GENERAL POLICIES APPLIED TO RESIDENT PHYSICIANS

A.  **WORK HOURS:**
Residents are expected to be on duty during regular work hours (8:00 AM to 5:00 PM) Monday through Friday. Exceptions are official Holidays, and while on approved annual, sick, or educational leave. Educational leave is considered as being on official University business.

B.  **ON CALL RESPONSIBILITIES:**
Night, weekend, and holiday call schedules are formulated by the Anatomic and Clinical Pathology faculty with the input of the Chief Resident. Residents must be available by telephone or pager while on call. Clinical pathology call requires making laboratory working rounds on weekends and holidays. This is done in concert with the faculty members on call for that day. Residents on either Anatomic or Clinical Pathology call must be available to come to the hospital(s) should an emergency or other urgent situation arise. The decisions the resident makes while on call are performed under the supervision of the responsible faculty member. The progressive increase in the knowledge and ability of the resident in handling these decisions is an important step toward becoming a competent independent practitioner of pathology.

C.  **DEPARTMENT FUNDED BENEFITS:**
Residents receive a $300 per year book allowance. First and second year residents are purchased various required texts needed during initial anatomic and clinical pathology training experience. Third and fourth year residents may choose their own texts to purchase but all purchases should be directly related to residency pathology experiences. In addition, the department may purchase
General Policies Applied to Resident Physicians

C. **DEPARTMENT FUNDED BENEFITS**: (Continued)

additional texts to supplement didactic experiences such as Management training conferences. Residents may attend one national pathology meeting per year at department expense. Time at meetings does not count against vacation days. All travel plans should be approved in writing on the official travel forms by the Program Director prior to making arrangements to attend. Presentation of a paper in conjunction with faculty is strongly recommended, and, of course, will guarantee approval for the trip. although leave will be approved for attendance at various "board review" courses, departmental funds will not be approved for this purpose since previous attendees were not impressed with the value of these experiences. Meals at department expense will ordinarily be provided at the Thursday and Friday Specialty Pathology Conferences and at the Laboratory Management Conference. Each resident will be assigned a microscope and an office cubicle with a desk and filing space. A microcomputer for resident use is also provided. Secretarial assistance is available to type forms, papers, and abstracts. Contact the administrative assistant to the chairman for disposition of your request.

D. **MOONLIGHTING** (EXCERPTED FROM UAMS HOUSESTAFF MANUAL):

It is the position of the College of Medicine that excessive or inappropriate moonlighting by residents not be allowed. Accordingly, the following policy is in effect:
D. **MOONLIGHTING** (Continued):

1. House Officers will not be permitted to take part in any supplemental clinical activities in any official clinical programs operated by the University of Arkansas without written consent from the Office of the Dean, College of Medicine Executive Director of Clinical Programs; and the Departmental Chairperson.

2. Moonlighting by house officers in clinical programs outside the University of Arkansas for Medical sciences is discouraged. It is appropriate for the institution to curtail such activities if they influence the house officer's participation in the training program. Moonlighting by PGY-1 level trainees in particular is discouraged.

3. All plans or proposals for moonlighting or any supplemental clinical activities must be submitted in advance to the responsible Chief of Service and are subject to his or her approval to insure they will not interfere with the individual training programs and activities at UAMS and that the anticipated clinical responsibilities are not inconsistent with the resident's competence and level of training.

4. Professional Liability Insurance is provided for Housestaff only when on official duty. It is the Resident's responsibility to obtain additional insurance coverage for Professional Liability if he/she engages in moonlighting activities. Specifically, for a clinical activity to be covered by our malpractice insurance it must satisfy the following criteria:
The clinical activity must be a legitimate activity of the residency training program in which the resident is under contract and must be approved in writing by the chief of service or his/her designee, the Graduate Medical Education Committee, and the Dean of the College of Medicine or his/her designee.

