GRADUATE MEDICAL EDUCATION

POLICIES AND PROCEDURES

Academic Year: July 2013 - June 2014

University of Alabama Hospital
University of Alabama School of Medicine
University of Alabama at Birmingham

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I: INTRODUCTION</strong></td>
<td>2</td>
</tr>
<tr>
<td>A. Purpose of Graduate Medical Education</td>
<td>2</td>
</tr>
<tr>
<td>B. Sponsoring Institution</td>
<td>2</td>
</tr>
<tr>
<td>C. Compliance with ACGME Requirements, Policies and Procedures</td>
<td>2</td>
</tr>
<tr>
<td><strong>SECTION II: INSTITUTIONAL RESPONSIBILITIES</strong></td>
<td>3</td>
</tr>
<tr>
<td>A. Commitment to Graduate Medical Education</td>
<td>3</td>
</tr>
<tr>
<td>B. Administration of Graduate Medical Education</td>
<td>3</td>
</tr>
<tr>
<td>1. University of Alabama School of Medicine</td>
<td>3</td>
</tr>
<tr>
<td>2. University of Alabama Hospital</td>
<td>3</td>
</tr>
<tr>
<td>3. Designated Institutional Official</td>
<td>4</td>
</tr>
<tr>
<td>4. Graduate Medical Education Department</td>
<td>4</td>
</tr>
<tr>
<td>5. Dean's Council for Graduate Medical Education</td>
<td>5</td>
</tr>
<tr>
<td>6. House Staff Council</td>
<td>8</td>
</tr>
<tr>
<td>C. Institutional Agreements and Participating Institutions</td>
<td>9</td>
</tr>
<tr>
<td>D. Accreditation for Patient Care</td>
<td>9</td>
</tr>
<tr>
<td>E. Quality Assurance and Patient Safety</td>
<td>10</td>
</tr>
<tr>
<td><strong>SECTION III – INSTITUTIONAL RESPONSIBILITIES FOR RESIDENTS</strong></td>
<td>11</td>
</tr>
<tr>
<td>A. Resident Eligibility and Requirements for Residency Training</td>
<td>11</td>
</tr>
<tr>
<td>1. Medical Education</td>
<td>11</td>
</tr>
<tr>
<td>2. Entry of Foreign-Born Medical Graduates to the United States</td>
<td>11</td>
</tr>
<tr>
<td>3. Prerequisite Residency Training</td>
<td>11</td>
</tr>
<tr>
<td>4. Resident Transfer</td>
<td>11</td>
</tr>
<tr>
<td>5. Physical Examination</td>
<td>11</td>
</tr>
<tr>
<td>6. United States Medical Licensing Examinations (USMLE) or Comprehensive</td>
<td>12</td>
</tr>
<tr>
<td>Osteopathic Medical Licensing Examination (COMLEX)</td>
<td>12</td>
</tr>
<tr>
<td>7. Alabama Medical License</td>
<td>12</td>
</tr>
<tr>
<td>B. Selection of Residents</td>
<td>12</td>
</tr>
<tr>
<td>C. Restrictive Covenants</td>
<td>13</td>
</tr>
<tr>
<td>D. Resident Agreement of Appointment</td>
<td>13</td>
</tr>
<tr>
<td>E. Initial Resident Appointment (Contract)</td>
<td>13</td>
</tr>
<tr>
<td>F. Promotion/Advancement of Residents</td>
<td>14</td>
</tr>
<tr>
<td>G. Completion of Residency Training</td>
<td>14</td>
</tr>
<tr>
<td><strong>SECTION IV: FINANCIAL SUPPORT AND BENEFITS</strong></td>
<td>16</td>
</tr>
<tr>
<td>A. Allocated Residency Positions</td>
<td>16</td>
</tr>
<tr>
<td>B. Downsizing/Closure of Residency Programs</td>
<td>16</td>
</tr>
<tr>
<td>C. Continuation of GME Support in the Event of a Disaster</td>
<td>16</td>
</tr>
<tr>
<td>D. Salaries</td>
<td>18</td>
</tr>
<tr>
<td>E. Fringe Benefits</td>
<td>18</td>
</tr>
<tr>
<td>1. Health Insurance</td>
<td>18</td>
</tr>
<tr>
<td>2. Dental Insurance</td>
<td>19</td>
</tr>
<tr>
<td>3. Vision</td>
<td>19</td>
</tr>
<tr>
<td>4. Life Insurance</td>
<td>20</td>
</tr>
<tr>
<td>5. Voluntary Life Insurance Program</td>
<td>20</td>
</tr>
<tr>
<td>6. Accidental Death and Dismemberment Insurance</td>
<td>20</td>
</tr>
<tr>
<td>7. Voluntary Accidental Death and Dismemberment Insurance</td>
<td>20</td>
</tr>
<tr>
<td>8. Long-Term Disability Insurance</td>
<td>20</td>
</tr>
<tr>
<td>9. Voluntary Retirement Plan</td>
<td>20</td>
</tr>
<tr>
<td>10. Flexible Spending Accounts</td>
<td>20</td>
</tr>
<tr>
<td>11. Voluntary Long-Term Care Insurance</td>
<td>20</td>
</tr>
<tr>
<td>F. Professional Liability Insurance</td>
<td>21</td>
</tr>
</tbody>
</table>
Graduate Medical Education Policies and Procedures

Table of Contents (continued)

G. Annual Leave ........................................................................................................................................... 21
  1. Vacation ............................................................................................................................................... 21
  2. Sick Leave ........................................................................................................................................... 22
  3. Family and Medical Leave ..................................................................................................................... 22
     a) Family-Related Leave of Absence ...................................................................................................... 22
     b) Medical Leave of Absence for Health Condition of the Resident ..................................................... 22
  4. Educational Leave .................................................................................................................................. 22
  5. Military Leave ........................................................................................................................................ 22

SECTION V – RESIDENT RESPONSIBILITIES AND CONDITIONS OF APPOINTMENT ........................................ 24
A. Compliance with Institutional Policies and Procedures .............................................................................. 24
B. Hospital Orientation for New Residents .................................................................................................... 24
C. Contract with the University of Alabama Hospital (Resident Agreement) .............................................. 24
D. Physical Examination ................................................................................................................................ 24
  1. Tuberculosis Testing ............................................................................................................................... 24
  2. Immunization for Hepatitis-B and Childhood Diseases ........................................................................... 24
E. Background Checks .................................................................................................................................... 24
F. Advanced Life Support Certification ......................................................................................................... 24
G. Identification Badge .................................................................................................................................. 24
H. Patient Information and Clinical Tasks System (IMPACT) Training ....................................................... 24
I. Professional Liability Insurance ................................................................................................................ 25
J. United States Medical Licensing Examinations (USMLE) .................................................................... 25
  1. USMLE Part 2 ..................................................................................................................................... 25
  2. USMLE Part 3 ..................................................................................................................................... 25
K. Comprehensive Osteopathic Medical Licensing Examination (COMLEX) ...................................... 25
  1. COMLEX Level 2 ............................................................................................................................... 25
  2. COMLEX Level 3 ............................................................................................................................... 25
L. Licensure .................................................................................................................................................. 25
M. Controlled Substances Permit/DEA Number ......................................................................................... 26
N. Moonlighting .......................................................................................................................................... 26
O. Participation in Educational and Professional Activities ......................................................................... 27

SECTION VI: ANCILLARY AND SUPPORT SERVICES .................................................................................... 28
A. Bookstore ............................................................................................................................................... 28
B. Cafeterias ............................................................................................................................................... 28
C. Counseling Services ................................................................................................................................. 28
D. Dining/Break Rooms ................................................................................................................................. 28
E. Exercise Facilities ..................................................................................................................................... 28
F. Hotline .................................................................................................................................................... 28
G. International Scholar and Student Services ............................................................................................. 28
H. Jefferson County Residents Medical Auxiliary ....................................................................................... 29
I. Loan Deferments ..................................................................................................................................... 29
J. Lounge .................................................................................................................................................... 29
K. Medical Libraries ................................................................................................................................... 29
L. Needle Stick Response Team ................................................................................................................... 29
M. Notary .................................................................................................................................................... 29
N. On-Call Quarters .................................................................................................................................... 29
O. Parking .................................................................................................................................................. 30
P. Security and Safety ................................................................................................................................. 30
Q. Transportation Options for Residents Who May Be Too Fatigued to Safely Return Home ............... 30
R. Uniforms ................................................................................................................................................ 30
  1. White Coats ....................................................................................................................................... 30
  2. Scrub Suits .......................................................................................................................................... 30

SECTION VII - EDUCATIONAL PROGRAM .................................................................................................. 31
A. Program Directors .................................................................................................................................. 31
B. Teaching Faculty ..................................................................................................................................... 32
C. ACGME Competencies ......................................................................................................................... 33
SECTION I: INTRODUCTION

A. PURPOSE OF GRADUATE MEDICAL EDUCATION (GME)

The purpose of GME is to provide an organized educational program with guidance and supervision of the resident, facilitating the resident's ethical, professional and personal development while ensuring safe and appropriate care for patients.

