coats and scrubs are available on a sign-out basis by providing your MVAHCS identification badge. Fellows may pick up and return lab coats and scrubs directly to the VA laundry, first floor, Room 137A, Ext 2592, where they were obtained.

PARKING

**UMMC**
The Department provides general parking at Oak Street Ramp C for Fellows. Fellows receive a parking card at the beginning of their fellowship. If you encounter a problem with your parking card, contact Shari Johnston, Program Administrator at 612-626-5589. Fellow is responsible for replacement cost ($65).

*DO NOT TAKE YOUR KEY CARD INTO ANY MRI FACILITY, AS THESE UNITS WILL ERASE THE CARD’S MEMORY. EXITING PARKING FACILITY WITHOUT SCANNING CARD WILL AUTOMATICALLY RESULT IN YOUR CARD BEING LOCKED*

**UMACH**
Fellows rotating on the West bank campus must go to the parking office to activate their parking. There is a $25 refundable deposit for parking.

All Fellows must have a Fairview or UMACH ID badge in order to activate parking. Please bring a photo ID with you if you need to acquire a Fairview or UMACH ID badge. $25 refundable deposits must be made by cash or credit card at our offices, checks are not accepted.

Fellow day-time parking on the West bank campus will be located in the Yellow ramp. Day-time parking is not available on the East bank campus in the Fairview patient/visitor ramp.

After hours parking begins at 4:30pm Monday through Friday and is available all day/night on weekends. After hours parking is available in the East bank patient visitor ramp and in the red, yellow, and purple ramps on the West bank campus. Individuals that enter the ramps during after-hours will be able to exit the ramp at any time.

To receive the refundable deposit the resident must go to the parking office in person to receive their refund.

**PARKING OFFICE HOURS**

**East Bank** parking office is located in the Mayo Building, Room B-340. The office hours are Monday thru Friday, 7:30am-4:00pm and are closed from 1-2pm.

**West Bank** parking office is located in the Riverside East Building, Room MB218. The office hours are Monday thru Friday, 7:30am-4:30pm.

Questions and/or issues regarding parking at UMMC/UMACH may be directed to the UMMC-F GME office at 612-273-7482.

**VAMC**
Fellows may park in either the general parking lot or in the gated physician lot using VA ID badge.

**Educational Fund**
Fellows do not receive educational funds.

**Tablet Policy - University Medical School**

**Background**
All capital and non-capital equipment, bought with University funds, belongs to the University. Equipment such as computers, tablets (IPADS), or other equipment that has the ability to hold data, must be purchased through, or encrypted by, the AHC IS department.

**Departmental Purchases**
If a tablet is purchased with departmental funds, the department must ensure there is a business purpose for the purchase and the tablet will have minimal personal use.

If a department requires Fellows / fellows to use tablets (typically to deliver some portion of the program’s curriculum) and, therefore, purchases the tablets; and Fellows / fellows are allowed to keep the tablets when they leave the program, then the length of time between when the student received the tablet and graduation (or other departure) must be taken into consideration. University Inventory Services has assigned a 3-year useful life to tablets. If a resident / fellow leaves the program (graduation or other reason) in less than three years, the department must charge them for the remaining value of the tablet. After 3 years, the de minimis rule is in effect, which allows the department to give a tangible item to faculty/staff/students, with a value of less than $100, and not have it taxable to the individual.

**Faculty/Staff Business Expense Purchases**
If faculty/staff purchase a tablet, with funds from their business expense accounts, the reimbursement will be taxable to the individual, through payroll. The reason for this is there is a high probability that mobile, “connective” devices like tablets will be utilized for personal purposes. Recording the purchase as a taxable event (in effect, it is compensation) allows the faculty/staff to own the tablet instead of the University. An individual will be allowed to purchase one IPAD/Tablet per year with funds from their business expense account.
SECTION III  INSTITUTIONAL RESPONSIBILITIES

SECTION IV  DISCIPLINARY AND GRIEVANCE PROCEDURES

DISCIPLINE/DISMISSAL FOR ACADEMIC REASONS

Trainee academic performance is determined by a review of evaluations and examination scores (see Section IV: Steps in Evaluation Process). If fellow performance is felt to be below an acceptable level, discipline and possible dismissal will follow guidelines set forth in the Institutional Policy Manual (see Disciplinary and Grievance Procedures).

