

EASTERN VIRGINIA MEDICAL SCHOOL

Graduate Medical Education Policies and Procedures Academic Year 2009/10

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**Stipends, monetary fringe benefits, policies and procedures
quoted in this document are subject to revision without prior notice.**

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Employer and does not discriminate on the basis of creed, race or gender**

**EASTERN VIRGINIA MEDICAL SCHOOL
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

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Graduate Medical Education Policies and Procedures

Eastern Virginia Medical School sponsors residency programs accredited by the Accreditation Council for Graduate Medical Education, a psychology internship program accredited by the American Psychological Association and a Podiatry residency accredited by the Council on Podiatric Medical Education. Additionally, several fellowship programs for which an accreditation body is not available are sponsored. All accredited programs must abide by and be in compliance with the standards established by their accrediting body. The non-accredited programs must provide the Graduate Medical Education Council with a completed curriculum, evaluation systems, and maintain compliance with all policies and procedures of the Eastern Virginia Medical School Graduate Medical Education Council.

The following policies and procedures have been approved by the Graduate Medical Education Council of Eastern Virginia Medical School for use by clinical program directors/chairs and all resident physicians/fellows and psychology interns (hereinafter referred to as trainee or trainees). These policies, regulations, and procedures are those previously referred to as forming an integral part of the Graduate Medical Education Agreement. These policies and procedures are currently in effect and are subject to revision without prior notice.

Responsibilities and Appointments

Responsibilities: Trainees are expected to fulfill the clinical and educational requirements of their graduate medical education program and to provide safe, effective, and compassionate patient care including keeping charts, records, and reports signed and up to date. Trainees are expected to participate fully in the educational and scholarly activities of the educational program and, as required, assume responsibility for teaching and supervising other graduate medical education trainees and medical students. Additional responsibilities include participation in a personal program of self-study and professional growth, participation in institutional programs and committees, participation in evaluation of the program and faculty members, and adherence to institutional and program requirements.

Appointments: Appointments are made on an annual basis and are offered by the training program. Initial appointments are assigned at a Post-Graduate (PG) level commensurate with the guidelines of the American Board of Medical Specialties applicable to the program in which the trainee is enrolled or as established by the American Psychological Association or the Council on Podiatric Medical Education. Any exceptions to this rule require prior approval by the chair of the department, the program director, and the Associate Dean for Graduate Medical Education. Appointments are subject to verification of all credentials necessary for appointment at Eastern Virginia Medical School, which include but are not limited to verification of previous education, employment history, if applicable, and state licensure, a negative pre-employment drug screening, and a Criminal Background Check (see below). A current Standard Certificate issued by the Educational Commission for Foreign Medical Graduates is required of all international medical graduates. No trainee may begin or continue a

training assignment without a valid signed contract. A valid contract requires the signature of the Registrar for Graduate Medical Education.

Criminal Background Check: As a condition of the offer of appointment, trainees must agree to submit and release the required documentation for conducting a Criminal Background Check. The Criminal Background Check includes finger printing which will occur at or before New Resident Orientation. Trainees not participating in New Resident Orientation must contract the Office of Graduate Medical Education within ten days of arrival to schedule the finger printing.

Reports provided in response to the criminal background check will be sent confidentially to the Director of Human Resources at Eastern Virginia Medical School. The Director of Human Resources or his/her designee will review the findings of the criminal background check. If the review reveals information deemed relevant to the trainee's suitability for training (including but not limited to: sexual offense, theft, crimes of aggression, abuse of at risk populations such as children or the elderly, prisoners, possession/distribution of child pornography and/or possession of illegal substances including intent to manufacture or see), the Director of Human Resources or his/her designee will notify the trainee in writing. The trainee will be asked to review any adverse information and provide a written response within ten calendar days to the Director of Human Resources. The Director of Human Resources will schedule a meeting with an Ad Hoc Committee to review the information provided. Where appropriate the trainee may be asked to meet with the Ad Hoc Committee for further clarification/details. The Ad Hoc Committee will make the final decision on the trainee's status regarding the training program.

Federally Funded Health Care Programs: Eastern Virginia Medical School is a provider of health care services through both Medicare and Medicaid. The Office of the Inspector General (OIG), under Congressional mandate, established a program to exclude individuals and entities who participate in certain acts related to these federally funded programs. The basis for exclusions include convictions for program-related fraud and patient abuse, licensing board actions and/or default on Health Education Assistance Loans. The OIG maintains a list of currently excluded individuals/entities. The involvement of Eastern Virginia Medical School with a trainee whose name appears on this list could exclude Eastern Virginia Medical School from participation in these federal programs. Therefore, appearance of a graduate medical education trainee's name on this list is grounds for immediate dismissal from the training program.

Conditions for Reappointment and Promotion: Reappointment and promotion from one PGY level to the next is contingent upon successful completion of the educational requirements of the assigned PGY level and compliance with the above stated responsibilities. Trainees shall proceed from post graduate level to the next higher level of responsibility within the educational program unless the trainee is participating in a one year program, is released from the program, decides to voluntarily leave the program, has not completed the requirements for the current educational level, performs below expected academic or personal standards as indicated by the program's established evaluation system with notification of below standard performance provided, and/or fails to remediate identified deficiencies during a remediation or probation period. Trainees requiring additional time to complete the program beyond the standard training period may be required to do so in an unpaid status.

A trainee's agreement may be non-renewed or terminated for unsatisfactory performance of duties or failure to progress in medical knowledge and skills as determined by the program director in

conjunction with the program's academic training committee. The trainee will receive written notification of the intent not to renew the agreement no later than four months prior to the end of the current agreement period. If the primary reason for the non-renewal occurs within the four month period prior to the end of the current agreement, written notification will be provided as circumstances reasonably allow prior to the end of the agreement.

Trainees have the right to implement the Graduate Medical Education Grievance procedures upon receipt of the written intent for non-renewal.