B. SPONSORING INSTITUTION

Graduate medical education programs (residency and subspecialty programs) must operate under the authority and control of one sponsoring institution. The sponsoring institution must be appropriately organized for the conduct of graduate medical education in a scholarly environment and must be committed to excellence in both medical education and patient care.

C. COMPLIANCE WITH ACGME REQUIREMENTS, POLICIES AND PROCEDURES

The University of Alabama Hospital, as sponsoring institution, must be in substantial compliance with the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements and must ensure that its ACGME-accredited programs are in substantial compliance with the Institutional Requirements, Common Program Requirements, and specialty-specific Program Requirements. A sponsoring institution’s failure to comply substantially with the Institutional Requirements and maintain accreditation will jeopardize the accreditation of all of its sponsored ACGME-accredited programs.

A sponsoring institution and its ACGME-accredited programs must be in substantial compliance with the ACGME Manual of Policies and Procedures for GME Review Committees. Of particular note are those policies and procedures that govern "Administrative Withdrawal" of accreditation, an action that could result in the closure of a sponsoring institution's ACGME-program(s) and cannot be appealed. Program Directors, teaching faculty, and administrative staff should review the ACGME Policies and Procedures located on the ACGME website at www.acgme.org. The ACGME Accreditation Policies and Procedures are provided in Appendix 11 of this manual.

The ACGME Institutional Requirements and Common Program Requirements are also located on the ACGME website and are provided in Appendix 11 of this manual. All program directors, teaching faculty, and administrative staff of ACGME-accredited programs should read and become familiar with these requirements. Specialty-specific Program Requirements and the requirements for certification by the various specialty boards are available on the ACGME’s website at www.acgme.org. These accreditation requirements are updated frequently by the ACGME and the ACGME website should be reviewed periodically for the most current requirements in effect.
SECTION II: INSTITUTIONAL RESPONSIBILITIES

A. COMMITMENT TO GRADUATE MEDICAL EDUCATION

The administrative staff, teaching faculty, and medical staff of the University of Alabama Hospital (Hospital), the University of Alabama School of Medicine (UASOM), and UAB Health System are committed to excellence in medical education and providing the necessary educational, financial, and human resources to support graduate medical education (GME). This commitment is demonstrated through the provision of leadership, an organizational structure and resources necessary for the Hospital to achieve substantial compliance with the ACGME Institutional Requirements, implement and develop sponsored programs, and enable its ACGME-accredited programs to achieve substantial compliance with the ACGME Program Requirements.

The Hospital is committed to promoting safe and appropriate patient care and providing an ethical, professional, and educational environment in which the curricular requirements, as well as the applicable requirements for the residents’ work environment, scholarly activity, personal development and the general competencies can be met. The regular assessment of the quality of the educational programs, the performance of its residents, the supervision of its residents, and the use of outcome assessment results for program improvement are essential components of the institution's commitment to GME.

B. ADMINISTRATION OF GRADUATE MEDICAL EDUCATION

The institution's system for administration of GME provides the necessary resources to allow for effective oversight of all ACGME-accredited programs. The primary institutional components of this administrative structure are the University of Alabama School of Medicine and University of Alabama Hospital and include a Designated Institutional Official, Graduate Medical Education Department, Dean’s Council for Graduate Medical Education, and House Staff Council.

This administrative system ensures institutional officials, administrators, program directors, faculty and residents are provided with the necessary institutional support, ancillary services, and access to adequate communication technologies and technological support. Residents are provided with administrative support and a mechanism for voice in affairs affecting the residents and graduate medical education programs.

The administrative staff of each administrative component is provided in Appendix 1 and a listing of sponsored programs can be found in Appendix 2 of this manual.

1. **University of Alabama School of Medicine**: The Dean, UASOM, has responsibility for the School’s affairs and activities related to undergraduate, graduate, and continuing medical education, including the appointment of teaching faculty, in the various disciplines of medicine. All members of the medical staff of the Hospital hold faculty appointments at the UASOM. An Associate Dean is appointed by the Dean to oversee all aspects of the UASOM's affairs related to medical education at all University of Alabama campuses. The Assistant Dean for Graduate Medical Education serves as Chair of the Hospital's graduate medical education committee, the Dean's Council for Graduate Medical Education (DCGME).

2. **University of Alabama Hospital**: The Hospital serves as the primary teaching hospital of the UASOM and as a major academic support unit for other schools dedicated to the training of health care professionals at the University of Alabama at Birmingham. The Hospital is the sponsoring institution for all ACGME-accredited GME programs offered at the University of Alabama at Birmingham, and the programs located at other campuses of the UASOM sponsoring institution. The Hospital must comply with the ACGME Institutional Requirements and ensure that all ACGME-accredited programs are in substantial compliance with the Institutional Requirements, Common Program Requirements, and specialty-specific Program Requirements established by the ACGME and its Residency Review Committees. All ACGME-accredited programs must operate under the authority and control of the Hospital and the Hospital is responsible for the quality of GME even when resident education occurs in other institutions.
3. **Designated Institutional Official (DIO):** The Chief Executive Officer of the Hospital appoints the Designated Institutional Official. The DIO works in collaboration with the DCGME and has authority and responsibility for oversight and administration of all ACGME-accredited programs. Responsibilities of the DIO include, but are not limited to:

   a) Ensuring and monitoring compliance with the Institutional Common and specialty/subspecialty-specific Program Requirements,
   
   b) Oversight of the Graduate Medical Education Department (GMED).
   
   c) Serves as Secretary for the DCGME and participates in meetings, activities, and program reviews,
   
   d) Serves as liaison for the Hospital and DCGME with program directors, residents, medical staff/teaching faculty, officials of affiliated institutions, and the departments responsible for providing ancillary and support services for the GME programs.
   
   e) Reviews and co-signs all program information forms and all correspondence or documents submitted to the ACGME by the program directors that either addresses program citations or requests changes in the programs that would have significant impact, including, financial, on the program or institution. In the DIO's absence, the Chair of the DCGME reviews and co-signs all program information forms and any documents or correspondence submitted to the ACGME by program directors.
   
   f) In conjunction with the Chair, DCGME, reports to the medical staffs and the governing bodies of the Hospital and major participating institutions in which the Hospital's GME programs are conducted on issues related to GME, including but not limited to:
   
   1) the activities of the DCGME;
   
   2) resident supervision, responsibilities, evaluation and participation in patient safety and quality of care education;
   
   3) compliance with the duty-hour standards by GME programs, the Hospital, and participating institutions;
   
   g) Reports to the DCGME on concerns related to GME voiced by the officials or medical staffs of the Hospital or affiliated institutions; and
   
   h) Ensures the medical staff and DCGME communicate about the safety and quality of patient care provided by residents.

4. **Graduate Medical Education Department (GMED):** The GMED is an administrative support unit for the Hospital, UASOM, DCGME, residency programs, residents affiliated institutions in the administration and oversight of all activities related to graduate medical education. The GMED is under the direction of a Director who reports to the Designated Institutional Official. The GMED serves as a liaison with residency programs, residents, and affiliated institutions, as well as numerous departments responsible for providing ancillary and support services for the graduate medical education programs. Responsibilities of the GMED include, but are not limited to:

   a) Communication of GME policies, procedures, and requirements to program directors, residents and appropriate administrative and support staff;
   
   b) Providing counsel and monitoring compliance with GME policies and procedures by programs and residents and reporting on same to the institution and DCGME;
   
   c) Maintaining appropriate institutional files on all residents currently in training and those who have completed training in sponsored programs;
   
   d) Maintaining appropriate institutional records and statistics for each sponsored program;
   
   e) Oversight of facilities and support services provided for residents;
   
   f) Providing administrative support to the DCGME, maintaining the official records of the DCGME, and ensuring internal program reviews are scheduled and conducted in accordance with policy;
g) Providing administrative support to the House Staff Council and maintaining the official records of the Council;

h) Coordination and oversight of participation in the National Resident Matching Program by the Hospital and residency programs;

i) Conducting for all new residents appropriate orientation to the Hospital and the institution’s policies governing graduate medical education and insuring each resident completes the required paperwork for salary, fringe benefits, and professional liability insurance coverage;

j) Preparation of educational affiliation agreements, letters of agreement, and annual reimbursement agreements with affiliated institutions participating in the education of residents and maintaining the institutional records on same; and

k) Preparation and oversight of the expense, capital equipment and revenue budgets for graduate medical education; including timely payment of invoices, monthly billing of affiliated institutions for resident costs, and completion of the annual report for Medicare reimbursement.

