University of Minnesota

Radiology Fellowships
Program Policy Manual
2015-2016
Introduction

Department of Radiology Fellowship Program Manual

All physicians-in-training at the University are classified as either residents 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 fellowship training in the Department of Radiology.

The Institutional Policy Manual contains policies, procedures and information that apply to all residents/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 Medical Center - Fairview  UMMC-F
University of Minnesota Masonic Children’s Hospital  UMMCH
Minneapolis VA Health Care System  MVAHCS
Hennepin County Medical Center  HCMC
Graduate Medical Education  GME
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 VA Health Care System) provides graduate medical education in Diagnostic Radiology and its subspecialties programs:

- Diagnostic Radiology Residency
- Breast Imaging Fellowship
- Neuroradiology Fellowship
- Pediatric Neuroradiology Fellowship
- Nuclear Radiology Fellowship
- Thoracoabdominal (BODY) Radiology Fellowship
- Vascular and Interventional Radiology Fellowship

Our educational mission is to provide an atmosphere of learning and academic curiosity, and to provide strong training in diagnostic radiology subspecialties including Breast Imaging, Neuroradiology, Nuclear Medicine, Pediatric Radiology, Abdominal, and Vascular and Interventional Radiology.

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.

GME Policies
Universal University Pagers
Fellows are assigned UMMC-Fairview pagers at the beginning of their fellowship. Contact your Program Administrator:

Bibi Husain: husai002@umn.edu, Office: 612-626-5566

- Nuclear Radiology
- Neuroradiology
- Pediatric Neuroradiology
- Breast Imaging
- Thoraco-Abdominal (Body) Imaging
- Vascular & Interventional Radiology

Contact your Program Administrator to report any missing or malfunctioning pagers.

Fellows are responsible for replacement cost in the amount of $65 under most circumstances.

UMMC-F Pagers
On-call pager: 612-899-8982
Body Imaging on-call pager: 612-899-7844
Vascular & Interventional Radiology on-call pager: 612-899-8988
Vascular & Interventional Radiology Service pagers: 612-899-8806, 899-8807, 899-8808

For HCMC Pagers
Contacts: Hiltje Loyd, 612-873-2718 or Pamela Thompson, 612-873-2036
Mammography pager: 612-510-4594

MVAHCS Pagers
General on-call pager: 612-660-7153
Neuroradiology on-call pager: 612-660-7156
Vascular & Interventional Radiology on-call pager: 612-660-7022

E-mail and Internet Access
As students at the University, all fellows/residents are provided with a University E-mail account. With this account trainees can access the Internet and E-mail from any of their assigned training sites.

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. On-site Internet access is available to trainees at the following locations:
UMMC-F: Trainees have computer and Internet access on all reading room computers, University libraries and in their cubicles/office.

HCMC: Trainees have computer and Internet access in the HCMC Library.

MVAHCS: Trainees have computer and Internet access at the following locations:
3B area (Medical Residents Office) Room 2H-103

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:
MMC 292, 420 Delaware Street. S.E.
Minneapolis, MN. 55455

The mailbox at UMMC-F is the trainee’s MAIN mailbox. This is located in Mayo B221, but 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 at least on a weekly basis for Program, Medical School and University notices. Fellows are also required to empty their mailboxes on a regular basis.

Tuition and Fees
Tuition and fees are being waived at this time. Trainees who are enrolled in Graduate School pay tuition and fees.

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.

HIPAA training is managed through the onboarding checklist

Security/ Privacy Coordinator
Sally Sawyer, Graduate Medical Education Manager, serves as the ALRT Center Privacy Coordinator. Questions and/or concerns can be directed to Sally at 612-625-3518 or sallyann@umn.edu.

Stipends
Medical Fellows who meet Departmental, Medical School and University requirements are appointed to one-year training positions from July 1 through June 30 of the following year (unless otherwise agreed to in writing). Base stipend rates are posted at

http://www.med.umn.edu/gme/residents/stipendinfo/home.html

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

Paychecks and Pay Periods
Biweekly paychecks are issued every other Wednesday.
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 does not keep records of your deductions.

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.

Contact Person:
Kirk Skogen k-skog@umn.edu 612-625-3954 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 leave must be documented in RMS duty hours.
The Program Administrator should be 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, send an e-mail to the Program Administrator including attached revised schedule noting changes for final approval by the Program Director. While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

Vacation
Up to twenty (20) working days per year may be taken as vacation which is paid leave. Depending on rotation up to five (5) vacation days may be taken during a given month. Requests to exceed this limit must be approved by the Program Director in advance. No more than ten (10) total vacation days can be taken from any section during the fellowship without the Program Director’s approval.

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 attending and nurse or site administrator in addition to Program Administrator.

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 fellows 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).

Site Administrators:
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMMC</td>
<td>Bibi Husain</td>
<td>612-626-5566</td>
</tr>
<tr>
<td></td>
<td>Shari Johnston (Residency)</td>
<td>612-626-5589</td>
</tr>
<tr>
<td>HCMC</td>
<td>Hiltje Loyd</td>
<td>612-873-2718</td>
</tr>
<tr>
<td></td>
<td>Pamela Thompson</td>
<td>612-873-2036</td>
</tr>
<tr>
<td>MVAHCS</td>
<td>Judith Haskwell</td>
<td>612-467-5033</td>
</tr>
</tbody>
</table>
Terminal Leave
In the event the Graduating fellow has vacation time remaining, vacation may be requested during the blocked out Terminal Leave period at the end of their fellowship.

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 a unpaid leave of absence away from the training program. While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

Medical Leave
An unpaid leave of absence (greater than 14 days) for serious illness of the fellow; serious health condition of a spouse, parent or child/children; shall be granted through formal request. 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. The trainee may qualify for Short Term and Long Term Disability benefits.