Procedures: The fellow will be given verbal notice of performance deficiencies by the Program Director, an opportunity to remedy deficiencies, and the notice of possible dismissal or contract non-renewal if the deficiencies are not corrected, and a record of this will be placed in the trainee's file.

When the fellow continues to demonstrate a pattern of marginal or unsatisfactory academic performance, they will be placed on academic probation as specified in the Institutional Manual. A Radiology Graduate Medical Education Committee will meet to discuss the outcome of the probation, and may recommend: Removal from probation with a return to good academic standing; continued probation with new or remaining deficiencies sited; Non-promotion to the next level of training; Contract non-renewal and/or dismissal.

DISCIPLINE/DISMISSAL FOR NON-ACADEMIC REASONS

Discipline/dismissal for non-academic reasons will follow the guidelines set forth in the Institutional Policy Manual.

GRIEVANCE PROCEDURE AND DUE PROCESS

Refer to the Institutional Policy Manual
SECTION V GENERAL POLICIES AND PROCEDURES

PROGRAM GOALS AND OBJECTIVES

The objective of the fellowship program is to provide a high quality graduate medical educational experience in interventional radiology.

PROGRAM CURRICULUM

Can be located on the department website.

PROGRAM SCHEDULES

The annual master fellow rotation schedule is prepared by the fellow (elected or volunteer) who takes into consideration fellows’ plans for upcoming life events, rotation and site availability, and institutional funding constraints. No fellow is assigned to a rotation for other than meeting their educational goals. The final schedule requires the approval of the Program Director. The Program Director may change the annual master schedule without notice, as necessary to meet Program needs and obligations.

Program schedules are posted on the Google drive.

PROGRAM REQUIREMENTS

All fellows are governed by the requirements in both the Institutional and Program Manual.

The Graduate Medical Education Committee, chaired by the Program Director, evaluates the progress of the fellows, and makes recommendations for advancement or disciplinary actions. The Program Director with advice from Graduate Medical Education Committee members, determines candidates for admission to the training program, fellows’ progress in the program, and fellows satisfactory completion of graduation requirements.

Fellows are required to comply in a timely manner with administrative directives including those from the Program Administrator. This includes, but not limited to:

- Proper notification of all time away
- Monthly submission of duty hours in RMS
- Prompt completion of RMS evaluations
- Record conference attendance in RMS Conference Module - Only those on call, post-call, ill, on leave will be considered to have excused absences.
- Fellows are required to attend Grand Rounds and Core Curriculum Conferences on days they are at work.
- All fellows must maintain an IR procedure log to be submitted at end of fellowship to the program Administrator.

TRAINING/GRADUATION REQUIREMENTS

This program adheres to the training requirements set forth by the American Board of Radiology. These requirements can be reviewed at http://www.theabr.org.

Program Directors, along with the Graduate Medical Education Committee, a faculty committee of the Department of Diagnostic Radiology with representatives from UMMC, UMACH, HCMC and MVAHCS, has the responsibility to evaluate candidates for admission to the training program, to evaluate trainees in the
program, to promote those who are progressing satisfactorily and, ultimately, to make recommendations that trainees have met the criteria established by the faculty for completion of our training programs. The Graduate Medical Education Committee meets specifically at least twice per year for the purpose of evaluating the progress of each trainee, to make recommendations for evaluating his/her progress, and to make recommendations for advancement. These meetings are typically held in the fall and spring.