5. Dean’s Council for Graduate Medical Education (DCGME): The Assistant Dean for Graduate Medical Education, UASOM, serves as the Chair (ex-officio); a member of the Executive Committee serves as Vice Chair (ex-officio); and the Designated Institutional Official serves as Secretary (ex-officio). Regular members of the DCGME are appointed by the Chair for three-year terms, usually commencing in October of each year. Regular members include program directors and members of the medical staff and teaching faculty. The Chair also appoints Program Coordinators for two-year terms, usually commencing in October of each year. Other Ex-officio members include a representative from the Office of the Chief of Staff, UAB Hospital; the Associate Chief of Staff for Education, Birmingham Veterans Affairs Medical Center; the officers of the House Staff Council and residents appointed to subcommittees. Regular and ex-officio members are voting members. The Chair, DCGME, may form subcommittees based on the need to address specific issues relating to graduate medical education. The composition of such subcommittees may include members of the DCGME and/or non-members with expertise in the area under consideration. The DCGME meets on a monthly basis, and minutes and detailed records are kept of each meeting and are available for inspection by accreditation personnel. The DCGME will report to the Chief Executive Officer, UAB Hospital; the Dean, UASOM; and the Chief Executive Officer, UAB Health System. The DCGME works in collaboration with the DIO and has authority and responsibility for the oversight and administration of all ACGME-accredited programs. Responsibilities of the DCGME include, but are not limited to:

a) Establish and implement policies and procedures regarding the quality of education and work environment of the residents in all ACGME-accredited programs;

b) Review annually and make recommendations to the Sponsoring Institution on resident stipends, benefits, and funding for resident positions to assure that these are reasonable and fair;

c) Establish and maintain appropriate communication with program directors and assure that program directors establish and maintain effective communication mechanisms with the site directors at each participating institution for their respective programs to maintain proper oversight at all clinical sites at other institutions participating in ACGME-accredited programs sponsored by the Hospital;

d) Review and approval of proposals for new educational affiliation agreements to assess the educational content of the rotation, qualifications of the supervising physician(s), resident supervision and working conditions, Joint Commission accreditation status, and compliance with the terms of the agreement and the requirements as set forth in the applicable Program Requirements;

e) Establish and implement formal written policies and procedures governing resident duty hours to assure compliance with the Institutional, Common and specialty/subspecialty-specific Program Requirements;
1) Develop and implement procedures to regularly monitor resident duty hours for compliance with the Sponsoring Institution’s policies and the Institutional, Common and specialty/subspecialty-specific Program Requirements;

2) Develop and implement written procedures to review and endorse requests from programs, prior to submission to the RRC, for exceptions in the weekly limit on duty hours up to 10 percent or up to a maximum of 88 hours in compliance with the ACGME policies and procedures for duty-hour exceptions;

f) Communicate with the leadership of the Medical Staff regarding the safety and quality of patient care that includes the description of resident participation in patient safety and quality of care; the accreditation status of programs and any citations regarding patient care issues.

g) Assure that ACGME-accredited programs provide appropriate supervision for all residents that is consistent with the provision of safe and effective patient care; the educational needs of residents; the applicable Common and specialty/subspecialty-specific Program Requirements. The supervision should give progressive responsibility appropriate to resident’s level of education, competence and experience.

h) Assure that each program provides a curriculum and an evaluation system to ensure that residents demonstrate achievement of the ACGME general competencies as defined in the Institutional Requirements, Common and specialty/subspecialty- specific Program Requirements;

i) Establish and implement formal written institutional policies for the selection, evaluation, promotion, transfer, discipline and/or dismissal of residents in compliance with the ACGME Institutional Requirements and Program Requirements;

j) Regularly review all ACGME program accreditation letters of notification and monitor action plans for the correction of concerns and areas of noncompliance;

k) Regularly review the Sponsoring Institution’s Letter of Report from the IRC and develop and monitor action plans for the correction of concerns and areas of noncompliance;

l) Review program changes of the following for approval prior to submission to the ACGME by the Program Directors:
   1) all applications for ACGME accreditation of new programs and subspecialties;
   2) changes in resident complement;
   3) major changes in program structure or length of training;
   4) additions and deletions of participating institutions;
   5) appointments of new program directors;
   6) progress reports requested by any Review Committee;
   7) responses to all proposed adverse actions;
   8) requests for exceptions of resident duty hours;
   9) requests to reactivate a program;
   10) voluntary withdrawals of ACGME-accredited programs;
   11) requests for an appeal of an adverse action; and,
   12) appeal presentations to a Board of Appeal or the ACGME.

m) Oversight of all phases of educational experiments and innovations that may deviate from Institutional, Common and specialty/subspecialty-specific Program Requirements including: a) Approval prior to submission to the ACGME and/or respective Review Committee, b) adhering to procedures for “Approving Proposals for experimentation or Innovative Projects” in ACGME Policies and Procedures and c) monitoring the quality of education provided to residents for the duration of such a project.

n) Oversight of all processes related to the reductions and/or closures individual programs, major participating institutions, and the Sponsoring Institution.

o) Assure provision of a statement or institutional policy that addresses interactions between vendor representatives/corporations and residents/GME programs.
Development, implementation, and oversight of the internal review process and conducting internal reviews of all ACGME-accredited programs, in accordance with the requirements for the internal review process established by the ACGME:

a) Each sponsored program must undergo internal review at approximately the midpoint of the accreditation cycle. The accreditation cycle is calculated from the date of the meeting at which the final accreditation action was taken to the time of the next site visit.

b) The DCGME will select a review team for each program comprised of individuals from departments and/or programs other than the program under review. The review team will include at a minimum a faculty reviewer, resident reviewer, and administrative reviewer.

c) Each reviewer will receive records on the program relevant to the review which will include:

1. ACGME Institutional Requirements
2. ACGME Common Program Requirements
3. ACGME specialty/subspecialty-specific Program Requirements
4. Most recent ACGME accreditation letter of notification and any progress reports submitted at the request of the ACGME RRC
5. Most recent internal review report and any progress reports submitted at the request of the DCGME
6. Other correspondence to and from the RRC since the last site visit
7. Previous annual program evaluations
8. Summary report of responses to confidential Resident Questionnaire
9. Supplemental report completed by the Program Director

d) Following a review of the program’s records, interviews are conducted with the program director, key faculty members, at least one peer-selected resident from each level of training in the program, and any other individuals deemed appropriate by the review team and/or DCGME.

e) Each internal review will be conducted in accordance with the “Internal Review Protocol” approved by the DCGME and will include an assessment of the following:

1. Compliance with the Common, specialty/subspecialty-specific Program, and Institutional Requirements;
2. Professionalism, personal responsibility and patient safety
3. Transitions of care
4. Alertness management/fatigue mitigation
5. Supervision of residents
6. Clinical responsibilities
7. Teamwork
8. Resident duty hours
9. The educational objectives of each program;
10. The effectiveness of each program in meeting its objectives;
11. The educational and financial resources to support the program;
(12) the effectiveness of the program in addressing areas of noncompliance and concerns in previous ACGME accreditation letters of notification and previous internal reviews;

(13) the effectiveness of educational outcomes;

(14) the effectiveness of the program in using evaluation tools to assess a resident's level of competence in each of the ACGME general competencies;

(15) the effectiveness of each program in using outcome measures to assess a resident's level of competence in each of the ACGME general competencies; and

(16) the effectiveness of each program in implementing a process that links educational outcomes to annual program improvement efforts in resident performance using aggregated resident data, faculty development, graduate performance including performance of program graduates on certification examinations and program quality.

f) Each member of the review team will prepare a written report of his/her assessment of the program following the guidelines provided in the Internal Review Protocol. The members of the review team and the program director attend a meeting of the DCGME where the reviewer's reports are presented and the program director is given the opportunity to respond to questions from the DCGME and provide additional information relevant to the review. A final report of the review is prepared which incorporates each reviewer's assessment of the program and the recommendations/actions taken by the DCGME. The final report must include the following information:

(1) the name of the program reviewed and the date the written report is initially presented to and reviewed by the DCGME;

(2) the names and titles of the members of the review team;

(3) a brief description of how the review process was conducted and the groups/individuals who were interviewed and the documents reviewed;

(4) sufficient documentation or discussion of the relevant Program Requirements and the Institutional Requirements to demonstrate that a comprehensive review was conducted and followed the DCGME's internal review protocol;

(5) a list of the citations and areas of noncompliance or any concerns or comments from the previous ACGME accreditation letter of notification with a summary of how the program and/or institution addressed each item;

g) Reports from the most recent internal review for each training program must be submitted as a part of the Institutional Review Document. During the review of individual programs by the ACGME RRCs, these reports must not be shown to the ACGME site visitor or specialist site visitors, who only will ascertain that an internal review was completed. If the institutional site visitor simultaneously conducts individual program reviews at the same time as the institutional review, the internal review reports must not be shared with the site visitor.

6. House Staff Council: The House Staff Council consists of a President, Vice President, Secretary-Treasurer, and representatives from each residency program sponsored by the Hospital. Resident representatives are appointed by the program directors and officers are elected by the Council annually. All programs (including subspecialty residency programs) are invited to appoint a representative. The House Staff Council provides residents with a system to communicate and exchange information on their work environment and their programs. The Council meets on a monthly basis, and the meetings are attended by the Director of the Graduate Medical Education Department. The Graduate Medical Education Department provides administrative support to the Council. The officers of the Council serve as voting members of the
Dean’s Council for Graduate Medical Education. Responsibilities of the House Staff Council include, but are not limited to:

a) To serve as the resident advocate and the resident voice throughout UAB Hospital, the UAB campus, the Birmingham community, and the state of Alabama.

b) To provide house staff representation as it pertains to UAB affairs.

c) To promote educational resources for residents, education of GME policies and procedures, and interaction among both medical staff and hospital administration.

d) To re-evaluate/reinforce the policies and procedures of GME at UAB.

e) To allow the residents an opportunity to communicate and exchange information about their various working environments and corresponding educational programs.

f) To establish and implement fair institutional policies and procedures for academic or other disciplinary actions taken against residents.