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. [http://www1.umn.edu/ohr/benefits/leaves/fmla/](http://www1.umn.edu/ohr/benefits/leaves/fmla/)

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

- 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://policy.umn.edu/Forms/formresults.cfm?TitleCode=fmla&go.x=13&go.y=10](http://policy.umn.edu/Forms/formresults.cfm?TitleCode=fmla&go.x=13&go.y=10)

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

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

Birth mother
A birth mother shall be granted, upon request to the program director, up to six weeks parental (maternity) leave for the birth of a child. The maternity leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The 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)

Trainees on maternity leave will receive the first two weeks of their leave as paid parental leave. This paid parental leave shall not be charged against the trainees’ vacation or sick allocation.
Note: The first two weeks of this paid parental leave covers the required fourteen day wait period before they may be eligible to receive the short-term disability benefit, see Short Term Disability Policy.

**Birth father**
A birth father shall be granted, upon request to the program director & Program Administrator, up to two weeks paid parental leave for the birth of a child. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. 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). This paid parental leave shall not be charged against the trainees’ vacation, sick or PTO allocation.

**Registered same sex domestic partner**
Registered same sex domestic partner of someone giving birth shall be granted, upon request to the program director, up to two weeks paid parental leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. 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). This paid parental leave shall not be charged against the trainees’ vacation, sick or PTO allocation. For additional registration information see [http://www1.umn.edu/ohr/benefits/domesticpartner/](http://www1.umn.edu/ohr/benefits/domesticpartner/)

**Adoption**
An adoptive parent shall be granted, upon request to the program director, up to two weeks paid parental leave for the adoption of a child. Trainees who are registered same sex domestic partners of someone adopting a child shall be granted two weeks paid leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the adoption and no sooner than two weeks before the adoption. The leave must be consecutive and without interruption. This paid parental leave shall not be charged against the trainees’ vacation, sick or PTO allocation.

**NOTE**
- Holidays that occur during a leave of absence run concurrent with the leave and are not in addition to the leave.
- Disabilities associated with childbirth and pregnancy will be treated like any other disability.

**Academic/ Professional Leave**
At the Fellowship Director's discretion, additional time may be granted as paid leave for academic leave and conferences. This time is in addition to regular vacation time and is at the discretion of the Program Director or Department Head.

The Department may cover up to three days of reasonable expenses for fellow presenting at regional or national meetings.

**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 Fellows 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 through formal request of the Program Director. Either sick or vacation time must be used. The Program Administrator should be concurrently notified of leave requests by e-mail as soon as possible.

Policy on Effect of Leave for Satisfying Completion of Program
As is required by the American Board of Radiology (ABR), all fellow leave is reported to the ABR on an annual basis. Per the ABR, the following terms in regards to leave must be met in order to be eligible to sit for the Certificate of Added Qualification examination:

“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 calendar weeks (30 working days) for fellows in a program for one year.”

ABR Requirements
Fellows must successfully complete one year (Post residency) fellowship training in an ACGME accredited fellowship program (Nuclear Radiology, Pediatric Radiology, Interventional Radiology, Neuroradiology) and either a second year or one year of practice to be eligible for the Certificate of Added Qualification exam in the respected subspecialty.

- Fellowship training must be documented by letter from the program director.
- Practice experience must be verified by letter from the chief of service or department chairman.
- Provide procedure logs from fellowship and practice year.
- Provide current state medical license with expiration date.
**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>UMMC</th>
<th>HCMC</th>
<th>VAMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 3, 2015</td>
<td>Independence Day (Observed)</td>
<td>Open</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon, Sept. 7, 2015</td>
<td>Labor Day</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon, Oct 12, 2015</td>
<td>Columbus Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Weds, Nov. 11, 2015</td>
<td>Veterans Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Thurs, Nov. 26, 2015</td>
<td>Thanksgiving</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Friday, Dec. 25, 2015</td>
<td>Christmas</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Friday, Jan. 1, 2016</td>
<td>New Year’s Day</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon, Jan. 18, 2016</td>
<td>ML King Day (Observed)</td>
<td>Open</td>
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<td>Closed</td>
</tr>
<tr>
<td>Mon, Feb. 15, 2016</td>
<td>Presidents’ Day</td>
<td>Open</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon, May 30, 2016</td>
<td>Memorial Day</td>
<td>Closed</td>
<td>Closed</td>
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**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/resident 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**

Pamela Hansen  
Phone: 612-626-6638, Office: Mayo B-226

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

**Resident/ Fellow Exercise Room**

The University of Minnesota Medical Center, Fairview Medical Executive Committee has graciously provided an exercise facility for use by University of Minnesota residents 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

**Access Code to Exercise Room and Locker Rooms:** 9111

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

**Health, Dental, Life, Voluntary Life, Long and Short term Disability Insurance Coverage**  
The Office of Student Health Benefits manages resident and fellow benefits including: dental; health; life; voluntary life, long-term and short-term disability, insurance coverage changes and pre-tax benefits.

For comprehensive information on your benefits please refer to the Office of Student Health Benefits website. [http://www.shb.umn.edu/twincities/residents-fellows-medical.htm](http://www.shb.umn.edu/twincities/residents-fellows-medical.htm)

Questions about your benefits can be directed to the Office of Student Health Benefits. Please refer to Institutional Policy Manual for further information.