Graduation certificates are awarded to fellows who successfully complete all of the Program requirements, have shown satisfactory progress toward the competent, independent practice of Interventional Radiology, and demonstrate professional and personal attributes dedicated to the life-long learning process associated with the practice of medicine.

Program requirements are:
- Successful completion of all scheduled rotations
- Completing a research project and presenting it at an International, national, regional, state or Medical School conference, meeting, or event

**Entering IR Procedure Logger**
All fellows are required to maintain an IR procedure log. This can be entered into the RMS Procedure Logger Module or other method of fellow’s choosing. The log must be submitted to the program Administrator at end of fellowship in order to fulfill graduation requirement.

**Social Media Use Policy**
It is recognized that social networking websites and applications, including but not limited to Facebook, LinkedIn, Twitter and blogging sites are an effective and timely means of communication and/or an exchange of ideas. However, trainees who use these websites and other applications must be aware of the importance of securing their web sites so that only trustworthy “friends” have access to the websites/applications. Trainees must also be aware that posting certain information is prohibited (i.e. protected health information, research outcomes from another faculty, resident or fellow, etc). Trainees who violate University policies may be subject to adverse academic actions that could include a letter of reprimand, probation or dismissal from the training program.

**PROCEDURE:**
All University of Minnesota Fellows and fellows are required to follow the policies set forth by the University of Minnesota's University Relations Office. Please review the sites below to familiarize yourself with the social networking rules and regulations of the University of Minnesota.
2) Graphic Standards: http://www.brand.umn.edu/standards/index.php

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

1) **Patient care** that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
2) **Medical knowledge** about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.
3) **Practice-based learning and improvement** that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.
4) **Interpersonal and communication skills** that result in effective information exchange and teaming with patients, their families, and other health professionals.
5) **Professionalism**, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.
6) **Systems-based practice**, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system for health care and the ability to effectively call on system resources to provide care that is of optimal value.

**MILESTONES**

As the ACGME began to move toward continuous accreditation, specialty groups developed outcomes-based milestones as a framework for determining resident and fellow performance within the six ACGME Core Competencies.

**What are Milestones?**

Simply defined, a milestone is a significant point in development. For accreditation purposes, the Milestones are competency-based developmental outcomes (e.g., knowledge, skills, attitudes, and performance) that can be demonstrated progressively by Fellows and fellows from the beginning of their education through graduation to the unsupervised practice of their specialties.

**Who developed the Milestones?**

Each specialty’s Milestone Working Group was co-convened by the ACGME and relevant American Board of Medical Specialties (ABMS) specialty board(s), and was composed of ABMS specialty board representatives, program director association members, specialty college members, ACGME Review Committee members, Fellows, fellows, and others.

Milestones serve important purposes in program accreditation

- Allow for continuous monitoring of programs and lengthening of site visit cycles
- Public Accountability – report at a national level on aggregate competency outcomes by specialty
- Community of practice for evaluation and research, with focus on continuous improvement of GME

For educational (residency/ fellowship) programs, the Milestones will:

- Provide a rich descriptive, developmental framework for clinical competency committees
- Guide curriculum development of the residency or fellowship
- Support better assessment practices
- Enhance opportunities for early identification of struggling Fellows and fellows

For Fellows and fellows, the Milestones will:

- Provide more explicit and transparent expectations of performance
- Support better self-directed assessment and learning
- Facilitate better feedback for professional development

**FOR DETAILS ON MILESTONES – EFFECTIVE JULY 1, 2014**


**SELECT VASCULAR AND INTERVENTION FROM THE LIST OF SPECIALTIES TO LOAD THE PDF**

**DUTY HOURS**

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

Federal regulations mandates that GME programs account for all resident hours worked in order to maintain Medical Education funding. In addition to these federal regulations, ACGME also mandates programs monitor duty hours to ensure compliance with duty hour requirements. This means that Fellows must complete an online timecard of their hours worked in order to be compliant with these mandates and continue funding, accreditation, and flexibility of the program.
Duty hour violations are prohibited. Fellows are responsible for making the program aware of impending violations before they occur.