C. INSTITUTIONAL AGREEMENTS AND PARTICIPATING INSTITUTIONS

The Hospital must retain responsibility for the quality of graduate medical education even when resident education occurs in other institutions. Assignments to participating institutions must be based on a clear educational rationale, must have clearly stated learning objectives, and should provide resources not otherwise available to the program. Assignments to participating institutions must be of sufficient length to ensure a quality educational experience and should provide sufficient opportunity for continuity of care. All participating institutions must demonstrate the ability to promote the program’s goals and objectives and peer activities.

All assignments for resident education at sites other than the Hospital must be reviewed and approved by the DIO and DCGME prior to initiation of the rotation. It is the responsibility of the program director to notify the Hospital, through the DIO and/or GMED, and the appropriate ACGME Residency Review Committee of the addition or deletion of institutions utilized by the program for resident education.

The Hospital utilizes a standardized educational affiliation agreement that details the terms, conditions, and responsibilities of the Hospital and affiliated institution, and those that generally apply to all programs and residents utilizing the affiliate. All educational affiliation agreements and program letters of agreement must be processed by the GMED. Agreements prepared by other entities that are not in the required format and do not contain the required elements are invalid for purposes of resident education.

Generally, an educational affiliation agreement is required for rotations at sites other than the Hospital if the duration of the rotation is one month or greater and/or is a recurring assignment required as a part of the program’s curriculum. In addition to the educational affiliation agreement, a program letter of agreement is required for each program and service assignment at an affiliated institution. This letter meets the requirements for a Program Letter of Agreement as outlined in the ACGME Common Program Requirements. Letters of agreement may be used for elective rotations. Letters of agreement must be signed by the program director, resident’s supervising physician at the affiliate, and the DIO.

D. ACCREDITATION FOR PATIENT CARE

All institutions participating in ACGME-accredited programs should be accredited by the Joint Commission, if such institutions are eligible.

1. If a participating institution is eligible for Joint Commission accreditation and chooses not to undergo such accreditation, then the institution should be reviewed by and meet the standards of another recognized body with reasonably equivalent standards.

2. If a participating institution is not accredited by the Joint Commission, it must be accredited by another entity with reasonably equivalent standards; accredited by another entity granted “deeming authority” for participation in Medicare under federal regulations; certified as complying with the conditions of participation in Medicare set forth in federal regulations; or provide a satisfactory explanation of why accreditation has not either been granted or sought.
3. If an institution loses its Joint Commission accreditation or recognition by another appropriate body, the University of Alabama Hospital will notify the Institutional Review Committee (IRC) in writing with an explanation within thirty days and provide a plan of response.

E. QUALITY ASSURANCE AND PATIENT SAFETY

The UAB Health System oversees organizational performance improvement and quality assurance activities through the UAB Health System Quality Council. The council maintains current knowledge about quality concepts, sets priorities for hospital-wide performance improvement activities, provides for communication of priorities, allocates resources for quality initiatives and ensures training of the hospital staff. Residents receive an overview during new resident orientation.

The Hospital is committed to providing structured processes to facilitate continuity of care and patient safety while minimizing the number of transitions in patient care.

Responsibility for the education and inclusion of residents in the quality assurance activities specific to the department and/or clinical service is delegated to the program director. In addition, the program director must design clinical assignments to minimize the number of transitions in patient care; ensure and monitor effective structured hand-over processes to facilitate both continuity of care and patient safety and ensure that residents are competent in communicating with team members in the hand-over process. Teaching services are expected to provide information regarding schedules of the residents and teaching faculty assigned to the respective teams of trainees to all members of the healthcare team as well as to the paging services.
SECTION III: INSTITUTIONAL RESPONSIBILITIES FOR RESIDENTS

A. RESIDENT ELIGIBILITY AND REQUIREMENTS FOR RESIDENCY TRAINING

It is the responsibility of the program director to ensure all applicants under consideration for residency training in the program meet the eligibility requirements of the Hospital and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. The enrollment of non-eligible residents may be cause for withdrawal of accreditation of the program by the ACGME. Only applicants who meet the following qualifications are eligible for appointment to accredited residency programs sponsored by the Hospital:

1. **Medical Education:** Only applicants who meet one of the following criteria may be accepted for residency training in accredited programs sponsored by the Hospital:
   a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
   b) Graduates of colleges of osteopathic medicine in the United States and Canada accredited by the American Osteopathic Association (AOA).
   c) Graduates of medical schools outside the United States and Canada (foreign medical graduate, FMG) must possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or have a full unrestricted license to practice medicine in a U.S. licensing jurisdiction in which they are training.
   d) Graduates of medical schools outside the United States, who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

2. **Entry of Foreign-Born Medical Graduates to the United States:** The entry of foreign-born graduates of non-U.S. medical schools to the United States is governed by the U.S. Citizenship and Immigration Services (USCIS). It is a violation of federal law to provide employment to a non-U.S. citizen who does not hold an appropriate visa, or other appropriate work authorization documents from the USCIS.
   a) Residency program directors considering foreign-born applicants should carefully review the applicant's visa status to ensure the applicant holds a visa valid for graduate medical education [exchange visitor (J-1), temporary worker (H-1B), or immigrant visa]. International medical graduates must also hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
   b) Residency program directors may choose which visa types to accept and must communicate it to applicants.
   c) International Scholar and Student Services (934-3328) must be notified of all non-US citizens accepted for residency training. International Scholar and Student Services will ensure the resident holds an appropriate visa and assist in processing the paperwork required for visas for residency training at UAB.

3. **Prerequisite Residency Training:** All applicants must satisfy any requirements for prerequisite residency training, as established by the relevant Residency Review Committee and/or certifying board for the specialty.
   a) If a program director wishes to recruit an applicant who does not meet the criteria established for prerequisite training, written approval to appoint the applicant as a resident must be obtained from the Residency Review Committee and/or certifying board.

4. **Resident Transfer:** If a resident transfers from a residency program at another institution, the following is needed: a) written permission from the Program Director that the resident has authorization to contact our institution, b) review of competency-based evaluations from the transferring institution, c) verification of the previous educational experiences and a statement regarding the resident’s performance evaluation must be received prior to acceptance into a UAB residency program.

5. **Physical Examination:** All newly-appointed residents must complete and pass an employment physical examination, as required by the State Health Department, within 30 days of the date of employment (see Section V.D. for details).
6. **United States Medical Licensing Examinations (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX):** All residents must comply with the requirements for passing USMLE Steps 2 and 3 or COMPLEX Levels 2 and 3 as outlined in Section V.J. and V.K. of this manual.

7. **Alabama Medical License:** All residents must obtain an unrestricted Alabama license to practice medicine as soon as they meet the minimum postgraduate training requirements stipulated by the Alabama Board of Medical Examiners (see Section V.L. for details).

### B. SELECTION OF RESIDENTS

1. Programs should select from among eligible applicants on the basis of residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.

2. The program director, in conjunction with the program’s Education Committee and/or teaching faculty, reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the program.

3. Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which call rooms, meals, laundry services, or their equivalents are to be provided.

4. In selecting from among qualified applicants, it is strongly recommended that all programs participate in an organized matching program when such is available for the specialty.
   a) Programs who recruit U.S. medical school seniors must participate in the National Resident Matching Program.
   b) The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.

5. An offer for residency training is extended directly to the applicant by the program director, or his/her designee, through a letter of offer.

6. Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of each applicant’s file for the Hospital’s permanent record. Each resident’s file must include the following:
   a) Copy of the completed “Application for Graduate Medical Education”,
   b) Documentation of completion of medical school (copy of medical school diploma, dean’s letter),
   c) Documentation of any previous residency training (copy of certificate issued, letter of recommendation from program director),
   d) Copies of three letters of recommendation,
   e) Copy of Alabama medical or dental license (if applicable),
   f) Current mailing address,
   g) Inclusive dates of appointment,
   h) Postgraduate year of appointment, and
   i) Salary source, if other than Hospital funds.
C. RESTRICTIVE COVENANTS

The Hospital and its sponsored programs cannot require residents to sign a non-competition guarantee.

D. RESIDENT AGREEMENT OF APPOINTMENT

1. An "Initial Resident Agreement" must be completed for all residents upon entry into a residency program and a "Resident Renewal Agreement" for each year of training thereafter. The agreement must be signed by the resident, program director, and Designated Institutional Official and the original agreements maintained as a part of the Hospital's permanent records.

2. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident and submitted along with the "Initial Resident Agreement" and each "Resident Renewal Agreement."