Office of Student Health Benefits  
University of Minnesota  
410 Church Street S.E., N323  
Minneapolis, MN 55455  
Phone: 612-624-0627 or 1-800-232-9017  
Fax: 612-626-5183 or 1-800-624-9881  
Email: umshbo@umn.edu  
[http://www.shb.umn.edu/twincities/residents-fellows-medical.htm](http://www.shb.umn.edu/twincities/residents-fellows-medical.htm)

**Flexible Spending Account**  
Please refer to Institutional Policy Manual for further information. You may also contact the Office of Student Health Benefits (OSHB).  
[http://www.shb.umn.edu/twincities/residents-fellows-medical.htm](http://www.shb.umn.edu/twincities/residents-fellows-medical.htm)

**Professional Liability Insurance Coverage**  
Please refer to Institutional Policy Manual for further information. You may also contact the Risk Management Office:  
Contact:  
Pam Ubel, Assistant to Director, Risk Management and Insurance  
Phone: 612-624-5884  
E-mail: ORM@umn.edu

**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://www.policy.umn.edu/policies/hr/benefits/workerscomp.html](http://www.policy.umn.edu/policies/hr/benefits/workerscomp.html)

**Meals/ Food Services**  
Fellows on duty have access to adequate and appropriate food services at all institutions. UMMC-F Fellows may visit the Bridges Cafeteria (University campus) or the East Side Market Café (Riverside campus). There are no meal cards provided by the Department for Fellows.
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 your Program Administrator.

No laundry services are provided for Radiology fellows.

Scrubs are provided at all three institutions when you are on an appropriate rotation for scrubs. These are the property of the institutions and are to be used for this purpose only.

UMMC-F: Scrubs are available on a sign-out basis by using your UMMC-F 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 VAMC identification badge to the MVAHCS Laundry (Room 1N-104).

Parking

UMMC-F: The Department provides general parking at Oak Street Ramp C for fellows. Fellows receive a parking card during their department orientation at the beginning of the year. If you encounter a problem with your parking card, contact your Program Administrator.

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.

MVAHCS: Fellows/residents may park in either the general parking lot or in the gated physician lot using VA ID badge.

HCMC: Every fellow can pick up his/her own parking card, with a $50 deposit. You will be allowed to keep it for the duration of your fellowship.

You will have 30 days to return the card to the Parking/Security Office at the end of your residency. Their hours are: 6:00 am to 3:30 pm. If you do not return it within the 30-day period, you will forfeit the full deposit.

Travel Fund
Some funding is available for academic items and conference participation at the Department Chair’s discretion.

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.

**Program Requirements**
Fellowship programs accredited by the Accreditation Council for Graduate Medical Education follows the requirements set forth by the ACGME. To view these requirements, go to [http://www.acgme.org/acgmeweb](http://www.acgme.org/acgmeweb).

For non-accredited programs, please see your Program Director or Program Administrator for additional requirements information.

**Training/ Graduation Requirements**
Fellowship programs adhere to the training requirements set forth by the American Board of Radiology. These requirements can be reviewed at [http://www.acgme.org/acgmeweb/tabid/148/ProgramandInstitutionalAccreditation/Hospital-BasedSpecialties/DiagnosticRadiology.aspx](http://www.acgme.org/acgmeweb/tabid/148/ProgramandInstitutionalAccreditation/Hospital-BasedSpecialties/DiagnosticRadiology.aspx)

Program Directors, along with the Graduate Medical Education Committee, a faculty committee of the Department of Diagnostic Radiology, 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 and a summary of the meetings becomes a part of the fellows permanent record.

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

**ACGME Core Competencies**

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 residents/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.

Please refer to the sub-specialty addendum for breakdown on conditions to determine competency in each area stated above.

**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.

As is outlined by the ACGME Common Program Requirements, the following duty hours apply [http://www.acgme.org/acgmeweb/tabid/271/GraduateMedicalEducation/DutyHours.aspx](http://www.acgme.org/acgmeweb/tabid/271/GraduateMedicalEducation/DutyHours.aspx)

Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities and all moonlighting.

At home call - Time spent in the hospital by residents on at-home call must count towards the 80-hour maximum weekly hour limit. The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one-day-in-seven free of duty, when averaged over four weeks.

Duty Hour Exceptions: A Review Committee may grant exceptions for up to 10% or a maximum of 88 hours to individual programs based on a sound educational rationale.

Fellows must be scheduled for a minimum of one day free of duty every week (when averaged over four weeks). At-home call cannot be assigned on these free days.

It is essential for patient safety and fellow/resident education that effective transitions in care occur. Fellows/Residents may be allowed to remain on-site in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours.

Fellows/Residents must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty.

In unusual circumstances, fellows/residents, on their own initiative, may remain beyond their scheduled period of duty to continue to provide care to a single patient. Justifications for such extensions of duty are limited to reasons of required continuity for a severely ill or unstable patient, academic importance of the events transpiring, or humanistic attention to the needs of a patient or family.

Under those circumstances, the fellows/resident must:

1. Appropriately hand over the care of all other patients to the team responsible for their continuing care; and,
2. Document the reasons for remaining to care for the patient in question and submit that documentation in every circumstance to the program director.

The program director must review each submission of additional service, and track both individual fellow/resident and program-wide episodes of additional duty.

Federal regulations mandates that GME programs account for all fellow 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 director aware of impending violations before they occur.**

**RMS – Residency Management Suite**
The Metro Minnesota Council of Graduate Medical Education mandates the University of Minnesota use New Innovations Residency Management System (RMS) to track fellow duty hours. The department also uses RMS as an evaluation tool.

**Duty Hour Approval Policy & Procedure**
All activities performed by fellows/residents during their rotations are documented in an online system called Residency Management Suite (RMS). The data held within RMS is used to document and reconcile payments with the institutions where the fellows/residents rotate. Fellows are required to enter their duty hours into RMS weekly and review for accuracy. 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 will be considered an act of Medicare fraud.