DUTY HOUR APPROVAL POLICY & PROCEDURE

The Minnesota Medical Council of Graduate Medical Education (MMCGME) mandates the University of Minnesota use RMS to track resident duty hours. The department also uses RMS to distribute evaluation. All activities performed by Fellows during their rotations are documented in an online system called RMS. The data held within RMS is used to document and reconcile payments with the institutions where the fellows/Fellows rotate. Fellows are required to enter their duty hours, review for accuracy and approve.

Fellows are responsible for making any changes such as; start time, duration, applying activities they participated in and indicating those activities they did not participate in with “Did Not Work”.

Maintaining your duty hours is not only a GME requirement it is also a requirement for the completion of your degree. Note: Failure to ensure accuracy of your rotation activities is considered an act of Medicare fraud.

- Duty hours for the previous month are to be entered by 7AM on the first working day of the month. We are granting you the weekend now to get things in order.
- All fixes identified by Program Administrator must be corrected by the following morning.
  
  If the above do not occur:
  
  - Fellows on a UMMC or UMACH rotation will have their parking privileges revoked beginning the next day and will be in effect until the residency office has cleared you.
  - R5s will have a letter placed in their permanent file reflecting a lack of professionalism if pattern continues.

LOGGING INTO RMS:

- Use your browser to go to www.new-innov.com/login. Internet Explorer is the preferred browser.
- Enter MMCGME for the Institution ID.
- Enter your User Name and Password in the appropriate boxes.
- Make sure that you have arrived at your Welcome Page. You should see your Department name in the upper left section of the screen, and your User Name will be listed just below that.

ON-CALL

One fellow (or resident) will be on call at a time.

On weekdays, call is from 4:30 pm to 7:00 am the following morning. On weekends, call is from Friday 4:30 pm until Monday 7:00 am.

The fellow on call will cover the same two hospitals as the staff on call for the U. So you will cover either U and the VA, or the U and the Children's Hospital, depending on which staff is on call for the U. The third hospital will be covered by the staff on call for that hospital alone. You may be asked to go to the third hospital if the staff there requires it and the on-call staff at the U approves. If a referring team requests a case to be done after
hours, it must be discussed with the staff on call. Never be afraid to call the staff with whom you are on call if you have a question. We are always willing to help.

When discussing an on call case with the referring team, please check if the patient:
• is NPO (except for certain procedures)
• is consentable (or has next-of-kin to consent)
• has an acceptable coagulation profile (INR, platelets, withholding of anticoagulants)
• has a contrast allergy (or is pre-medicated)
• has acceptable renal function for angiography (exceptions will be made in emergency cases)

When estimating the time to start a case after hours, don't forget to factor in the time it takes for the tech and nurse to drive to the hospital. Some of them live 45 to 60 minutes away from the hospital.

U of M call
There are two IR techs and nurses on call every day – a primary team and a backup team. Call the primary tech and nurse first. If they are already doing a neurointerventional case, call the backup tech and nurse. On call cases being done after hours must be entered into 4D.

If a referring team calls after hours to request a case be done the following day during regular hours, you do not need to discuss it with the on call staff (unless you have specific question about it) – simply enter it into 4D in the bucket, and then discuss it the following morning with the IR team of the day (that is, do a handover). Note: if the referring team call you in the middle of the night to request a case for the next day, don't get up and take the patient's details, simply ask them to call back at 7 am the next day.

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

LABORATORY / PATHOLOGY / RADIOLOGY SERVICES
Federal and state regulations and regulatory agencies mandate competency validation for testing personnel (including physicians), documentation, quality assurance, quality control, etc. The regulations cover hospitals, clinics, physicians’ offices, nursing homes, and any site where testing is performed. Testing performed by physicians, practitioners, nursing staff, and laboratorians must meet regulatory guidelines. Failure to comply with the mandates can lead to suspension, revocation, or limitation of certification and denial of reimbursement.