Amended 3/21/94 by Graduate Medical Education Committee

E. DUE PROCESS (EXCERPTED FROM UAMS HOUSESTAFF MANUAL):
A primary goal of the College of Medicine is to sponsor programs of excellence in postgraduate clinical education. Of critical importance in attaining this goal is maintaining sound communication between residents, faculty, and the administrative staff at UAMS to assure that any problems arising during the course of the year will be appropriately resolved. It is also the intent of the College of Medicine to facilitate a better understanding of the occasional instances, in which there may be a decision for non-reappointment, non-promotion, or dismissal and to have in place an acceptable grievance procedure for members of the resident staff.

F. LINES OF RESPONSIBILITY (EXCERPTED FROM UAMS HOUSESTAFF MANUAL):
A resident physician is appointed for educational training purposes to a departmental program at UAMS for one year at a time. Primary responsibility for the scheduling, supervision and evaluation of the resident is with the departmental chairman or his/her designee. The chairman, in turn, is responsible to the Dean of the College of Medicine for academic programs and to the Executive Director of Clinical Programs for patient care activities. An Associate Dean for Postdoctoral
F. **LINES OF RESPONSIBILITY** (Continued):

   Educational serves as staff officer to the Dean for extradepartmental coordination of residency programs, but without any intent to have line responsibility for individual resident assignments or programs. Recommendations for non-reappointment at the end of a contract year, non-promotion to the next level of training, or dismissal of a resident during the course of an academic year may be made by the appropriate departmental chairman.

G. **DEFINITIONS** (see also Medical Center Policies):

   **Non-reappointment** - Non-reappointment means that a member of the house staff (intern, resident, fellow) is not offered a next successive contract for appointment employment at the end of the current appointment period (usually June 30th). It is effected by a written notice sent at least four months before the end of the current appointment. Non-reappointment is not to be considered a dismissal, and has no connotation of unsatisfactory performance.

   **Non-promotion** - Promotion is advancement based on merit to a higher rank or title. Failure to perform at an acceptable level in the period of current appointment means that an individual will not be promoted. A non-promotion does not necessarily mean either non-reappointment or dismissal, but merely that the house staff member will not be advanced to the next level of appointment at the completion of the contract period.
G. **DEFINITIONS** (Continued):

*Dismissal* - A member of the house staff may be dismissed for one of two causes: 1) documented evidence of inadequate performance and/or 2) inappropriate attitudes or behavior. When performance or conduct is considered sufficiently unsatisfactory that dismissal is being considered, notice shall be given to the intern, resident or fellow orally and in writing, with a recommendation how the problem(s) can be corrected. If the situation is not improved within a reasonable period of time, the house staff member will be dismissed without further notice or pay in lieu of notice. Immediate Dismissal can occur at any time without prior notice in instances of gross misconduct (e.g., theft of money or property; physical violence directed at an employee, visitor or patient; use of alcohol/drugs while on duty).

A resident involved in dismissal shall be accorded the following rights:

1. To have notice in writing of the specific reasons for the decision, whether personal or non-personal.
2. To have a period of two weeks from receipt of the above notice to request a formal Appeals Hearing. The request must be made in writing to the Dean.
3. To have, prior to the hearing, a copy of any documents or written evidence to be used against the resident.
4. To have a private (non-public) setting for the Appeals Hearing.
5. To have counsel e.g., personal attorney, parent, faculty advisor, or other advocate present during the Hearing. (NOTE: The Appeals Hearing is not set up as a trial court, but rather a forum for the resident to present his own complaints to an unbiased panel. -The purpose of counsel, therefore, is not to cross-examine other witnesses, but to provide support and counsel to the resident).
6. To submit to the Appeals Panel written statements from others in his/her behalf.
Resident Physicians

H. **HOUSE STAFF OFFICE** (Excerpted from UAMS Housestaff Manual)

The House Staff office provides administrative assistance to the clinical departments, interns, residents and fellows for issues or problems pertaining to House Staff affairs. Examples of situations which the House Staff Office may be involved include:

1) Professional liability insurance
2) Health insurance
3) Medical licensure
4) Payroll
5) Ordering of uniforms
6) Letters regarding military status
7) Letters of recommendation
8) Narcotic exemption forms.

The House Staff office is located in Room, 1021 in the College of Medicine Offices.

Revised: 04/25/01

Genplcy.doc