- Duty hours are to be entered by 7AM on the first working day of the month.
- All fixes identified by Program Administrator must be corrected by the following morning.
- If the above does not occur, Fellows on a U of M rotation will have their parking privileges revoked beginning the next day and that will be in effect until the fellowship office has cleared you.
- Fellows will have a letter placed in their permanent file reflecting a lack of professionalism if pattern continues.

**Logging into New Innovations Residency Management Suite (RMS)**
- Use your browser to go to [https://www.new-innov.com/login/](https://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.

**Entry of New Duty Hours**
- The Main Menu is the first option in the top navigation bar. It provides links to each application and to the Welcome Screen.
From the Main Menu, select **Duty Hours**
Select the **Add Duty Hours** link and ensure that **Graphical** entry is selected. Select the date you wish to enter hours for and click **continue**.
Choose an **Assignment** from the drop down menu and “paint” in your hours by holding your left mouse button down and dragging across the grid. Click **save** regularly to avoid losing the hours entered.

**Approval or Modification of Already Entered Hours**

- Select the **Approve Existing Hours** link.
- If necessary, enter a date range to restrict the unapproved or conflicting logged Duty Hours to display, and then click the **Update Table** button.
- Where appropriate, place a check in one or more of the checkboxes located to the left of the entries. Then click the **Approve Selected Entries** or the **Did Not Work** button.

**Note:** A red asterisk (*) indicates that the entry conflicts with an existing entry (time periods overlap).  
**Note:** Text in bold red indicates the entry has caused a Duty Hour rule exception.  
**Note:** Hours will not be automatically approved if they were logged for future dates or times, if they conflict with existing logged hours, or if they trigger a Duty Hour exception. Hours that trigger a Duty Hour exception CAN be approved, although you may want to enter an explanation in the Comment box. Conflicting Duty Hour entries must be resolved before the entry can be successfully approved. Duty hours logged for any time in the future cannot be approved.

**Tip:** Click the **Details** link to the far right of a entry to see more information about the entry.  
**Tip:** Click the **Comments** link to view, edit, or delete any comments that are associated with the logged hour entry OR to add another.

**On-Call Activities**
The Neuroradiology Fellows does pager call and do not do in-house call. Please document anytime that you are called in . (In-house call is defined as those duty hours beyond the normal workday when residents/fellows are required to be immediately available in the assigned institution. In-house call must occur no more than every third night averaged over a four-week period. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents/Fellows may remain on duty for up to six (6) additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care).

NeuroRadiology fellows are assigned call at UMMC-F, HCMC Call averages no more than one-in-four, but can change on an as-needed basis. Scheduling of the fellows for call is the direct responsibility of the section with Program Director approval.

Currently the Mammography, Thoracoabdominal Imaging and Nuclear Radiology Fellows do not participate in call as part of their training rotation.

**On-call Rooms**
An on-call room within the Department of Radiology is available to fellows/residents taking departmental call or night float at both UMMC-F and HCMC, where fellows receive their in-house on-call experience. Any questions or concerns regarding departmental on-call rooms should be directed to your Program Director.

On-call fellows are also eligible to use one of eighteen (18) Mayo Building call rooms provided by UMMC. All rooms have punch code security access changed daily, and a security monitor on duty daily from 2:00
PM – 7:00 AM. All rooms have a desk, television, radio clocks and air conditioning. Check-in can only occur during designated check-in hours: 2:00 PM – 7:00 AM.

- Go to the check-in desk located in the Resident Lounge (Mayo C-496). The check-in desk is staffed by a security monitor during set hours seven (7) days/week and will require you to present your ID badge.
- The security monitor will assign you a room, the room access code, and the locker room and lounge access codes.
- All individuals must be out of their room by 8:00 AM. Housekeeping will begin cleaning by 7:00 AM. If you wish to sleep past 7:00 or 8:00 AM, make sure your “Do Not Disturb” sign is indicated on your door.

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 residents, 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-F 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).

<table>
<thead>
<tr>
<th>Security</th>
<th>UMMC-F Fairview Campus</th>
<th>UMMC-F Riverside Campus</th>
<th>HCMC</th>
<th>MVAHCS</th>
<th>University of Minnesota</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>612-672-4544</td>
<td>612-672-4544</td>
<td>612-873-3232</td>
<td>612-467-2007</td>
<td>612-624-9255</td>
</tr>
</tbody>
</table>

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 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. If you have questions regarding your badges, please call

6/30/2015
Pam Hansen at 612-626-6638. She is located in Mayo B226. If a resident so desire to have a fetal badge, training is available and a badge can be issued. Pam Hansen will be able to assist you.

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 travel fund; if adequate funds do not remain, the fellow 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.

Moonlighting

Purpose
The purpose of this policy is to provide residents/fellows (trainees) and their programs with information on managing moonlighting in compliance with the ACGME, CMS regulations, immigration law and the Minnesota Board of Medical Practice. If statements in this policy contradict that of the ACGME, CMS, immigration law or the Minnesota Board of Medical Practice, their policies take precedence.

Policy
Trainees need to obtain permission from their program director before engaging in Moonlighting activities. It is not encouraged during fellowship training. All moonlighting, regardless of where it occurs, must be reported and counted towards the trainees’ weekly 80 hour duty limit in accordance with the revised ACGME Duty Hour Requirements.

Visas Requirements
Trainees on J-1 visas are not permitted to be employed outside the residency/fellowship program. Therefore they are not allowed to moonlight.

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

Trainee Responsibility
1. Trainees who wish to moonlight are required to obtain prospective permission from their program directors. Failure to provide this information is grounds for discipline under Section VI of the Residency/Fellowship Agreement.
2. Trainees must report, in the Residency Management Suite (RMS) all moonlighting hours to their Program Director on a regular basis as they count towards the trainee’s weekly 80-hour duty limit.