MEDICAL RECORDS - HEALTH INFORMATION MANAGEMENT
A medical record system that documents the course of each patient's illness and care is available at all times to support quality patient care, the education of Fellows, quality assurance activities, and provide a resource for scholarly activity. Additionally a provision of information systems is made for timely retrieval of medical records and radiologic information. To access please contact: UMMC Health Information Management Office at 612-626-3535.

SECURITY / SAFETY
Security and personal safety measures are provided to fellows at all locations including but not limited to parking facilities, on-call quarters, hospital and institutional grounds, and related clinical facilities (e.g., medical office buildings).
RADIATION BADGES
Radiation badges must be worn in controlled radiation areas under penalty of State law. You may be fined by the State Health Department if found not wearing a badge during an inspection.

New badges will be placed in your mailbox at the institution to which you are assigned on the first working day of the month. Always keep your old badges until you get a replacement. Badges from the previous month must be returned to your mailbox by the 8th of each month.

Under University policy, late badges will result in a fine of $50 per badge (unless replacement badges have not arrived in time to make the exchange). The amount of the fine will be deducted from your educational (“book”) fund; if adequate funds do not remain, the resident will be billed for the amount owed. Fellows who plan to be away during the exchange period are required to make arrangements with someone to exchange their badges in their absence. Lost or stolen badges must be reported to Pamela Hansen at 612-626-6638 or hanse032@umn.edu.

VISA POLICY
The Department of Radiology accepts trainees on a J1 visa.

The department will support an H1B visa on a case by case basis with Department Head approval.

MOONLIGHTING
This policy does not acknowledge in any way, any departmental acknowledgement of the fellow’s ability to satisfactorily perform any moonlighting activities. Malpractice insurance is the responsibility of the fellow involved. Credentialing is up to the party hiring the resident. Fellows are not required to engage in moonlighting.

Because fellowship education is a full-time endeavor, moonlighting must not interfere with the ability of the fellow to achieve the goals and objectives of the educational program.

Fellows are required to get prospective permission from the Program Director of their moonlighting activities. They shall email the Program Administrator the dates, times and locations of all moonlighting activities and will become a part of the fellows file.

Moonlighting activities will not be allowed to conflict with the scheduled and unscheduled time demands of the educational program and its facility. The fellow’s performance will be monitored for the effect of these activities upon performance and that adverse effects may lead to withdrawal of permission.

Both internal and external moonlighting must be counted toward the 80-hour weekly limit on duty hours.

Fellows on J1 visas are NOT permitted to be employed outside the fellowship program.

A fellow on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the fellow works outside the training program.

J1 Visa Holders: In accordance with ECFMG and GME policies (referenced below), J1 Visa holders are NOT allowed to be EPIC trainers, because they may receive compensation only for activities that are part of the designated training program. (The Form DS-2019 states the training program name and the allowed stipend
amount.) Per the ECFMG Memo on Moonlighting, “an exchange visitor who engages in unauthorized employment shall be deemed to be in violation of his or her program status and is subject to termination as a participant in an exchange visitor program.”

**H-1B Visa Holders:** Per the GME Visa Sponsorship Policy: A resident on an H-1B visa wishing to moonlight must obtain a separate H-1B visa for each facility where the resident/fellow works outside the training program.

**SUPERVISION / GRADED RESPONSIBILITY**

All patient care is supervised by qualified faculty. The Program Director ensures, directs, and documents adequate supervision of Fellows at all times. Fellows are provided with rapid, reliable systems for communication with supervising faculty. Fellows are supervised by teaching staff in such a way that the fellows assume progressively increasing responsibility according to their level of education, ability, and experience.