Stipends

Stipends: Stipend schedules are approved by the Graduate Medical Education Council. With the exception of certain fellowship positions, physician trainees at the same PGY level receive the same stipend amount regardless of specialty. Promotional stipend increments may be made annually on the anniversary of the date at which the trainee began training. The awarding of the increase will depend on the results of evaluation by the program director and faculty members, satisfactory performance of assigned duties, and the resultant promotion to the next PGY level.

The stipend schedules are reviewed annually and adjustments made as economic situations allow. The 2008/09 schedule is outlined below. It is anticipated the stipends for 2009/10 will be increased from this amount.

Psychology Intern	\$ 21,735
1 st postgraduate year	\$ 46,811
2 nd postgraduate year	\$ 48,101
3 rd postgraduate year	\$ 49,389
4 th postgraduate year	\$ 50,678
5 th postgraduate year	\$ 51,969
6 th postgraduate year	\$ 53,257
7 th postgraduate year	\$ 54,679

Stipend checks are issued once a month for a total of twelve checks per year. Payment is inclusive from the first to the last day of the current month. Checks are either direct deposited into the trainee's checking account or mailed directly to the trainee's home address on file on the last day of the month. If the last day falls on a weekend or holiday the trainee will be paid on the preceding workday. As there is no provision for early receipt of stipend checks, trainees' not on direct deposit should make arrangements for deposit of stipend checks during vacations, etc. The final stipend check must be picked up in the Office of Graduate Medical Education. Please contact the Office of Graduate Medical Education for procedures if an individual other than the trainee is to pick up the final stipend check.

Direct Deposit: Under direct deposit, the trainee authorizes Eastern Virginia Medical School to make the stipend deposit electronically. A complete record of stipend pay and deductions will be confidentially distributed in the same manner as the stipend check would have been while the net pay will be automatically deposited in the bank on payday and will appear as a deposit on the bank statement.

If the trainee wishes to stop direct deposit or request a change in direct deposit - to a different bank and/or account - the Department of Human Resources at Eastern Virginia Medical School must be informed in writing at least two stipend pay periods before the change is to take effect. If requesting a change in direct deposit, a new deposit authorization form must be completed and

returned to the Department of Human Resources. Pre-notification to the new bank and/or account is required, and will take approximately two stipend pay periods before the net stipend pay will be directly deposited. At the termination of the training program, the trainee will automatically be withdrawn from direct deposit for the final stipend check. These stipend checks must be picked up from the Office of Graduate Medical Education. To participate in direct deposit, please contact the Department of Human Resources (446-6043).

Social Security: Deductions for Social Security, as required by federal law, are withheld from stipend checks on a monthly basis. A valid Social Security number is a prerequisite for appointment. No stipend check will be issued to a trainee who (1) is not holding a valid Social Security number or (2) does not present proof of application for same. No Social Security contributions will be withheld from the stipend checks of Foreign Nationals holding a J-visa provided the trainee presents proof of J-Status to the Office of Human Resources within five days following enrollment along with proof of application for Social Security number. This provision is effective for the first two years of training only. All matters pertaining to stipends should be directed to the Office of Graduate Medical Education (446-6190).

Verification of Employment: For trainees who are applying for mortgage loans, student loan deferments, etc., the lender should be instructed to direct all requests for information or certification to the Office of Graduate Medical Education. Trainee contracts are with Eastern Virginia Medical School (do not list the affiliated teaching hospital to which you are assigned).

The Office of Graduate Medical Education provides the verification necessary for deferments of educational loans. Please be aware that each lender has specific requirements and conditions for deferment. Deferments will be authorized, where permissible, for the period of the contract in effect. Contact the Office of Graduate Medical Education for further information (446-6190).

Change of Address: It is essential that the Office of Graduate Medical Education maintain accurate personal information on trainees. As the home address provides the location to which stipend and contract information is sent and is necessary for other legal documents, any change in home address, telephone number, etc., should be promptly reported to the Office of Graduate Medical Education (446-6190). Addresses and other personal information are considered confidential employment information and are not released to outside agencies without prior consent of the trainee, subpoena, or court order.

Educational Work Environment and Duties

Duty Hours: All trainees are expected to be rested and alert during duty hours and report for duty with sufficient rest. Resident physician trainee duty hours and on-call schedules will conform to the Accreditation Council for Graduate Medical Education requirements, psychology interns with applicable American Psychological Association requirements, and podiatry residents with those of the Council on Podiatric Medical Education.

The Accreditation Council for Graduate Medical Education requirements are as follows:

●Duty hours are defined as all clinical and academic activities related to the residency program, i.e., patient (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.

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

●Trainees must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call (home call included). One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.

●Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call.

Trainees who are subject to violations of the duty hours restrictions should contact their program director and the Associate Dean for Graduate Medical Education. There is also an anonymous reporting system through which complaints may be filed. Complaints will be investigated by the institutional compliance officer or his/her designee.

Trainees are required to participate in the duty hour documentation system in place within the training program and **must provide the required documentation of duty hours worked**. Non-participation in this responsibility reflects unprofessional behavior.

Medical Records: Completion of medical records is a professional requirement of physicians. Dictation of chart summaries, signing patient orders, and compliance with rules/regulations of the Medical Records Departments of the affiliated hospitals are an integral component of graduate medical education. Eastern Virginia Medical School is affiliated with a number of teaching hospitals through which trainees rotate during their tenure in the educational program. Trainees are expected to complete all available medical records at one institution prior to beginning a rotation at another. A call to the medical records department prior to arrival at the medical records department will assist in ensuring that any outstanding records are available. A grace period, not exceeding five days, may be granted to trainees returning from vacation or educational leave out of the Hampton Roads area.

It is the responsibility of the trainee to become familiar with the policies governing completion of charts in the various hospitals. Failure to comply with the established guidelines of that hospital may result in the trainee being denied educational and clinical experiences in the affiliated hospitals. The Accreditation Council for Graduate Medical Education has identified core professional competencies which must be acquired during training in any accredited residency program. These competencies include professional behavior. Completion of medical records is one of the identified professional behaviors. Trainees' evaluations will include the ability to maintain accurate and current medical records.