Program Responsibility
1. The Program Director determines the moonlighting policy for all trainees within their program.
2. Program directors will acknowledge in writing their awareness that a trainee is moonlighting and will include this information in their training file.
3. Program directors may withdraw permission to moonlight for any given trainee or group of trainees if those activities have been shown to interfere with their performance or violate duty hours.

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

6/30/2015 Page 20
Other Requirements
Trainees engaged in moonlighting activities must be properly licensed and credentialed as determined by the organization where they moonlight.

If a trainee is moonlighting on inpatient services, at a hospital which is part of the residency program, neither the hospital nor a clinical group can bill for the resident's services.

If a trainee is moonlighting in the ER or outpatient clinic, at a hospital where they have rotations, the hospital may be able to bill for their services if the trainee:

1. Is licensed and credentialed to practice in that hospital;
2. Has their own malpractice insurance coverage; and
3. Has a separate contract which identifies how the moonlighting duties are separate from regular resident duties and not part of the program.

If a trainee moonlights at a hospital which is outside the residency/fellowship program billing may be allowable for his/her services, and it is the hospital's responsibility to determine if billing is appropriate.

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

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

Responsibility:
It is the responsibility of individual program directors to establish detailed written policies describing trainee supervision at each level for their residency/fellowship programs. The policies must be maintained in the Program Manual. The requirements for on-site supervision will be established by the program director for each residency/fellowship in accordance with ACGME guidelines and should be monitored through periodic department reviews, with institutional oversight through the GMEC internal review process.

Levels of Supervision
• Direct – the supervising physician is physically present with the trainee and patient
• Indirect
  o 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
  o 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
Clarification:
A trainee may request the physical presence of an attending at any time and is never to be refused.

Any significant change in a patient's condition must be reported immediately to the attending physician. All patients scheduled for discharge must be discussed with the attending prior to the discharge.

Steps in Evaluation Process
The Graduate Medical Education Committee, a faculty committee of Department of Diagnostic Radiology, has the responsibility to evaluate candidates for admission to the training program, to evaluate trainees in its programs, to promote those who are progressing satisfactorily and, ultimately, to make recommendations that they have met the criteria established by the faculty for completion of the Program.

The Program Directors evaluate fellows bi-annually during a face to face meeting to review fellow’s progress. One aspect used are the rotation and 360° evaluation feedbacks. Evaluations are managed using a secured web-based reporting system (RMS).

A Note for Neuroradiology/Nuclear Radiology: The faculty members and Program Directors prepare quarterly evaluations of fellow's progress. Quarterly meetings are scheduled for fellow and Program Director to discuss outcomes face to face.

Fellows seeking confidentiality may discuss their concerns with the Department Chair or submit a written statement anonymously via one of the department assistants.

Fellows also evaluate their rotations at the end of each clinical rotation and faculty twice annually. In addition, there is an annual program evaluation fellows are required to complete.

Evaluation System - Electronic
This Program has integrated a web-based electronic evaluation system within RMS. Evaluations both of and by fellows are essential parts of maintaining our status as an accredited fellowship program and producing superior fellow-physicians. While traditional paper-based systems allow for simple data tracking, they do not provide an easy means for improving the quality of the program. 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.

If you experience any problems with logging in, please contact your Program Administrator.

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”.

Or
- Login to RMS. From the Main Menu (The Main Menu is the first option in the top navigation bar-It provides links to each application and to the Welcome Screen.) select Evaluations or click the link in your Notifications box on your Welcome Page.
• Select the evaluations you wish to complete from the list. For evaluations where you did not spend enough time with the person to warrant an evaluation, place a check mark in the box and click NET.
• To view your evaluations select Evaluations from the main menu and click View Completed Evaluations.

Monitoring of Fellow/ Resident Well-Being
In keeping with ACGME requirements, both the Program Director and faculty are sensitive to the need for timely provision of confidential counseling and psychological support services to the fellows.

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. www.sandcreekeap.com

Education is provided to all faculty members and fellows/residents to recognize the signs of fatigue and sleep deprivation as well as provided on-line via the site: http://www.med.umn.edu/trad/prod/groups/med/@pub/@med/@trad/documents/content/med_content_202628.pdf

This educates all faculty members and fellows/residents in alertness management and fatigue mitigation processes; and, adopts fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning, such as naps or back-up call schedules.

Each program ensures continuity of patient care in the event that a fellow/resident may be unable to perform his/her patient care duties.

Monitoring of Resident 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 residents.

Residents 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-F: Cab vouchers will be provided by UMMC-F 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.

HCMC: For resident that would like a cab ride after a call shift, they should call Yellow Cab directly at 312-788-8888 and tell them that this is a non-patient transport for account Hennepin County medical Center, Taxi MR#612-873-3922 and give your name.

If cab is needed while on a MVAHCS rotation submit reimbursement to your Program Administrator.
ACLS/ BLS/ PALS Certification Requirements

BLS – All fellows must remain current on their Basic Life Support Training.
ACLS – It is recommended that fellows maintain Advanced Life Support Training
(It is a required training for Neuroradiology and Nuclear Radiology fellows).

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

CONTACT PROGRAM COORDINATOR FOR INFORMATION ON HOW TO SCHEDULE TRAINING IF NEEDED.

Travel Funding
The Department may cover up to three days of expenses for fellows presenting at national meetings if the fellow is presenting or at the recommendation of the program director. Individuals traveling on University business are covered under the Worldwide Travel Accident Policy, providing they have obtained permission to travel before travel begins. Requests to travel are made via the University’s Travel Authorization form. This form can be obtained from the Travel Services website.

Before the Trip:
Submit complete conference registration form to Program Administrator along with department approval documentation for processing.
Submit proposed flight plan to Program Administrator for processing.
Fellow is responsible for making travel arrangements.