On-call schedules for teaching staff are structured to ensure that supervision is readily available to Fellows on duty. The teaching staff determines the level of responsibility given to each resident/fellow. Faculty and fellow are educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

Fellow participation at all of our institutions is one of active participation under direct supervision of full-time teaching staff. However, at all times, final responsibility for patient care resides with the full-time staff. In this manner, the fellows receive excellent training in diagnostic radiology with an appropriate degree of responsibility.

**LEVELS OF SUPERVISION**

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

**STEPS IN EVALUATION PROCESS**

The Graduate Medical Education Committee, a Department of Diagnostic Radiology, faculty committee, has the responsibility to evaluate candidates for admission to the training program, evaluate fellows in the program, promote those who are progressing satisfactorily and, ultimately, to make recommendations that they have met the criteria established by the faculty for completion of our Interventional Radiology Fellowship Program. The committee shall meet four times per year.

Fellow performance is determined in many ways. Evaluation methods available to the Committee are the following:

**Quarterly 360 Evaluations:** At the end of each quarter, an evaluation of the fellow’s progress is prepared by the faculty member(s) in that area. This is done via a RMS. Evaluations are accessible to fellows on-line. Fellows also evaluate the program at the end of each quarter and faculty annually.
The Program Director will meet with each fellow twice a year to conduct their Bi-Annual Continuation Review to go over their quarterly 360 evaluations and milestones; as well as to ascertain if there are any problems or concerns.

**EVALUATION SYSTEM**

Evaluations both of and by fellows are essential parts of maintaining our status as an accredited fellowship program and producing superior Interventional Radiologists. The information obtained from the analysis of evaluation data is instrumental in objectively assessing the quality of all aspects of the fellowship program and for identifying and continuously monitoring areas for improvement.

The web address for RMS is https://www.new-innov.com. If you experience any problems with logging into, please contact Shari Johnston, Program Administrator, at 612-626-5589.

**COMPLETING EVALUATIONS IN RMS**

- Log into RMS
- Enter your User ID & password – Click “login”
- Click “continue”
- Under the notifications box you will see the number of evaluations you have pending completion. Click the text that reads “complete them”.
- Click the “evaluate” link next to the evaluation you wish to complete; this will bring you to the evaluation.
- NOTE: If you have not worked with the faculty - place a check mark in the box and click “submit selected evaluation as NET”.

**MONITORING OF FELLOW WELL-BEING**

Both the Program Director and faculty are sensitive to the need for timely provision of confidential counseling and psychological support services to the fellow.

Fellows feeling fatigued or stressed are encouraged to discuss their concerns with the Program Director, or to contact the (RAP) Resident Assistance Program at 651-430-3383 or 1-800-632-7643, especially if unable to provide safe patient care.

**TRANSPORTATION IF FATIGUED**

**UMMC:** Cab vouchers will be provided by UMMC and distributed in the following way: Monday-Friday daytime hours: contact Social Work Services at University Campus: 612-273-3366. Riverside Campus: 612-372-6797.

Evenings and weekends: contact the Administrative Supervisor @ University Campus pager: 612-899-9000. Riverside Campus pager: 612-613-8497.

**ACLS/ BLS CERTIFICATION REQUIREMENTS**

- **BLS** – Fellows must maintain on their Basic Life Support Training
- **ACLS** – Fellows must maintain Advanced Life Support Training

*PLEASE NOTE THAT ACLS IS NOT A SUBSTITUTION FOR BLS. THEY ARE DIFFERENT COURSES*
TRAVEL

CONFERENCE TRAVEL
Radiology fellows may be reimbursed for approved expenses related to presenting a talk or poster at Radiology meetings during their fellowship. The expenses are not to exceed $2000, unless granted prior approval from the Program Director. The fellow should submit a written application with projected expenses noted as well as submission of talk or poster for review to the program Administrator. Timely submission is needed in order to be certain of time off granted and expense reimbursement prior to committing to meeting organizers.”