Program directors will be provided with periodic reports on trainees with delinquent medical records/charts. For residents with continued non-compliance, this policy allows for trainee stipend checks to be taken off direct deposit and/or direct mailing for non-compliance with medical records duties. Trainees will be notified of delinquencies twice before the stipend check is removed from direct mailing or direct deposit. If taken off direct deposit and/or direct mailing of the stipend check, the stipend check will be forwarded to the Office of Graduate Medical Education on the last business day of the stipend month. The trainee may retrieve the stipend check, in person, from the Office of

Graduate Medical Education. The Director of Medical Records of the involved affiliated teaching institution will notify the Office of Graduate Medical Education when the charts have been completed. As of that date, the trainee's privileges may be reinstated and stipend check returned to direct deposit/mail for the next stipend period.

Paging and Communication Systems: Trainees should contact their program director regarding pagers. As clinical rotations occur in multiple teaching hospitals, trainees should contact the chief resident of their program for information regarding the communication systems in the affiliated teaching institutions.

E-Mail Accounts: Residents are required to use the Eastern Virginia Medical School's institutional e-mail address system. All official e-mail communication will be conducted via that system. Information will not be sent to private e-mail account. Trainees should contact their residency administrator for information regarding institutional e-mail accounts.

Recreational Facilities: Trainees may obtain membership with the YMCA through a payroll deduction program. This program provides for discounted membership fees. Trainees should contact the Office of Human Resources for further information (446-6043).

Medical Sciences Library: The Edward E. Brickell Medical Sciences Library is the major health care information resource for Eastern Virginia Medical School. It serves the faculty members, students, and staff of the Medical School as well as provides a resource for the communities of Hampton Roads. Information on hours of operation and available services can be found at WWW.EVMS.EDU and then click on Brickell Library.

Disciplinary Actions and Due Process: A trainee who disputes an action related to his/her advancement through the educational program has the right to appeal the action through the Grievance and Due Process Procedures established by Graduate Medical Education Council of Eastern Virginia Medical School. If a trainee has concerns regarding personal or professional treatment, he/she may contact the Associate Dean for Graduate Medical Education (446-6190) for a confidential discussion of the issue(s).

Trainees have the right of due process which involves a grievance and appeals procedure for issues involving both academic and non-academic grievances. Trainees experiencing difficulties within the academic program who are subject to unfavorable evaluations or otherwise feel they are being unfairly treated are encouraged to first address these issues directly with the program director, chair of the department, or chief resident. If the issue is not satisfactorily resolved, the trainee has the right to appeal the action to the Associate Dean for Graduate Medical Education within seven working days after said action. Placement on academic remediation is not an action which is eligible for the appeals or grievance process. Issues related to academic remediation should be addressed through the program director and/or the program academic committee.

The appeal process may be started through a telephone conversation with the Associate Dean for Graduate Medical Education, however, formal implementation of the process requires a written request. The Associate Dean for Graduate Medical Education will contact the trainee within three working days of receipt of the request for appeal and a meeting will be scheduled between the trainee and the Associate Dean for Graduate Medical Education. Based upon the outcome of this meeting, the

Associate Dean for Graduate Medical Education may take formal action which may include discussing the issue with the program director/chair of the involved program in an attempt to resolve the issue. If the issue cannot be resolved satisfactorily, the formal grievance process may be implemented. The Associate Dean for Graduate Medical Education will provide the trainee with a written summary of the actions taken to address the concern. The trainee will indicate his/her agreement by signature on the written summary.

Psychiatry Residents and Psychology Interns:

Due to the familial relationship between the current Associate Dean for Graduate Medical Education and the current Interim Chair of the Department of Psychiatry and Behavioral Sciences/Psychology Internship program director, residents in the Psychiatry Residency Program and the interns in the Psychology Internship Program are provided an alternative informal Appeals process for issues which cannot be resolved through the departmental reporting structure and prior to filing a formal grievance. This alternative procedure will be valid until either the current Associate Dean for Graduate Medical Education or the current Interim Chair of the Department of Psychiatry and Behavioral Sciences/Psychology Internship Program Director cease to hold their current positions.

For the psychiatry residents and psychology interns, the Dean of Eastern Virginia Medical School will appoint an individual at the Chair or Associate Dean level for purposes of the informal Appeals process to substitute for the review and mediation role of the Associate Dean for Graduate Medical Education. As per policy, Psychiatry residents and Psychology interns should continue to attempt to resolve issues through the departmental structure prior to initiating the informal institutional Appeals process.

Formal Grievance Process:

The Associate Dean for Graduate Medical Education will convene a fact-finding committee composed of four members to include at least two program directors/chairs and a graduate medical education trainee representative. The Associate Dean for Graduate Medical Education will staff the committee but will not participate as a member of the Committee. All information relevant to the appeal shall be made available to this committee. Both the trainee submitting the grievance and the department will receive copies of all documents submitted in relation to the grievance. The trainee has the right to appear before the committee. The trainee shall not have the right to be represented by counsel or have counsel in attendance at the Committee meeting. The trainee has the right to request that individuals appear before the committee to provide information. The chair of the committee will determine if the individual(s) may appear before the committee or if the information should be submitted in written form.

After completion of the review, the committee shall submit its recommendations to the Associate Dean for Graduate Medical Education. The final recommendations are then presented by the Associate Dean for Graduate Medical Education to the Dean/Provost of Eastern Virginia Medical School for approval. The judgment of the Dean/Provost shall be binding on all parties. The Associate Dean will provide the trainee with a written summary of the Appeal. The trainee will sign the written summary acknowledging receipt of the summary.

Impairment/Substance Abuse: The provision of safe and effective patient care requires that trainees are of good moral and ethical character; refrain from abuse of substances which would interfere with safe and effective patient care; and remain in good mental health. Trainees suspected of some form of

impairment will be referred for the appropriate level of assessment and, if warranted, treatment. Educational and psychological assessments are provided, at no cost to the trainee, through the Department of Psychiatry and Behavioral Sciences. Access to these services requires a referral from the program director to the Associate Dean for Graduate Medical Education. Trainees requiring long-term therapy will be referred to an appropriate provider and the services paid for through the health insurance provided to trainees and the trainees will be responsible for any applicable co-pays. In situations where the trainee presents a danger to him/herself, colleagues, or patients, the program director will relieve the trainee from patient care duties. Trainees determined to be a danger to him/herself, colleagues, or patients and/or suspected of substance abuse will be referred to the Health Practitioners' Intervention Program for evaluation and treatment. The cost of any services provided by the Health Practitioners' Intervention Program is the responsibility of the trainee.