After the Trip:
1. Receipts are required for reimbursements of $25 and above (except for Per Diem meals).
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.

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

Hennepin County Medical Center
Monday through Thursday: 7:00 AM – 9:00 PM
Friday: 7:00 AM – 5:30 PM
Saturday: 9:00 AM – 5:00 PM
Sunday: 10:00 AM – 5:00 PM

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

UMMC-Fairview, Radiology Department (Gedgaudas Conf Room B-216)
Accessible via combination lock 24 hours per day, 7 days per week
**FELLOWSHIP OFFICES**

Fellows have cubicles in Mayo B226 for Neuroradiology, Nuclear Radiology, Body and Breast imaging located in Mayo Room B226.

**Teaching Medical Students**

Fellows are an essential part of the teaching of medical students. It is critical that any fellow 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.

**Educational Program Objectives - University of Minnesota Medical School**

Graduates of the University of Minnesota Medical School should be able to:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome Measures</th>
<th>ACGME Core Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate mastery of key concepts and principles in the basic sciences</td>
<td>• USMLE Steps 1 and 2</td>
<td>Medical Knowledge</td>
</tr>
<tr>
<td>and clinical disciplines that are the basis of current and future medical</td>
<td>• Year 1 and 2 course performance, based on standardized examinations</td>
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<tr>
<td>practice.</td>
<td>• Clinical rotation performance</td>
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<td></td>
<td>• Feedback from residency directors</td>
<td></td>
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<tr>
<td>Demonstrate mastery of key concepts and principles of other sciences and</td>
<td>• USMLE Steps 1 and 2</td>
<td>Medical Knowledge</td>
</tr>
<tr>
<td>humanities that apply to current and future medical practice, including</td>
<td>• Course performance (esp. in Physician and Society, Nutrition, and Human Behavior</td>
<td></td>
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<tr>
<td>epidemiology, biostatistics, healthcare delivery and finance, ethics,</td>
<td>at TC campus; Medical Sociology, Medical Epidemiology and biometrics, Family</td>
<td></td>
</tr>
<tr>
<td>human behavior, nutrition, preventive medicine, and the cultural contexts</td>
<td>Medicine I, Medical Ethics, Human Behavioral Development and Problems, and</td>
<td></td>
</tr>
<tr>
<td>of medical care.</td>
<td>Psycho-Social-Spiritual Aspects of Life-Threatening Illness at DU campus)</td>
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<tr>
<td></td>
<td>• Clinical rotation performance</td>
<td></td>
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<tr>
<td></td>
<td>• Feedback from residency directors</td>
<td></td>
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<tr>
<td>Competently gather and present in oral and written form relevant patient</td>
<td>• Yr 2 OSCE</td>
<td>Patient Care; Interpersonal and Communication</td>
</tr>
<tr>
<td>information through the performance of a complete history and physical</td>
<td>• Physician and Patient (PAP) course performance at TC campus, assessed by tutors</td>
<td>Skills</td>
</tr>
<tr>
<td>examination.</td>
<td>using global rating forms and observed practical exams</td>
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<tr>
<td></td>
<td>• Course performance at DU campus in Applied Anatomy, Clinical Rounds &amp; Clerkship</td>
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<tr>
<td></td>
<td>(CR &amp; C), Clinical Pathology Conference, and Integrated Clinical Medicine</td>
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<tr>
<td></td>
<td>• Clinical rotation performance</td>
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<tr>
<td>Competently establish a doctor-patient relationship that facilitates</td>
<td>• Yr 2 OSCE and Primary Care Clerkship (PCC) OSCE</td>
<td>Patient Care; Interpersonal and Communication</td>
</tr>
<tr>
<td>patients’ abilities to effectively contribute to the decision making and</td>
<td>• PAP course performance at TC campus, assessed by tutors using</td>
<td>Skills</td>
</tr>
<tr>
<td>management of their health.</td>
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</tbody>
</table>
| own health maintenance and disease treatment. | global rating forms and observed practical exams  
• Preceptorship and CR & C course performance at DU campus  
• Clinical rotation performance | Competently diagnose and manage common medical problems in patients.  
• PCC OSCE  
• Clinical rotation performance | Medical Knowledge; Patient Care |
|---|---|---|---|
| Assist in the diagnosis and management of uncommon medical problems; and, through knowing the limits of her/his own knowledge, adequately determine the need for referral.  
• Clinical rotation performance  
• Documented achievement of procedural skills in the Competencies Required for Graduation | Begin to individualize care through integration of knowledge from the basic sciences, clinical disciplines, evidence-based medicine, and population-based medicine with specific information about the patient and patient’s life situation.  
• Clinical rotation performance  
• Feedback from residency directors | Practice-Based Learning and Improvement  
• Professionalism  
• Medical Knowledge;  
• Interpersonal and Communication Skills;  
• Patient Care |
| Demonstrate competence practicing in ambulatory and hospital settings, effectively working with other health professionals in a team approach toward integrative care.  
• Yr 2 and PCC OSCE  
• PAP course performance at TC campus, assessed by tutors using global rating forms and observed practical exams  
• Physician and Society (PAS) course performance at TC campus  
• Preceptorship, CR & C, and Introduction to Rural Primary Care Medicine course performance at DU campus  
• Clinical rotation performance | Demonstrate basic understanding of health systems and how physicians can work effectively in health care organizations, including:  
• Use of electronic communication and database management for patient care.  
• Quality assessment and improvement.  
• Cost-effectiveness of health interventions.  
• Assessment of patient satisfaction.  
• Identification and alleviation of medical errors.  
• Critical reading exercises in PAS and other courses at TC campus  
• Clinical Pathology Conference performance and exercises in Problem Based Learning Cases at DU campus  
• Year 2 Health disparities project | Practice-Based Learning and Improvement; Systems-Based Practice  
• Medical Knowledge;  
• Interpersonal and Communication Skills;  
• Patient Care  
| Competently evaluate and manage medical information.  
• Critical reading exercises in PAS and other courses at TC campus  
• Clinical Pathology Conference performance and exercises in Problem Based Learning Cases at DU campus  
• Year 2 Health disparities project |
<table>
<thead>
<tr>
<th>Practice-Based Learning and Improvement</th>
<th>Professionalism</th>
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<tbody>
<tr>
<td>Patient Care</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Medical Knowledge</td>
<td>Professionalism</td>
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<tr>
<td>Practice-Based Learning and Improvement</td>
<td>Professionalism</td>
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<tr>
<td>Interpersonal and Communication Skills</td>
<td>Professionalism</td>
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<tr>
<td>Professionalism</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Systems-Based Practice</td>
<td>Professionalism</td>
</tr>
</tbody>
</table>
The objectives for the undergraduate curriculum can be grouped as follows:

Objectives 1-3: Knowledge and skills addressed principally in the first two (preclinical) curricular years;
Objectives 4-9: Knowledge and skills addressed principally in the second two (clinical) curricular years;
Objectives 10-13: Knowledge, attitudes, and skills addressed throughout the curriculum.

The objectives, which relate to the ACGME core competencies, are designed to be modified for use also by the graduate (GME) programs at the University of Minnesota Medical School. Fellowship programs can modify the competency level stated in the objectives and the outcome measures to reflect their own programs, while maintaining the overall integration of basic learning objectives across undergraduate and graduate medical education.

One of the primary outcome measures for the objectives is clinical rotation performance. To expand on this, clinical rotation performance is assessed by attending physicians and fellows/residents using a Web-based global rating form, evaluating the following knowledge, competencies, skills, and attitudes:

- Medical knowledge and the ability to apply knowledge in clinical situations
- Competency in patient care including communication and relationships with patients/families
- Skills in data gathering from the history, physical examination, clinical and academic sources, and diagnostic tests
- Assessment and prioritization of problems
- Management of problems, including knowledge of patient data and progress
- Appropriate decision making
- Communication in written and oral reports
- Professionalism, including: patient care and management in teams (work habits), independent learning, personal characteristics, and commitment to medicine
- Specific procedural skills (see report outlining Competencies Required for Graduation)

**Diagnostic Radiology Administration Contact Information**

<table>
<thead>
<tr>
<th>UMMC-F/UMACH Program Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director &amp; Chairman: Charles Dietz, Jr. M.D.</strong></td>
</tr>
<tr>
<td>B234 Mayo Bldg</td>
</tr>
</tbody>
</table>

| **Breast Imaging Program Director, and Vice Chair Education Tim Emory, M.D.** |
| B234 Mayo Bldg | Phone: 612.626.5529 | Fax: 612.626.3366 | Pager: 612.899.1424 | Mail Code: MMC 292 | Email: emory002@umn.edu |

| **Nuclear Radiology Program Director, Jerry Froelich, M.D.** |
| VCRC 137A | Phone: 612.626.2371 | Fax: 612.626.2014 | Pager: 612.899.7632 | Mail Code: MMC 292 | Email: froel005@umn.edu |

| **Neuroradiology and Pediatric Neuroradiology Program Director, David Nascone, M.D.** |
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| **Thoracoabdominal Radiology Program Director, Benjamin Spilseth, M.D.** |
| B226 Mayo Bldg | Phone: 612.626.5566 | Fax: 612.626.5505 | Pager: 612.899.2526 | Mail Code: MMC 292 | Email: spil0042@umn.edu |
| **Vascular & Interventional Program Director, Donna DSouza, M.D.** |
|------------------|------------------|------------------|------------------|------------------|
| B226 Mayo Bldg   | Phone: 612.626.5566 | Fax: 612.626.5505 | Pager: 612.899.6139 | Email: ddsouza@umn.edu |

| **Fellowship Program Administrators, Bibi Husain** |
|------------------|------------------|------------------|------------------|------------------|
| Mayo Bldg        | Bibi Husain      | Phone: 612.626.5566 | Fax: 612.626.5505 | Pager: N/A       | Email: Husai002@umn.edu |

| **ALRT Graduate Medical Education Manager: Sally Sawyer** |
|------------------|------------------|------------------|------------------|------------------|
| 763 Mayo Bldg    | Phone: 612.625.3518 | Fax: 612.626.2696 | Pager: N/A       | Email: sallyann@umn.edu |

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| **HCMC Program Administration** |
|------------------|------------------|------------------|------------------|------------------|
| **Associate Director: Anthony Severt, M.D.** |
| 2E-20 HCMC       | Phone: 612.873.2036 | Fax: 612.904.4567 | Pager: 612.530.8654 | Mail Code: MMC822 | Email: sever025@umn.edu |

| **Program Administrator: Pamela Thompson** |
|------------------|------------------|------------------|------------------|------------------|
| Office: P4-221 HCMC | Phone: 612.873.2036 | Fax: 612.904.4567 | Pager: N/A       | Mail Code: P4     | Email: pamela.thompson@hcmed.org |

| **Program Administrator: Hiltje Loyd** |
|------------------|------------------|------------------|------------------|------------------|
| Office: P4-221 HCMC | Phone: 612.873.2718 | Fax: 612.904.4567 | Pager: N/A       | Mail Code: P4     | Email: hiltje.loyd@hcmed.org |