AFTER THE TRIP:
1. Receipts are required for reimbursements of $25 and above.

2. Gather all receipts and submit to Program Administrator for processing reimbursement. Program Administrator will contact fellow when the University Employee Reimbursement Form is ready for their signature. WITHIN 30 Days of Travel

3. If traveling to present, submit your poster/abstract to Shari Johnson.

LIBRARIES

INSTITUTIONAL LIBRARIES
University of Minnesota Biomedical Library (Diehl Hall)
Monday through Friday: 7:00 AM – 12:00 AM
Saturday: 8:00 AM – 8:00 PM
Sunday: 12:00 PM – 12:00 AM

Minneapolis Veterans Affairs Health Care System
Monday through Friday: 8:00 AM – 4:30 PM
Accessible with VAMC identification badge 24 hours per day, 7 days per week

DEPARTMENTAL LIBRARIES
University of Minnesota, Fairview Radiology Department (Gedgaudas Conf Room B-218)
Accessible via combination lock 24 hours per day, 7 days per week

FELLOWSHIP OFFICES
Fellows have cubicles in Mayo B255. The access code to the room is: 13 25 (1 & 3 together) and (2 & 5 together).

The room is set up with wireless connection and three computers with five cubicles.

GOAL AND OBJECTIVES FOR TEACHING MEDICAL STUDENTS
Fellows are an essential part of the teaching of medical students. It is critical that any resident who supervises or teaches medical students must be familiar with the educational objectives of the course or clerkship and be prepared for their roles in teaching and evaluation.

Here is the link to the University of Minnesota Medical School Clinical Learning Objectives

http://www.meded.umn.edu/handbook/curriculum/clinical_learning_objectives.php
### SECTION VI ADMINISTRATION

<table>
<thead>
<tr>
<th>Chairman, Chuck Dietz, M.D.</th>
<th>Division Director, Jafar Golzarian, M.D.</th>
<th>IR Medical Director, Michael Rosenberg, M.D.</th>
<th>Program Director, Donna D’Souza, M.D.</th>
<th>Program Administrator, Shari Johnston, C-TAGME</th>
</tr>
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<tbody>
<tr>
<td>Mayo Bldg, RM B234 MMC292 612.899.7591 (PAGER) <a href="mailto:DIETZ004@UMN.EDU">DIETZ004@UMN.EDU</a></td>
<td>Mayo Bldg, RM B228 MMC292 612.899.6027 (PAGER) <a href="mailto:JAFAR@UMN.EDU">JAFAR@UMN.EDU</a></td>
<td>Mayo Bldg, RM B242 MMC292 612.899.5809 (PAGER) <a href="mailto:ROSEN11@UMN.EDU">ROSEN11@UMN.EDU</a></td>
<td>Mayo Bldg, RM B232 MMC292 612.899.6139 (PAGER) <a href="mailto:DDSOUZA@UMN.EDU">DDSOUZA@UMN.EDU</a></td>
<td>Mayo Bldg, RM B212 MMC292 612.626.5589 <a href="mailto:SHARIJ@UMN.EDU">SHARIJ@UMN.EDU</a></td>
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### MVAHCS RADIOLOGY PROGRAM ADMINISTRATION

**One Veterans Drive**

**Minneapolis, MN 55417**

<table>
<thead>
<tr>
<th>Assoc PGM Director, Howard Ansel, M.D.</th>
<th>Program Administrator, Judith Haswell</th>
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<tbody>
<tr>
<td>Office 1Q-109 612.725.2038 (OFC) 612.660.7016 (PAGER) <a href="mailto:HOWARD.ANSEL@VA.GOV">HOWARD.ANSEL@VA.GOV</a></td>
<td>Mail Code 114 612.467.2038 (OFC) 612.467.5636 (FAX) <a href="mailto:JUDITH.HASWELL@VA.GOV">JUDITH.HASWELL@VA.GOV</a></td>
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