Drug and Alcohol Screening: Eastern Virginia Medical School is a drug and alcohol free work place. Institutional policy requires pre-placement drug screening of applicants selected to fill graduate medical education training positions. In addition, the policy provides for "for cause" screening of trainees and employees who are suspected of use of alcohol or drugs during duty hours. Confirmed use of these substances during duty hours or reporting to work under the influence of previously used substances may result in immediate dismissal from the program.

Identification Badges: Photo identification name badges are required when on duty in clinical training facilities. Badges will be provided at New Trainee Orientation. Check with the program director/chief resident regarding the use of badges at other clinical training facilities.

Certificate: An appropriate certificate will be provided upon satisfactory completion of the education and training program.

Benefits

The benefits offered to trainees during tenure at Eastern Virginia Medical School are described below. If more in-depth information is required, please contact the Office of Graduate Medical Education (446-6190).

Health Insurance: A health insurance plan is provided at no cost to the trainee. Trainees may add spouse and/or minor dependents through a cost-sharing program. Information regarding the plans is provided in the New Resident Orientation materials. The premium for the least expensive plan is provided by the Eastern Virginia Medical School for trainee coverage. If the trainee chooses an alternative plan, the difference between the least costly plan and the plan chosen will be the responsibility of the trainee and the cost will be automatically deducted from the monthly stipend check. The major plans provide hospital, medical and major medical benefits to the trainee. Coverage begins on the first day of contract month and ceases on the last day of the contract period. Further information may be obtained by contacting the Department of Human Resources (446-6043).

If the trainee has an EVMS insurance plan, uses a full-time faculty member of Eastern Virginia Medical School for care, and that faculty member is a participating physician in that insurance plan, the co-payment will be waived. This benefit applies only after all deductibles have been met.

An optional dental plan is available. The entire premium for the dental plan is the responsibility of the trainee.

Professional Liability Insurance: Physician trainees are provided professional liability insurance with coverage limits in a minimum amount equaling not less than the limitations on recovery per occurrence specified in §801-581.15 of the Code of Virginia (as such section may be hereafter amended or superseded) covering those medical activities within the scope of the program. Claims made after termination of training will be covered if based on acts or omissions of the trainee within the course and scope of his/her assignments during training.

Trainees involved in an incident which might provoke a malpractice suit should (1) notify the Department and (2) notify the Risk Management Director for Eastern Virginia Medical School (446-6009).

The professional liability insurance does not cover activities outside the educational program (i.e., moonlighting activities). The trainee who engages in moonlighting activities must procure his/her own professional liability insurance. The trainee must also register the moonlighting activity through the Office of Graduate Medical Education (see below).

Life Insurance: Term life insurance, equal to the annual stipend rounded to the highest thousandth, is provided to all trainees receiving stipends. This insurance is in effect beginning the date the trainee commences duties and terminates on the day the trainee completes training and/or is no longer under contract with Eastern Virginia Medical School.

Disability Insurance: Long term disability is provided through a company licensed to practice in the Commonwealth of Virginia. Benefits, once approved by the insurance carrier, begin after a 180 day waiting period and provide 60% of the monthly stipend. Supplemental long-term disability insurance may be purchased at full cost to the trainee. For further information contact the Department of Human Resources (446-6043). Claims for short term disability are handled on an individual basis. Trainees should contract the Associate Dean for Graduate Medical Education (446-6190).

Workers' Compensation Insurance: All trainees are covered for injuries and exposures arising out of, and in the course of, their educational responsibilities while under contract with Eastern Virginia Medical School. To be a covered injury, the injury or exposure must be reported immediately or within one working day to Occupational Health Department (446-5870 or 446-7105).

If a trainee needs to report to the hospital emergency room, he/she should advise the hospital the injury was received while performing within the scope of the educational program and inform them that the bills should be sent to Eastern Virginia Medical School's Department of Human Resources. If an injured trainee receives bills for services rendered in conjunction with the injury, the trainee should contact Occupational Health (446-5870). Reimbursement for the injury cannot be considered unless an appropriate report has been filed. Determination as to whether an injury is covered under the School's Workers Compensation program is made by the Department of Human Resources and governed by the Virginia Code.

While on rotation at Veterans Affairs Medical Center, Hampton, injuries should be reported to the Department of Human Resources at the Veterans Affairs Medical Center, Hampton (722-9961, ext. 3527) and to EVMS Occupational Health (446-5870 or 446-7105).

Veterans Affairs Benefits: Eastern Virginia Medical School is fully approved by the Commonwealth of Virginia, State Department of Education, to provide education and training to eligible persons. If a trainee is a veteran eligible to receive veteran benefits and is currently enrolled (or anticipating enrollment) in any of the graduate medical training programs offered by Eastern Virginia Medical School, the trainee should contact the Office of Graduate Medical Education for assistance in filing.

Parking: Parking is provided to all graduate medical education trainees free of charge at all affiliated teaching institutions. The definition of "graduate medical education trainees", for the purpose of this process, comprises all individuals registered by the Office of Graduate Medical Education, including the residents, interns, sub-specialty residents, fellows, and Navy rotating residents. Full time Eastern Virginia Medical School trainees when on the Medical School Complex (Sentara Norfolk General Hospital, Children's Hospital of the King's Daughters, Brickell Library, Lewis Hall, Jones Institute, Andrews Hall, and Hofheimer Hall), will be primarily assigned to the PG2 Visitor Garage, Level 3 or above and will be decal controlled. Please note that parking on Levels 1 and 2 in the PG2 Visitor Garage and in the uncovered areas in front of the PG2 Visitor Garage are for patients only.