3. Any resident who is not to be reappointed at the end of the contract year should be notified in writing by the program director at least four months in advance. However, if the primary reason for the nonrenewal occurs within the four months prior to the end of the agreement, the notice of nonrenewal may be sent less than four months in advance of the nonrenewal. Any resident receiving notice of intent to not renew his/her contract may request a hearing as outlined in Grievance Procedures, Section XI.C.

4. Any resident who elects to not renew his contract for residency training must provide the program director with written notice four months prior to the end of the current contract year. However, if the primary reason for the nonrenewal occurs within the four months prior to the end of the agreement, the notice of nonrenewal may be sent less than four months in advance of the nonrenewal.

E. INITIAL RESIDENT APPOINTMENT (Contract)

The following guidelines and procedures shall govern the appointment of physicians to graduate medical education programs sponsored by the Hospital:

1. The appointment of a physician to a residency position shall be for the sole purpose of pursuing postgraduate medical education.

2. The initial appointment shall be for one year and is made upon recommendation of the program director with approval of the Designated Institutional Official.

3. The resident must be appointed to the postgraduate year for which he/she is qualified as specified by the certifying board of the specialty. Previous postgraduate training in another specialty will not be taken into consideration unless such training is credited by the certifying board of the specialty of enrollment. The Graduate Medical Education Department must be provided with a letter from the certifying board which indicates the number of months or years credit that will be given before a resident's postgraduate year can be adjusted.

4. A physician appointed to a residency position without compensation must demonstrate health insurance coverage substantially equivalent to that offered by the institution, obtain professional liability insurance through the UAB Office of Risk Management and Insurance, and comply with all requirements and conditions for employment outlined in this manual. Such appointment must be approved in advance by the Designated Institutional Official of the Hospital.

5. The program director, or his/her designee, is responsible for initiating the personnel form required for the appointment of a resident. The completed personnel form ("Oracle document"), and resident contract ("Initial Resident Agreement") must be forwarded to the Graduate Medical Education Department for Hospital review and approval. A resident's appointment is contingent upon receipt of a completed Resident Agreement and resident compliance with requirements outlined in Section III.A. and Section V. of this manual.

6. A foreign medical graduate (FMG) appointed to a residency position must meet all applicable educational requirements, possess a visa which permits participation in a graduate medical education program, possess a valid ECFMG certificate, and meet the licensure requirements of the State of Alabama. These documents must be reviewed and found to be in order by the
Graduate Medical Education Department prior to the commencement of any medical activity within the Hospital.

7. Privileges granted to the resident shall be commensurate with the training, experience, competence, judgment, character, and current capability of the individual. The evaluation shall be determined by the program director of the applicable clinical department. The Executive Director shall confer on the resident only such privileges as are specified by the director of the program concerned. The curtailment of, or imposition of limitation on existing privileges shall carry with it the right of the individual to petition for a hearing as provided in these policies.

8. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident and submitted along with the “Initial Resident Agreement.”

F. PROMOTION/ADVANCEMENT OF RESIDENTS

1. The promotion/advancement of a resident from one postgraduate level to another in a graduate medical education program generally occurs following the satisfactory completion of each 12-month period of graduate medical education.

2. Such promotion/advancement is made upon recommendation by the program director and is regarded as the same process as the initial appointment award.

3. For each resident advanced, the program director is responsible for completing the appropriate personnel form (“Oracle document”) indicating the change in postgraduate year, dates of appointment, and adjustment in salary. The personnel form must be routed to the Graduate Medical Education Department for Hospital review and approval.

4. A resident contract (“Resident Renewal Agreement”) signed by the resident and program director must be completed and forwarded to the Graduate Medical Education Department for Hospital review and approval.

5. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident and submitted along with the “Resident Renewal Agreement.”

6. As a condition of promotion/advancement, the resident is responsible for completing all mandatory education required by the Sponsoring Institution (i.e., compliance training, The Joint Commission education, etc.) and obtaining a TB skin test each year as outlined in Section V. “Resident Responsibilities and Conditions of Appointment.”

7. The GME Office will verify that the resident has completed all mandatory education required by the Sponsoring Institution and that current TB skin test results are available in Employee Health before submitting the contract to the DIO for approval.

G. COMPLETION OF RESIDENCY TRAINING

1. The program director, or designated program personnel, is responsible for completing the appropriate personnel form for each resident completing a program and leaving the employ of the Hospital or being appointed to another position, such as a faculty or fellowship position. A forwarding address must be provided for the resident, and the appropriate personnel form routed to the Graduate Medical Education Department for Hospital review and approval.

2. The program director shall complete and submit to the Graduate Medical Education Department a final, written summary evaluation for each resident completing the program, which will be maintained in the institution's permanent records.

3. As a condition of completion of residency training, the resident is responsible for completing all mandatory education required by the Sponsoring Institution (i.e., compliance training, The Joint Commission education, etc.) and obtaining a TB skin test each year as outlined in Section V. “Resident Responsibilities and Conditions of Appointment.”

4. The Hospital shall issue a certificate of training to each resident completing a program leading to certification by the American Board of Medical Specialties. It is the responsibility of the program
director to certify a resident as having satisfied the training requirements of a program and as being eligible to sit for the certifying examination of the specialty.

5. The Hospital shall issue a certificate of training to each resident serving as chief resident.
SECTION IV: FINANCIAL SUPPORT AND BENEFITS

A. ALLOCATED RESIDENCY POSITIONS

Each residency program funded by the Hospital is approved for an allocated number of positions by the DCGME. The DCGME imposed a freeze on residency positions at the number enrolled in each program on October 1, 1997. Any request for residency positions in excess of the allocated number must be approved by the Chief Executive Officer of the Hospital. The following policies are to be followed by program directors in the appointment and promotion of residents:

1. The number of residents appointed to an ACGME-accredited program may not exceed the maximum number of residents established for the program by the Residency Review Committee.

2. The number of hospital-funded residents in each program will not exceed the maximum number of positions allocated to the program by the Hospital.

3. Hospital funding for individual residents is limited to the number of postgraduate years required for board eligibility in the specialty or subspecialty of enrollment for which board certification is offered.
   a) Hospital funding for non-University Hospital, non-reimbursed, elective rotations will be limited to one, one-month, non-reimbursed elective rotation per resident throughout all years of the program.
   b) Hospital funds may not be used to fund research and/or clinical training which exceeds the training required or permitted for Board eligibility. A resident who completes the training requirements for Board eligibility and remains in a program to complete additional training must be removed from resident status and Hospital payroll.

4. Funding for residency positions is not cumulative. Funds initially allocated for resident positions that are not used in a given year are not available to fund resident positions in a subsequent year.

5. No resident or program may bill in the resident’s name for any professional service provided by the resident within the scope of the residency program.

B. DOWNSIZING/CLOSURE OF RESIDENCY PROGRAMS

In the event the Sponsoring Institution decides to close or reduce the size of a residency program, the Sponsoring Institution will inform the Dean’s Council for Graduate Medical Education, the DIO and the residents as soon as possible when it intends to reduce the size of or close one or more programs or when the Sponsoring Institution intends to close. The residents enrolled in the program will be notified of the decision in writing as soon as possible. Every effort will be made to allow residents enrolled in the program to complete their training. Should circumstances prevent this, the program director and institution will provide the residents with assistance in securing positions in ACGME-accredited programs in which they may continue their education.

C. CONTINUATION OF GME SUPPORT IN THE EVENT OF A DISASTER

The Sponsoring Institution in conjunction with the ACGME is committed to assisting in reconstituting and restructuring residents’ educational experiences as quickly as possible after a disaster. Following the declaration of a disaster, the DIO, Dean’s Council Chair, and Associate Dean for Medical Education, will determine in conjunction with the Program Directors, whether existing educational and training programs can continue with or without restructuring in the Sponsoring Institution; or whether temporary or permanent transfer of residents to another institution will be necessary.

In the event, or set of events, causing significant alteration to the residency experience at one or more residency programs, the ACGME Executive Director will make a declaration of a disaster and a notice will be posted on the ACGME website with information relating to the ACGME’s response to the disaster.

Within 10 days after the declaration of a disaster, the DIO and Dean’s Council Chair will contact the ACGME to discuss and establish due dates for the following: a) deadlines to submit program
reconfiguration requests to ACGME and b) deadlines to inform each program’s residents of the plans. The deadlines should be no later than 30 days after the disaster, unless other due dates have been approved by the ACGME.

1. Communication

   a) It is the responsibility of every individual (faculty, staff, and residents) to ensure that his/her personal contact information is current and on-file with the residency program and the GME Office. This includes cell phone number, emergency contact person and outside e-mail address if possible.

   b) In the event of a disaster involving the Sponsoring Institution and its residency programs, each individual has the responsibility to monitor the UAB SOM and GME websites for specific instructions.

   c) The ACGME website will provide phone numbers and email addresses for emergency and other communication with the ACGME from disaster affected institutions and programs. The ACGME website will provide instructions for changing resident email information on the ACGME Web Accreditation Data System (ADS).