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| **MVAHCS Program Administration** |
|------------------|------------------|------------------|------------------|------------------|
| **Associate Director: Howard Ansel, M.D.** |
| Office: 1Q-109   | Phone: 612.725.2038 | Fax: 612.727.5635 | Pager: 612.660.7016 | Mail Code: 114   | Email: howard.ansel@med.va.gov |

| **Program Administrator: Judith Haswell** |
|------------------|------------------|------------------|------------------|------------------|
| Office:          | Phone: 612.467.5033 | Fax: 612.629-7503 | Pager: N/A       | Mail Code: 114   | Email: judith.Haswell@va.gov |

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| **Site Central Contact Information** |
|------------------------------------|------------------------------------|
| University Of Minnesota Medical Center, Fairview | Hennepin County Medical Center |
| 420 Delaware Street SE             | 701 Park Ave South                |
| Minneapolis, MN 55455              | Minneapolis, MN 55415             |
| Phone: 612.626-5566                | Phone: 612.873.2036               |
| Fax: 612.626-5566                  | Fax: 612.904.4567                 |
|                                   |                                   |
| Minneapolis VA Health Care System  |                                   |
| One Veterans Drive                 |                                   |
| Minneapolis, MN 55417             |                                   |
| Phone: 612.725.2038                |                                   |
| Fax: 612.727.5635                   |                                   |
Confirmation of Receipt Duty Hours Policy for Radiology

By signing this document, you are confirming that you acknowledge that penalties will be applied to you for non-compliance of duty hours. This policy is on page 20 of your program manual.

This receipt will be kept in your personnel file.

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 will be considered an act of Medicare fraud.

Duty hours 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 U of M rotation will have their parking privileges revoked beginning the next day and will be in effect until the fellowship office has cleared you.

Fellows at HCMC or MVAHCS will have their vacation revoked or call will be applied at our discretion.

Fellows will have a letter placed in their permanent file reflecting a lack of professionalism if pattern continues.

Fellow Name (Please print) ________________________________

Fellow Signature ________________________________

Date _______________

A Copy Of This Signed Document Must Be Forwarded To:
Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)
Confirmation of Receipt of your Program Policy Manual

By signing this document you are confirming that you have received and will review your Program Policy Manual for this academic year.

This policy manual contains policies and procedures pertinent to your training program. This receipt will be kept in your personnel file.

Fellow Name (Please print)  __________________________________________
Fellow Signature  __________________________________________________
Date   __________________

Fellowship Administrator Initials   _________________
Date   ______________

A Copy Of This Signed Document Must Be Forwarded To:

Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)
Confirmation of Receipt of your Fellowship Addendum

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

Fellow Name (Please print) ______________________________________________

Fellow Signature ________________________________________________________

Date ______________

Coordinator Initials ______________

Date ______________

A Copy Of This Signed Document Must Be Forwarded To:

Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)
Moonlighting Notification Form

Fellows are required to notify the Program Director of each of their moonlighting activities. Failure to provide this information is grounds for discipline under Section VI of the Residency/Fellowship Agreement.

Please Print Clearly -- All Information Must Be Included

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name:</td>
<td></td>
</tr>
<tr>
<td>Facility Address - Street:</td>
<td></td>
</tr>
<tr>
<td>City &amp; State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Moonlighting Dates:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>End Date:</td>
</tr>
<tr>
<td>Phone number where you can be reached while moonlighting:</td>
<td></td>
</tr>
</tbody>
</table>

- Moonlighting is only allowed in the field of radiology
- Your University of Minnesota professional liability policy does not cover this activity.
- Fellows on J-1 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 resident/fellow works outside the training program.

Approved by:

__________________________________________          ______________________________________
Program Director’s Signature                     Date

A Copy Of This Signed Document Must Be Forwarded To:
Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)
By accepting a University of Minnesota computer access ("key") card you are agreeing to the terms of this letter. This space is being temporarily rented to you by the Department of Radiology. The Department pays for departmental parking contracts.

Terms:

• This card is to be used only during UMMC-F rotations, except when taking call.
• MRI units will erase the memory on the access card. Do not take your card into any of these areas.
• You must use the access card every time you enter or leave the ramp, even if the arm is raised or missing. If you fail to do so, the gate will fail to open the next time you attempt to use your card.
• Should you damage or misplace this card, you will be responsible for any charges assessed by the University of Minnesota. You are responsible for contacting Parking and Transportation Services as soon as possible to arrange for a replacement and informing your Program Coordinator.
• Reciprocal parking is not available for University departmental contracts.
• Only one vehicle per contract is permitted to park at any one time. Violation may result in tagging, towing and revocation of the parking contract.
• The University of Minnesota reserves the right to move or reassign cars to other locations when necessary.
• Residents who inappropriately/fraudulently credit parking to the Department will be held financially responsible for all costs related to their misuse of the parking credit plan.
• When terminating this contract, written notice must be received in the Radiology Graduate Medical Education Office ten days prior to your effective cancellation date. Parking charges will continue until the access card is returned.

I fully accept and agree to the terms of this contract.

____________________________________  ____________________________
Name (Please Print)     Card Number

A Copy Of This Signed Document Must Be Forwarded To:
Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)
Time off Request

Name: ________________________________________________

Date: ________________________________

First Date of Vacation: ________________________________

Last Date of Vacation: ________________________________

Number of vacation days requested: ________________________________

CME Dates: ________________________________________________

Academic Dates: ________________________________________________

Other Scheduling Requests: ________________________________________________

Site you are scheduled at during this vacation request:

UMMC-F HCMC MVAHCS

Fellow/Resident Signature: ___________________________ Date: __________

Program Director Signature: ___________________________ Date: __________

A Copy Of This Signed Document Must Be Forwarded To:
Fellowship Administrator
Radiology Graduate Medical Education Office, MMC 292
University of Minnesota School of Medicine
420 Delaware Street S.E.
Minneapolis, MN 55455
Fax: 612-626-5505 (Bibi)

All time off must be recorded in RMS.