All individuals, including trainees, who are Hague Club Apartment tenants, do not receive business hours parking privileges on campus. All residents will have after hours access (4pm – 6pm M-F, 24x7 Sat/Sun/Eastern Virginia Medical School holidays) to parking lots adjacent to Eastern Virginia Medical School buildings. All trainees will have privileges to park in the Raleigh Garage physician's parking area between 11:30 am – 5:30 am M-F, and all day Sat/Sun/Sentara Norfolk General holidays; but must move their vehicles to the PG2 Visitor Garage for the hours 5:30 am – 11:30 am.

Eastern Virginia Medical School will supply parking stickers to be adhered to the vehicle (AVI media) for two vehicles per full-time trainee. Trainees may purchase more AVI media at cost. Lost media will be replaced at the trainee's expense. Damaged, removed or not-working media will be replaced free if the AVI media is presented to the Eastern Virginia Medical Center Parking Office (scraped from the windshield). An accident report may be used to get new free media if vehicle is totaled. Rental vehicles should first be parked in the PG2 Visitor Garage; trainee must supply Eastern Virginia Medical School ID and rental vehicle documentation to the Eastern Virginia Medical Center Parking Office (located on the first floor of the PG2 Visitor Garage). A parking prox card may be supplied free of charge which will allow free access to PG2. The prox card will not allow access to the trainees' after hours access parking areas. Should the rental vehicle require PG2 and after hours parking access a license plate transponder may be supplied. A \$45.00 deposit is required to use the license plate transponder. Return of the license plate transponder is necessary to retrieve the deposit.

All visiting trainees (non-Eastern Virginia Medical School) will be provided with a parking prox card for the Eastern Virginia Medical Center complex free of charge during their rotation. An Eastern Virginia Medical School identification badge is necessary to obtain the parking privileges. The identification card may be obtained through the Office of Graduate Medical Education. All visiting trainees must return their parking card and ID badge upon completion of the rotation.

For trainees parked in PG2 and exiting from the front of Children's Hospital of the King's Daughters after 10pm, please contact the security officer located in the immediate area of the Children's Hospital of the King's Daughters cafe.

Escort services are available by phone from Eastern Virginia Medical School by calling 446-5199. It is recommended that the trainee call at least 15 minutes in advance to allow time for the security officer to arrive at the hospital.

For parking information for other clinical training sites, please check with the chief resident.

Uniforms/Laundry: Eastern Virginia Medical School does not provide uniforms or laundry services. Trainees should check with their program directors for individual departmental policies related to uniforms and laundry. The Eastern Virginia Medical School patch provided at orientation should be affixed to lab coats.

On-call Rooms: Programs which require trainees to take overnight call have call rooms available for use by trainees. Information regarding usage of and access to these rooms may be obtained from the trainee's chief resident or residency coordinator.

On-Call Meals: Each of the affiliated teaching hospitals maintains protocols for provision of meals for trainees during in-hospital overnight call. Trainees should contact their chief resident or residency administrator to determine the protocol for the individual hospitals.

Counseling Services: Trainees are provided two mechanisms for accessing counseling services. ●Trainees are immediately eligible for the Eastern Virginia Medical School's Employee Assistance Plan (EAP). The EAP provides counseling and referral service with up to five sessions of assessment and/or counseling free of charge, per person, per incident for trainees and their family members. For further information contact the Director of Human Resources (446-6043).

●Licensed Trainees: For issues related to substance abuse or other behavioral or emotional issues which have a potential adverse effect on patient care, the trainee should contact their program director or the Associate Dean for Graduate Medical Education. As there is a legal requirement to report such behaviors/incidents to the State Board of Medicine, institutional procedures are in place to provide appropriate and prompt interventions. These types of issues should not be addressed through the EAP.

●Access to counseling services is also provided through the combined use of the health insurance coverage and services obtained through the Department of Psychiatry and Behavioral Sciences. Trainees should review their medical insurance policy for an explanation of covered services and benefits. If a referral to a community practitioner is desired, the trainee may contact Dr. Robert Archer in the Department of Psychiatry and Behavioral Sciences (446-5881). Services available through the Department of Psychiatry and Behavioral Sciences include educational assessment and short term counseling. Longer term counseling is referred to a community practitioner or the EAP. Should these types of services be required, the trainee may contact the program director or the Associate Dean for Graduate Medical Education (446-6190).

Leave Policy

Leave of Absence: A leave of absence is recognized when a trainee is absent from an assignment or educational activity. Leave, depending upon circumstances, may be granted at the discretion of the program director with or without pay. The program director will notify the Office of Graduate Medical Education of leaves of absence and conditions relative thereto. Taking of leave without prior notification to and approval from the program director is grounds for immediate dismissal. Trainees must notify and receive approval from the program director well in advance of any anticipated leave needs in order to allow time for adequate coverage of the clinical care responsibilities.

Trainees should consult their program director for information regarding the length of leave and potential effects on the duration of the training program. If use of leave extends the training program beyond the normal time period, the necessary time to complete the program may be without additional pay.

All categories of leave, with the exception of sick leave, are prorated for available use at the Veterans Affairs Medical Center. For example, if the rotation at the Veterans Affairs Medical Center is four months, the trainee will have one third of the annual allowable vacation (five scheduled working days) available for use.

Vacation: Trainees are provided three weeks (15 scheduled work days) of vacation per academic year. Vacation dates must be arranged through the program director and must have advanced approval of the educational director and/or chief resident in the institution in which the clinical rotation is scheduled. To the extent possible, vacations will be granted in accordance with requests. The program director sets the total number of consecutive vacation days which may be used. Vacation days are not typically granted during the last week of June or the first week of July.

Vacation days are not cumulative and are not carried over from the previous academic year nor may vacation days be “borrowed” from the next academic year. Trainees who begin training on dates other than July 1 will have vacation prorated by quarter (1st quarter = 15 days, 2nd quarter = 10 days, 3rd and 4th quarters = 5 days).