1. The DIO, Dean’s Council Chair and Associate Dean for Graduate Medical Education should call or email the Institutional Review Committee Executive Director with information and/or requests;

2. The Program Directors should call or email the appropriate RRC Executive Director with information and/or requests;

3. Residents should call or email the appropriate RRC Director with information and/or requests.

2. Resident Transfers

If a program cannot provide at least an adequate educational experience for each of its residents because of a disaster it must arrange either a temporary transfer for each of its residents, or assist the residents in permanent transfers to other ACGME-accredited programs in which they can continue their education.

   a) Temporary Transfer

1. A temporary transfer is defined as an assignment or rotation that will not continue for the duration of the resident’s training.

2. To initiate a temporary transfer, a Program Letter of Agreement for Elective Rotations should be completed for residents rotating to programs at other institutions with the following signatures: Program Director, DIO and Supervising Physician. The Program Letter of Agreement can either be faxed or e-mailed to the host institution if U. S. mail is significantly delayed in our area. Confirmation from the host institution must be received before the temporary transfer is approved.

3. Residents who temporarily transfer to other institutions remain employees of the Sponsoring Institution and continue to receive their paycheck through the current electronic deposit mechanism. No interruption is anticipated.
b) Permanent Transfer

1. A permanent transfer is defined as an assignment that will continue for the duration of the resident's training. The resident will no longer be enrolled in a residency program at the Sponsoring Institution.

2. To initiate a permanent transfer, the resident sends a written request for a permanent transfer to the Program Director. The name of the program accepting the resident should be stated.

3. Residents who permanently transfer to other institutions will not remain employees of the Sponsoring Institution and will not continue to receive a paycheck from this Sponsoring Institution.

D. SALARIES

Salaries for each postgraduate year are based on the budget of the Hospital, with approval by the DCGME. Periodic analysis of national and regional trends is performed and resident salaries adjusted, when necessary and in accordance with Hospital policy, to ensure salaries are competitive with those in the region. Following approval by the DCGME, the residency programs are notified of the salaries for the academic year beginning July 1. Residents are paid on the last working day of each month, in accordance with University policy, and receive their checks by direct deposit into their accounts. A statement indicating all deductions, gross and net pay and year-to-date salary information is available electronically to each resident in the Oracle system. The following policies have been established and should be used as guidelines by program directors in determining the salary level for a resident:

1. Residents in all programs at like levels of training must be paid in accordance with the salary set by the Hospital for the postgraduate year of training.

2. No resident may be paid less than or in excess of the base salary set by the Hospital for the postgraduate year of training. The program director must submit written justification and obtain prior approval from the Designated Institutional Official for any salary supplement paid to a resident. A salary supplement must be consistent with extra duties being performed by the resident, and will not be paid by the Hospital.

E. FRINGE BENEFITS

A comprehensive benefits program is provided for residents enrolled in graduate medical education programs. Fringe benefits are funded by the Hospital, or other source of salary support, and provide residents with health insurance, life insurance, accidental death and dismemberment insurance, flexible spending accounts, long-term disability insurance, unemployment compensation insurance, and an on-the-job injury/illness program. Benefits are paid in full by the institution or provided on a cost-shared basis. Additional optional benefits offered at the residents' expense include dental insurance, group life insurance, accidental death and dismemberment insurance, and participation in a TIAA/CREF 403(b) retirement plan. A brief description of these benefits follows. Residents requiring more detailed information or those wishing to enroll in a particular plan should contact the UAB Benefits Office at (205) 934-3458, or visit the Benefits website at http://www.hrm.uab.edu/main/benefits/index.html

1. **Health Insurance**: Residents may choose single or family coverage under one of three group medical insurance plans offered by the University: VivaUAB, VivaHealth, or Blue Cross. Residents are eligible for enrollment during the first thirty-one (31) days of employment. Coverage can begin either on the resident's hire date or the first of the following month, whichever the resident chooses. Enrollment or change in coverage thereafter is limited to the period of open enrollment, or within thirty-one (31) days following marriage, divorce, legal separation, or becoming ineligible for coverage under a spouse's insurance plan. Medical insurance is provided on a cost-shared basis, with the Hospital paying the major portion of the premium. Premiums are tax-sheltered, paid monthly, and are paying for the current month's coverage. The residents' cost, effective January 1, 2013, for each of the three plans is as follows:
### 2013 Monthly Health Insurance Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employee</th>
<th>Employee + up to 2</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>VivaUAB</td>
<td>60.00</td>
<td>199.44</td>
<td>300.78</td>
</tr>
<tr>
<td>VivaAccess</td>
<td>129.02</td>
<td>360.88</td>
<td>535.02</td>
</tr>
<tr>
<td>Blue Cross/PMD</td>
<td>236.60</td>
<td>626.60</td>
<td>964.20</td>
</tr>
</tbody>
</table>

#### 2. Dental Insurance:
Coverage is offered through MetLife. Residents may select from two coverage options: basic and comprehensive. Under the basic plan, diagnostic and preventive services are paid at 90% usual, customary, reasonable (UCR) and are subject to a $25 deductible. The comprehensive plan covers major services at 60% UCR subject to the deductible. Orthodontics is covered at 50% UCR up to $1,000 lifetime maximum per patient. The residents' cost, effective January 1, 2013, for the two options is as follows:

### 2013 Monthly Dental Insurance Rates

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>MetLife Basic Plan</td>
<td>19.18</td>
<td>35.74</td>
<td>49.10</td>
</tr>
<tr>
<td>Metlife Comprehensive Plan</td>
<td>35.92</td>
<td>66.76</td>
<td>91.68</td>
</tr>
</tbody>
</table>

#### 3. Vision Coverage:
Coverage is offered through Vision Service Plan (VSP). The VSP plan offers coverage for routine eye exams, lenses and frames, contacts and discounts for LASIK eye surgery. VSP is a nationwide plan that offers both in-network and out-of–network coverage. UAB Eye Care, the University Optometric Group (private faculty practice group at UAB) and the UAB Dept. of Ophthalmology- Ophthalmology Services Foundation all participate in the VSP network. The residents' cost, effective January 1, 2013 is as follows:

### 2013 Monthly Vision Plan Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employee</th>
<th>Employee + up to 2</th>
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</thead>
<tbody>
<tr>
<td>Vision Service Plan (VSP)</td>
<td>7.68</td>
<td>15.42</td>
<td>24.44</td>
</tr>
</tbody>
</table>
4. **Life Insurance**: Group term life insurance is provided for salaried residents throughout residency training. The premiums are paid by the Hospital, and the amount of coverage is determined by the salary level as follows:

<table>
<thead>
<tr>
<th>Salary</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $11,999</td>
<td>$22,500</td>
</tr>
<tr>
<td>$12,000 - $17,999</td>
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<tr>
<td>$18,000 - $23,999</td>
<td>$30,000</td>
</tr>
<tr>
<td>$24,000 - $29,999</td>
<td>$37,500</td>
</tr>
<tr>
<td>$30,000 - $39,999</td>
<td>$50,000</td>
</tr>
<tr>
<td>$40,000 and above</td>
<td>125% of salary with maximum coverage of $300,000.</td>
</tr>
</tbody>
</table>

5. **Voluntary Life Insurance Program**: Additional life insurance coverage is available through the University's voluntary life insurance program. A resident may purchase maximum coverage equal to five times his/her Basic Annual Earnings in $50,000 increments to a maximum of the lesser of five times Basic Annual Earnings or $1.4 million, with a guaranteed issue for the resident of three times the Basic Annual Earnings or $500,000. Must be elected during the first 60 days of employment without evidence of insurability.

6. **Accidental Death and Dismemberment Insurance (AD&D)**: The Hospital provides an accidental death and dismemberment insurance policy for all salaried residents with a benefit of $22,500 for accidental death. Dismemberment coverage varies.

7. **Voluntary Accidental Death and Dismemberment Insurance**: Residents may purchase up to $500,000 additional coverage through the University's voluntary AD&D program.

8. **Long-Term Disability Insurance**: The Hospital provides long-term disability insurance (salary continuation) for salaried residents. The plan covers disability resulting from either accident or illness, sustained on or off the job, lasting more than 90 days. When a covered employee meets the definition of a disability, there is a 90 day waiting period before benefits can be paid. After the waiting period is met, the disabled employee will receive 66 2/3% of their monthly salary (not to exceed $10,000 per month) for the first 90 days. The benefit will then be reduced to 60% of their monthly salary (not to exceed $10,000 per month). This benefit may be further reduced by other benefits to which the employee may be entitled under (1) Social Security, (2) any state disability law, or (3) any other employer-sponsored plan including any disability or early retirement benefits actually received under the state retirement plans(s). You may apply for a conversion policy within 31 days from the date your coverage terminates by contacting the UAB HR Benefits Office.

9. **Voluntary Retirement Plan**: Residents are eligible to participate in the University's TIAA/CREF 403(b) annuity program on an unmatched, tax sheltered basis. The program offers a choice as to the distribution of the total deposit to be placed in TIAA (fixed annuity), CREF (variable annuity), and CREF (mutual funds). Resident contributions are 100% vested from enrollment date. Tax-sheltered contributions are subject to IRS maximum limits.