Sick Leave: Sick leave may be authorized for an absence due to medical reasons with full pay and benefits for a period not to exceed four weeks (20 work days). Sick leave may be used for illness, injury, or medical/dental treatment for the trainee, the trainee’s spouse, dependent child (or legal ward), or the trainee’s or trainee’s spouse’s parent/step-parent. Each trainee shall immediately notify his/her chief resident and program director of any illness and, if requested by the program director, shall provide physician records to document illness lasting three or more days. Sick leave is not cumulative and unused days are not carried forward into the next academic year.

Bereavement Leave: Leave with pay, outside of vacation or sick leave, may be granted for up to three (3) days when a death occurs in the immediate family. Immediate family is defined as spouse, parent or stepparent, grandparent, child, sibling, guardian or legal ward of the trainee or the parent, stepparent, grandparent, sibling, guardian or legal ward of the trainee’s spouse. The trainee must notify the chief resident and the program director prior to taking leave.

Jury Duty: Leave of absence for jury duty will be granted with no loss in benefits or stipend. The trainee must provide advance notice of the need for leave to the chief resident and the program director. Upon return to work, the trainee must provide a statement from the Clerk of the Court regarding dates of jury duty service. Paid leave is not provided for trainees providing testimony in court cases where they are not a named defendant or a fact witness in the case.

Military Leave: Military leave for the purpose of reserve or active duty training may be granted for a period not to exceed 22 working days within any 12 month period. Military orders must accompany all such requests for leave. A vacation/sick request should be completed in the department and forwarded to the Office of Graduate Medical Education prior to the anticipated leave date. Trainees

may opt to receive stipend or military pay but not both during the leave. Notification of this intent should be included in the leave request.

Professional/Educational Leave: Absence from training to attend educational conferences requires advanced approval by the program director. Educational leave is generally granted with pay and not charged to vacation time. Travel time should not extend beyond the dates of the meeting plus the time necessary to travel (based on direct air route), usually one day to go and one day to return. Additional days will be considered as vacation time. As per the Travel Reimbursement Policy of Eastern Virginia Medical School, if reimbursement is approved by the program director and provided by Eastern Virginia Medical School, expenditures must be reasonable, within the customary range, and may not exceed the allowable amount. Reimbursement for expenses incurred by the trainee's spouse is not provided.

Interviewing Leave: Trainees who are completing training are allowed, during their final academic year, up to five days for interviewing for new educational or professional positions. All such leave must have advanced approval of the program director. The combined use of vacation, sick, maternity, paternity, adoption, and/or interview leave may not exceed thirty-five days of paid leave for any one academic year.

Maternity Leave: Maternity leave is provided through the combined use of sick and vacation leave. Trainees considering pregnancy during the training program should plan the use of vacation and sick leave accordingly. Additional time beyond this period may be granted without pay upon recommendation of the program director and approval of the Associate Dean for Graduate Medical Education. Trainees may also qualify for Family and Medical Leave (see Family and Medical Leave Act below).

Paternity and Adoption Leave: Paternity and adoption leave are provided through vacation leave and three days of sick leave. Trainees considering pregnancy or adoption during the training program should plan the use of vacation leave accordingly. Additional time beyond this period may be granted without pay upon recommendation of the program director and approval of the Associate Dean for Graduate Medical Education. Trainees may also qualify for Family and Medical Leave (see Family and Medical Leave Act below).

Family and Medical Leave Act of 1993: This Act provides for up to twelve weeks of combined paid and unpaid leaves of absence due to child birth, adoption or serious illness of a spouse, parent, or child. Trainees should be aware that use of this leave category may extend the period of time required to complete the educational requirements for the training program. To be eligible for leave under the Family and Medical Leave Act, the trainee must have been contracted for at least twelve months and actively participating in the educational program for a minimum of 1,250 hours during that time period. For further information contact The Department of Human Resources (446-6043) and the program director.

Holiday Leave: Due to the clinical responsibilities of trainees, trainees are not automatically granted the Eastern Virginia Medical School's institutionally designated holidays. The holiday leave policy is at the discretion of the program director in conjunction with the educational director of the facility in

which the trainee is rotating. Trainees should discuss any anticipated needs for holiday leave with the program director well in advance of the requested leave dates.

Work Place Safety

Eastern Virginia Medical School complies with the applicable federal requirements for provision of a safe work environment for health care workers. If a trainee has an injury or illness which is related to the training activities, contact the Eastern Virginia Medical School's Occupational Health Department at 446-5870 or 446-7105. The following training programs and other health related policies are in effect.

Annual Tuberculosis screening and bloodborne pathogen training are required. Trainees will be notified of the due date and expected to complete both requirements in a timely fashion. Non-compliance with this requirement will result in notification to the program director and removal from clinical training pending compliance with these requirements.

Standard Precautions/Bloodborne Pathogens: All institutions operating clinical health care facilities are required by the Occupational Safety and Health Administration (OSHA) to ensure that health care workers in that facility, with potential exposure to blood products and/or body fluids, undergo training on standard precautions for working with these substances. Eastern Virginia Medical School requires this training within 10 working days of beginning training. For the safety of the trainees and the patients treated, trainees will not be allowed to participate in clinical activities until such training is received. The training is provided during New Trainee Orientation or can be scheduled with the Department of Human Resources (446-6043). An annual refresher training on bloodborne pathogens is also mandated by OSHA.

Eastern Virginia Medical School does not own a teaching hospital and therefore, the environmental controls and placement of personal protective equipment (PPE) at each hospital may differ slightly. It is the responsibility of the trainee to inquire about the placement of PPE. If trainees have questions regarding the availability or usage of such equipment ask the program director or the chief resident in that facility.

If a trainee has a blood/body fluid exposure (i.e. needle stick, splash to mucous membranes, etc.), he/she should treat the site immediately by washing the wound with soap and water or flushing mucous membranes. If the exposure occurs:

- 1. Between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday**
Contact: EVMS Occupational Health Department at 446-5870 or 446-7105 or pager 584-0550 or 533-2595.
- 2. Outside of the above hours, weekends, or holidays**
 - a. Rotations at Sentara facilities: Call the Eastern Virginia Medical School Exposure Pager (669-1157) . This pager is covered by the staff of the Occupational Health Department who will provide counseling and advice over the telephone
 - b. Rotations at a Non-Sentara facility: Call the Eastern Virginia Medical School Exposure Pager (669-1157) and report to the facility's Emergency Room if indicated for medical evaluation and possible treatment. Trainees should identify themselves as an Eastern Virginia Medical School graduate medical education trainee.

It is important to notify the charge nurse of the exposure and to verify that appropriate lab work is ordered on the source patient (rapid or stat HIV, HbsAB, HbsAG, HbcoreAB, and Hep C AB). Follow-up exposure management is performed in the Eastern Virginia Medical School Occupational Health Department located in Andrews Hall, Suite 506. Specific instructions and phone numbers are listed on the *Bloodborne Pathogen Exposure Card* which should be attached to the I.D. badge and remain with the trainee at all times. To be covered by Workers' Compensation, blood/body fluid exposures, must be reported to EVMS Occupational Health Department (446-5870 or 446-710).

Tuberculosis Protection/Surveillance: Centers for Disease Control recommends that all trainees with potential exposure to tuberculosis be fit-tested and trained on the use of an N-95 Respirator. The respirator should be worn when in contact with known or suspected cases of active tuberculosis. Fit-testing and training are conducted at New Trainee Orientation. If this session is missed, the trainee must receive a didactic session and fit-testing within 10 days of the beginning of the educational contract date. For further information, please contact the Office of Graduate Medical Education (446-6190). Tuberculosis surveillance is also required at least annually for all trainees with patient contact. Lack of current surveillance will preclude trainees from clinical activity. Symptom surveillance questionnaires or PPD tests are available in the Eastern Virginia Medical School Occupational Health Department.

Hepatitis B Immunization Program: The Centers for Disease Control (CDC) and OSHA recommend that health care workers receive the Hepatitis B vaccine. This vaccine consists of three injections given over a period of six months and is provided at no cost to the trainee. Hepatitis B vaccine is available at the Eastern Virginia Medical School Occupational Health Department. If a trainee has been previously immunized against Hepatitis B or does not wish to receive the series, the trainee must sign a "Declination Form" indicating he/she has been offered the vaccine but is declining to receive it.

Infectious Disease Exposure: If a trainee has an infectious disease exposure (i.e., tuberculosis, pertussis, meningococemia, etc.) prophylactic medications and/or surveillance may be indicated. Contact the Eastern Virginia Medical School Occupational Health Department to report exposures and inquire about preventive care.

Professional Issues

State Licensure: Temporary or full state licensure is required of all physician trainees in graduate medical education programs and proof of such is required prior to commencement of training. Forms for temporary licensure are included in the registration packet and all trainees, regardless of licensure status, must complete this form. The completed form should be returned to the Office of Graduate Medical Education as soon as possible. The temporary training license to practice medicine in the training program is only valid for clinical activities within the training program so trainees who plan to "moonlight" must obtain a full Virginia state license. Psychology interns are not required to have a training license to participate in the educational program but should complete the licensure form as it is used as part of the registration process.

Program requirements for full licensure for the PGY2 and above vary by specialty and are at the discretion of the program director. It is the personal and financial responsibility of the trainee to obtain and/or renew their full licensure. The Virginia State Board of Medicine is located at 6603 W. Broad Street, 5th Floor, Richmond, VA 23230-1712 (804-622-9900). **If a full license to practice medicine is obtained prior to entry or during training at Eastern Virginia Medical School, a current copy and a copy of subsequent renewals must be forwarded to the Office of Graduate Medical Education.**

Board of Medicine Required Physician Profile: Within six weeks of receiving a temporary or full license, the trainee will receive a letter from the Board of Medicine informing them of the obligation to complete an online or paper profile within 30 days. The letter will be sent to the address on record with the Board. If the profile is not completed within the required time frame, the Board may initiate disciplinary action. This disciplinary action must then be reported on all subsequent applications for licensure in Virginia and other states. If the initial letter is not received within 30 days of receipt of the license, please contact the Office of Graduate Medical Education (446-6190). It is recommended that trainees use the Office of Graduate Medical Education as their recorded address on the Profile.

Drug Enforcement Agency (DEA) Number: Unless in possession of an individual DEA number, trainees will be assigned a temporary five-digit suffix number to be used in conjunction with the DEA number of the hospital in which training occurs.

The assigned suffix number is the first letter of the last name and the last four digits of the social security number combined with the individual hospital number. Please note that the DEA number will change depending on the hospital in which the trainee is training. To obtain the hospital DEA number, consult the pharmacy of that institution; use that number with a dash (XXXXX-), then the trainee specific suffix number. This will permit temporary prescription-writing privileges in the affiliated hospitals. This number is only valid within the hospital to which trainee is assigned. By law, trainees are prohibited from using this DEA number for Schedule II-V drugs prescribed for personal use or use by family members.

All eligible trainees are encouraged to obtain individual DEA numbers. To apply, trainees whose home state is Virginia should contact the Virginia State Board of Pharmacy in Richmond, Virginia (804 - 662-9911) to request a controlled substance number. After this DEA number has been assigned, contact the Drug Enforcement Administration (DEA) in Washington, D.C. (202 - 307-7255) to request an application for a personal DEA number. For non-Virginia trainees, contact the Washington DEA office directly.

IMPORTANT - Virginia State Board of Pharmacy requires the order form show: (1) The prescribing physician's name printed legibly and in full, (2) The DEA number of the hospital in which the patient is being seen, **PLUS** (3) The trainee's five-digit suffix number (Hospital DEA number - XXXXX).

Under Virginia Statute, a physician must have a physician-patient relationship to prescribe drugs for any individual. Therefore, writing prescriptions for friends or family member who are not under care through the educational program is prohibited.

Outside Professional Activities and Moonlighting: Moonlighting is defined as anytime a trainee is paid for services in cash or kind by an agent other than Eastern Virginia Medical School. Approval of moonlighting activities requires that the trainee be in good academic standing in the training program.

Program specific policies govern moonlighting activities and moonlighting is prohibited in some programs.