10. **Flexible Spending Accounts**: Residents may establish pretax reimbursement accounts administered by Blue Cross and Blue Shield of Alabama (BCBS) for eligible medical and dependent care expenses up to $10,000 annually in a health care account. Enrollment is direct through the UAB Benefits Office within 31 days from date of hire, qualifying life event, or during an announced “Open Enrollment” period.

11. **Voluntary Long-Term Care**: Residents may elect coverage which provides benefits for an array of services including home health care, assisted living facility care, adult daycare, and respite care. To enroll in the plan call MetLife at 205-970-9782 ext. 157 or ext 130. You may also visit their web page at [http://www.uabltc.com/](http://www.uabltc.com/).
F. PROFESSIONAL LIABILITY INSURANCE

Residents are provided with professional liability (malpractice) coverage throughout residency training, and the premiums are paid by the source of salary support. Coverage is provided through the University of Alabama Professional Liability Trust Fund (PLTF), administered by the UAB Office of Risk Management and Insurance. Coverage, consistent with that provided for other medical and professional practitioners, consists of at least $1,000,000 per incident and $3,000,000 annual aggregate. This coverage provides for legal defense and protection during and after completion of residency training against claims and lawsuits occurring during the period of residency training, if the alleged acts or omissions are within the scope of the educational program. All residents must comply with the following:

1. Newly-appointed residents must complete an application for professional liability insurance during the Hospital's orientation for new residents. This form is submitted to the Graduate Medical Education Department for review and is then forwarded to the Office of Risk Management and Insurance for the permanent record. The resident will receive a certificate of coverage from Risk Management for his/her permanent record.

2. Any change in the status of a resident must be reported to the Graduate Medical Education Department to ensure proper change in coverage. Such changes include a change in address, dates of appointment, employment status or title, specialty, scope of privileges granted, or leave of absence. During a leave of absence, the resident will not be covered by professional liability insurance.

3. Residents must contact the Office of Risk Management and Insurance immediately to report any incident which may be construed as professional malpractice, if they are contacted by an attorney in regard to a claim, or if they receive a subpoena for court appearance or records.

4. Residents are not covered under the UAB PLTF for moonlighting activities at institutions other than UAB Hospital, and are responsible for obtaining coverage for activities outside the scope of the residency training program. For more information on moonlighting, see Section V.N.

5. Residents from other institutions performing rotations on services at UAB must provide the Graduate Medical Education Department with proof of professional liability coverage for their educational activities at UAB.

G. ANNUAL LEAVE

All leave taken is at the discretion of the resident's program director, who must take into consideration any restrictions on leave established by the certifying board and/or Residency Review Committee for the specialty and the training requirements of the program.

Each program must provide its residents with written, program-specific policies on leave which must address the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program. A resident may be required by the program director to complete additional training equivalent to any leave taken in excess of that allowed by the training requirements of the program.

Residents must obtain prior approval from the program director, or his/her designee, for all leave, with the exception of emergencies or sudden illness.

The following is a summary of leave policies established by the Hospital, which generally apply to all residents, except as modified by the policies established by the individual programs:

1. **Vacation:** The working year is defined in terms of 52 weeks, of which a maximum of three (3) work weeks for vacation purposes will be paid by the Hospital. Vacation unused at the end of a year may not be carried forward to the next year. Vacation unused at the time of termination is not reimbursable but may be taken as terminal leave, at the program director's discretion, through June 30.
2. **Sick Leave:** Salary deductions generally are not made for time lost due to illness or injury if such time does not exceed three (3) work weeks.
   
a) **Sick Leave Donation:** Under certain circumstances, a UAB resident may voluntarily donate to another UAB resident, or receive from another resident, sick leave time. A resident can donate up to one week per academic year to another resident within the same department. The Program Director, Department Chair, Designated Institution Official and Chair of the DCGME must approve the donation via the GME Sick Leave Donation Request Form (available from the GME Office).

3. **Family and Medical Leave:** The detailed policy may be obtained by contacting Human Resources Management or visiting the website at http://www.hrm.uab.edu/main/records/leave_absence.html.
   
a) **Family-Related Leave of Absence:** A maximum of 12 work weeks leave in a twelve (12) month period is available for the following reasons: 1) birth of a resident’s son or daughter or to care for the baby (entitlement to leave of absence under this policy expires twelve months from the child’s date of birth); 2) adoption of a child by the resident or placement of a child with the resident for foster care (entitlement to leave of absence under this policy expires twelve months from the date of adoption or foster care placement); and 3) care of a son, daughter, spouse, or parent (but not in-laws) having a serious health condition (children 18 years or older are not included unless they are incapable of self care because of mental or physical disabilities). One year of continuous service is required to be eligible for this leave of absence.

b) **Medical Leave of Absence for Health Condition of the Resident:** A maximum of 16 work weeks medical leave in a twelve (12) month period is available to any resident with a serious health condition that renders the resident unable to work. One year of continuous service is not required to be eligible for this leave of absence.

c) A family-related or medical leave of absence will be approved only for the length of time certified in writing by the person’s health-care provider, and the twelve (12) month period in which leave may be taken will begin on the first day approved family-related or medical leave is taken. Any available vacation or sick leave must be taken at the beginning of a leave of absence before entering a non-paid status. Use of available sick leave is limited to eligible medical conditions of the resident. Use of available vacation and/or sick leave will not extend the length of any leave beyond the maximum time allowed. A leave of absence must be approved in advance by the program director. The resident must request a leave of absence at least 30 days in advance of beginning such leave (except in the case of emergency leave) and submit a completed "Family and Medical Leave of Absence Request Form". Any resident taking family and/or medical leave must be placed on a leave of absence, and the appropriate personnel papers must be completed by the department and sent to the Graduate Medical Education Department for approval.

d) The National Defense Authorization Act was signed into law by President Bush in January of 2008. The Act expanded the Family Medical Leave Act (FMLA) of 1993 and provides new leave related to military service and went into effect on January 16, 2009. The new leave entitlements include Military Caregiver Leave, which provides family members of injured service members with up to 26 work weeks of leave in a single 12-month period and Qualifying Exigency Leave, which allows family members of the National Guard and Reserves to use up to the normal 12 work weeks of FMLA leave to manage the affairs of a service member while he or she is on active duty in support of a contingency operation.

4. **Educational Leave:** Educational leave may be provided at the discretion of the program director according to policies established by the individual residency programs.

5. **Military Leave:** Any physician applying for residency training that is, or anticipates becoming, an active or reserve member of the armed forces should clearly state such on his application. Prior to acceptance of an offer of residency training, the program director, or his/her designee, should
provide the applicant with a copy of the program's policy on leave and the effect of such leave on the training requirements of the program.

a) A maximum of 21 working days with pay per calendar year is provided to all employees who are ordered to military duty. This 21 working days per year includes weekend drills as well as summer training and any other type military duty, except that which is noted in Alabama law, Ala. Code Section 31-12-1. Employees will be paid only for the time for which they would ordinarily be scheduled to work for UAB. In no case will employees be paid for a period in excess of the time for which they are ordered to military duty. A copy of the orders or other satisfactory documentation of attendance must be provided to the supervisor as soon as received.

b) After the first 21 days of military leave per year, any additional military leave, except that which is noted in Alabama law, Ala. Code Section 31-12-1, will be without pay or may be charged to vacation or personal holiday time. Persons requesting military leave must submit a copy of the orders calling them to active duty. Documentation must be attached to the time sheet or Leave of Absence paper. All documentation should be included in the employee's official personnel file. Employees returning from military leave have 90 days following discharge from active duty to reclaim their positions.

In the case of a major military call-up, the UAB President may alter these regulations (such as "calendar" year rule), but any changes must apply to all affected employees, not just to individual cases. Alabama law, Ala. Code Section 31-12-1, et. seq. (the Act), extends military protections and rights under the Soldiers’ and Sailors’ Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act to active members of the Alabama National Guard and other military reserve forces called to duty in time of war, armed conflict or emergencies, proclaimed by the Governor or the President of the United States, and called or ordered to state active duty for a period of 30 consecutive days or more or federally funded duty, other than training. This law does not apply to normal National Guard and reserve weekend drills, annual training and required schools.

Retroactive to 9/11/2001, eligible employees, as defined in the Act, are eligible for the difference in pay between lower active duty pay and a higher public salary, for the duration of the active military service. This provision applies only to employees called into active service during the war on terrorism, which commenced on September 11, 2001. Any public employee who was required to use annual or sick leave as a result of being called to active service during the war on terrorism shall have his/her leave restored. Also, health insurance benefits may be continued at the election of the employee called to active military service. Any employee serving in the active military service during the war on terrorism, which commenced on September 11, 2001, shall continue to be considered an active participant in the Retirement System of Alabama throughout such service.
SECTION V - RESIDENT RESPONSIBILITIES AND CONDITIONS OF APPOINTMENT

A. Compliance with Institutional Policies and Procedures: All residents are subject to the personnel and administrative policies and procedures of the Hospital and the University of Alabama at Birmingham, except as specifically modified by the Dean's Council for Graduate Medical Education. A resident's appointment is contingent upon compliance with said policies. All Hospital standards and policies are available through the SPP-SCR Website at https://scr.hs.uab.edu/. In addition, the University of Alabama at Birmingham’s Sexual Harassment Policy and The University of Alabama School of Medicine Harassment Policy are also provided in Appendix 6 of this manual. All residents are provided with a copy of the Graduate Medical Education Policies and Procedures manual and are expected to read and become familiar with said policies.