Participation in outside professional activities and/or moonlighting requires advanced written approval of the program director and the Office of Graduate Medical Education. The performance of trainees will be monitored for the effect of these activities and observed adverse effects may lead to withdrawal of approval for such activities. International medical graduates on a J-1 or H-1 visa are not eligible for moonlighting activities.

Trainees may not be required to participate in any moonlighting activity.

Eastern Virginia Medical School has no moral, legal, and/or ethical obligation to the trainee who participates in moonlighting or other professional activities outside of the educational program. Moonlighting trainees must procure a full license to practice medicine in the Commonwealth of Virginia and obtain separate malpractice insurance for these activities. The training license, malpractice insurance and other benefits provided by Eastern Virginia Medical School are only valid for bonafide educational experiences which are under the supervision of the faculty members of Eastern Virginia Medical School.

Trainees may not moonlight during educational assignments while under contract with Eastern Virginia Medical School. Moonlighting experiences must not interfere with the trainee's performance of his/her educational responsibilities. The moonlighting experience must be registered through the Office of Graduate Medical Education and requires the approval of the program director. Forms for registration are available from the residency administrators or from the Office of Graduate Medical Education. During moonlighting activities, trainees may not display or communicate their educational affiliation with Eastern Virginia Medical School to clients or patients.

Procedures for Registration of Moonlighting Activities

1. Trainees submit a completed form requesting permission to moonlight to the program director prior to the start of the moonlighting activity. The original should be kept in the Chair/Director's office and copies forwarded to the Risk Management Director, and the Office of Graduate Medical Education.
2. A certificate of insurance from the employing institution's carrier or private coverage prior must accompany the application to moonlight. Moonlighting activities will not be approved until such documentation of coverage is supplied.
3. Within two weeks of submission of the moonlighting requests, the trainee will receive written notification of approval or denial of the moonlighting. If the request to moonlight is denied, a written explanation will be provided. This letter will be kept in the Chair/Director's office and copies forwarded to the Risk Management Director and the Office of Graduate Medical Education.

Institutional Issues

Program Accreditation: Trainees will be informed of any change in the accreditation status of their training program. The accreditation (Accreditation Council for Graduate Medical Education, American Psychological Association or the Council on Podiatric Medical Education) reports for individual programs are available for review by the trainees either through the sponsoring department or through the Office of Graduate Medical Education.

Institutional Accreditation: Eastern Virginia Medical School is accredited by the Accreditation Council for Graduate Medical Education to sponsor accredited residency and fellowship programs. A copy of the most recent accreditation letter is available for review through the Office of Graduate Medical Education.

Sexual and Other Harassment: Any form of harassment of faculty members, trainees, staff members, medical students, hospital employees, and/or patients is prohibited under the Policies and Procedures of Eastern Virginia Medical School. Sexual harassment includes, but is not limited to, unwelcome verbal exchanges, advances, and/or physical conduct of a sexual nature that cause discomfort and/or humiliation to an individual. Trainees who feel they have been harassed sexually or otherwise should report the event to the program director and/or the Associate Dean for Graduate Medical Education. Procedures for handling complaints regarding harassment are available through the Office of Graduate Medical Education.

Trainees must also be aware of their own behavior and conduct in dealing with co-workers, patients, staff, and students and refrain from behavior which could be defined as harassment.

Disaster Plan: In the case of a mock or real disaster, trainees will assume responsibilities designated by the Disaster Committee of the affiliated institution in which they are rotating. Trainees do not have the prerogative to assign or be assigned to any other facility unless so directed by the Disaster Committee of the affiliated institution in which they are rotating.

Patent Policy: Eastern Virginia Medical School has an established patent policy which governs the development of procedures/instruments during tenure at the Medical School. If a trainee begins development of such items he/she should contact The Department of Human Resources for a copy of this policy.

Program Closure: It is the intent of Eastern Virginia Medical School to ensure all trainees admitted to sponsored programs, who maintain good academic standing, are provided the opportunity to complete their educational program at Eastern Virginia Medical School. In case of a fiscal emergency and/or the inability to remain in substantial compliance with the Program Requirements for that specialty as set forth by the applicable Residency Review Committee of the Accreditation Council for Graduate Medical Education, the American Psychological Association, or the Council on Podiatric Medical Education, or other specialty accrediting body, Eastern Virginia Medical School retains the right to reduce the complement of trainee positions or, if necessary, close the program. In the case of reduction in trainee positions or program closure, affected trainees will be notified as soon as possible. Remaining trainees in the program will be protected from inappropriate duty hours and service obligations resulting from closures/reductions. It is anticipated that position reductions and/or program closures will occur at the end of an academic year and that trainees will be allowed to complete the current year of training without disruption. Reductions in trainee positions will be achieved, if possible, through reductions in the in-coming class of trainees. In the case of program closure due to fiscal emergency or due to the withdrawal of accreditation by the Accreditation Council for Graduate Medical Education, the American Psychological Association, or the Council on Podiatric Medical Education or other accrediting body, Eastern Virginia Medical School will make every effort to allow senior level trainees to complete their education at Eastern Virginia Medical School and assist, if necessary, trainees in procuring positions in other accredited institutions.

Restrictive Covenants: Programs accredited by the Accreditation Council for Graduate Medical Education may not require trainees to sign a restrictive covenant or any other document which would be considered a non-competition guarantee. Non-accredited programs are permitted, with approval from the Dean, to require such guarantees.

Association of Residents at Eastern Virginia Medical School

The Association of Residents/Interns at Eastern Virginia Medical School (ARE) provides an avenue for trainee involvement in the process and procedures of graduate medical education. It meets on a scheduled basis to discuss issues of importance across the lines of specialty training. Two members of ARE sit on the Graduate Medical Education Council which is the policy making body for graduate medical education. Trainees are encouraged to become involved in ARE. Trainees interested in further information should contact the Office of Graduate Medical Education.

Policies and Procedures

Further information regarding policies and procedures is available through the Office of Graduate Medical Education.

Office of Graduate Medical Education (446-6190)

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