As a condition of promotion/advancement, the resident is responsible for completing all mandatory education required by the Sponsoring Institution (i.e., compliance training, The Joint Commission education, etc.).

B. Hospital Orientation for New Residents: The orientation session for new residents is designed to facilitate each resident's entry into the UAB system, provide education on policies and procedures, and expedite the completion of all required paperwork. Newly-appointed residents are expected to attend orientation if at all possible. Residents unable to attend orientation are required to report to the Graduate Medical Education Department for processing and instructions for completion of the required paperwork.

C. Contract with the University of Alabama Hospital (Resident Agreement): An "Initial Resident Agreement" must be completed for all residents upon entry into a residency program and a "Resident Renewal Agreement" for each year of training thereafter. The agreement must be signed by the resident, program director, and the DIO and the original agreements maintained as a part of the Hospital's permanent records.

D. Physical Examination: All newly-appointed residents must undergo a pre-employment physical examination, as required by the State Health Department. Residents who fail to complete their physical examination within 30 days of the date of employment are subject to suspension. Residents should contact Employee Health at (205) 934-3675 to schedule an appointment to have a TB skin test, blood drawn, and screening for childhood diseases. Reports from examinations conducted by private physicians or at other facilities are not acceptable.

1. Tuberculosis Testing: All residents are required to have tuberculosis screening, performed initially during the pre-employment physical and annually thereafter by Employee Health, located in Room SW123, Spain Wallace. Additional information on testing may be obtained from Employee Health at (205) 934-3675.

2. Immunization for Hepatitis-B and Childhood Diseases: Newly-appointed residents are screened for the need for immunization for hepatitis-B and childhood diseases as a part of the pre-employment physical. Immunizations are provided at no cost to the resident by Employee Health. Additional information may be obtained from Employee Health at (205) 934-3675.

E. Background Checks are performed during the orientation process for new residents.

F. Advanced Life Support Certification: Residents are required to maintain certification in life support procedures appropriate for their specialty (Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), Pediatric Advanced Life Support (PALS) and/or Neonatal Advanced Life Support (NALS or Neonatal Resuscitation Program) throughout residency training. Courses for residents new to UAB are offered in June of each year, and courses are offered throughout the year for residents requiring recertification. Information on classes may be obtained by contacting the Graduate Medical Education Department at (205) 934-4793.

G. Identification Badge: Newly-appointed residents must report to HRM/Hospital Support Services to obtain an identification badge bearing their picture. This identification badge should be worn at all times while in the Hospital. A $10.00 replacement fee is charged for replacement badges. Identification badges must be returned upon completion of residency training or termination of employment at the Hospital. HRM/Hospital Support Services is located in the Russell Wing, Room 165, and telephone (205) 934-2097. Office hours are 8:30 a.m. - 5:00 p.m., Monday through Friday.

H. Patient Information and Clinical Tasks System (IMPACT) Training: Residents are required to complete a training course prior to being issued access numbers for the IMPACT system. Courses are
offered during orientation and throughout the year. Additional information can be obtained by contacting
the IMPACT Scheduling Coordinator at (205) 934-1332, Room 270, General Services Building.

I. Professional Liability Insurance: Newly-appointed residents must complete an application for
professional liability (malpractice) insurance through the UAB Professional Liability Trust Fund (see
Section IV.E.). The completed application must be forwarded to the Graduate Medical Education
Department for processing. Application forms and forms to process changes are available in the
Graduate Medical Education Department, Jefferson Tower, J136.

J. United States Medical Licensing Examinations (USMLE)

1. USMLE Step 2: All residents with M.D. degrees, regardless of postgraduate year, must possess
a passing score for both Clinical Skills and Knowledge parts of Step 2 by completion of the third
month after entering residency training at UAB. For example, if a resident begins the PG year on
July 1st, the deadline for successful completion of the exam is September 30th of the same year.

2. USMLE Step 3: All residents with M.D. degrees must possess a passing score for the USMLE
Step 3 by completion of the sixth month of postgraduate year two. The first attempt at the exam
must occur before the end of the PGY1 year. Notwithstanding the foregoing, if a resident
transfers to UAB from a non-UAB program after PG year two, the resident must possess a
passing score for USMLE Step 3 by completion of the sixth month after their transfer to UAB. (For
example, if a resident begins the postgraduate year two on July 1st, the deadline for successful
completion of the exam is December 31st of the same year.)

K. Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

1. COMLEX Level 2: All residents with D.O. degrees, regardless of postgraduate year, must
possess a passing score for the COMLEX Level 2 by completion of the third month after entering
residency training at UAB.

2. COMLEX Level 3: All residents with D.O. degrees must possess a passing score for the
COMLEX Level 3 by completion of the sixth month of postgraduate year two. Notwithstanding the
foregoing, if a resident transfers to UAB from a non-UAB program after postgraduate year two,
the resident must possess a passing score for COMLEX Level 3 by completion of the sixth month
after their transfer to UAB. (For example, if a resident begins the postgraduate year two on July
1st, the deadline for successful completion of the exam is December 31st of the same year.)

L. Licensure: All residents (graduates of American and international medical schools) must apply for and
obtain an unrestricted Alabama license to practice medicine when they meet the minimum postgraduate
training requirements stipulated by the Alabama Board of Medical Examiners. In addition, residents who
are graduates of international medical schools must apply for and obtain a limited Alabama license no
later than 18 months from the start of postgraduate training (PGY 1) and this limited license must be
maintained until an unrestricted Alabama license is obtained, or they complete the program, whichever
occurs first.

All residents will be required to demonstrate to the Graduate Medical Education Department that they
have obtained and maintained a medical license (unrestricted and/or limited) with the Alabama Board of
Medical Examiners, after meeting eligibility requirements, but, in no event later than 18 months from the
start of their postgraduate training. A copy of the resident’s current unrestricted and/or limited medical
license must be submitted to the Graduate Medical Education Department on an annual basis at the time
the resident’s contract is renewed for each academic year.

Failure to meet any of these licensing requirements will result in the resident being placed on
administrative probation. Should the resident fail to meet the terms of the probation period, the resident’s
appointment will be revoked.
Application forms for licensure may be obtained by contacting:

Alabama Board of Medical Examiners
Medical Licensure Commission
P. O. Box 946
Montgomery, AL 36101
(848 Washington Avenue, Montgomery, AL 36104)
Telephone: (800) 227-2606

M. Alabama Controlled Substances Certificate/DEA Number:

An Alabama Controlled Substances Certificate (ACSC) and Drug Enforcement Administration (DEA) number is required in order for physicians to write inpatient or outpatient prescriptions for controlled substances. Residents may rely on the Hospital's institutional DEA number (with a unique suffix assigned to each resident) for the first 18 months of residency training, but not thereafter.

In clinical training programs where controlled substances are prescribed, each resident must register with the Drug Enforcement Administration (DEA) and obtain an individual DEA number and with the Alabama Board of Medical Examiners for an Alabama Controlled Substances Certificate (ACSC) when they obtain their Alabama license, but on no event, later than 18 months from the start of their postgraduate training. A copy of the DEA number and ACSC should be sent to the Graduate Medical Education Department. Registration forms for the Alabama Controlled Substances Certificate are included with application materials for licensure, and information on federal DEA registration is found at: http://www.deadiversion.usdoj.gov

Residents in a training program where controlled substances are not prescribed are not required to obtain a DEA number or ACSC. Residents in these programs cannot use another physician’s DEA number or ACSC.

A list of residency training programs in which controlled substances are prescribed can be found in Appendix 4.

Failure to meet any of these requirements will result in the resident being placed on administrative probation. Should the resident fail to meet the terms of the probation period, the resident's appointment will be revoked.

N. Moonlighting: Specific policies concerning moonlighting may vary from program to program, and residents may undertake moonlighting activities only in accordance with the policies and guidelines established by the individual residency programs. The following policies apply to moonlighting by residents in all programs:

1. Residents cannot be required to engage in moonlighting activities.
2. PGY-1 residents are not permitted to moonlight.
3. Any resident engaged in moonlighting must notify the program director of such activities. The program director must acknowledge in writing that she/he is aware that a resident is moonlighting and this information must be maintained in the resident's file.
4. Moonlighting at Institutions other than UAB Hospital
   a) Residents participating in moonlighting activities at institutions other than UAB Hospital must have an unrestricted full license to practice medicine in the State of Alabama, a current Alabama Controlled Substance Certificate (ACSC), and a personal DEA number. Residents ineligible for a full license in Alabama may not moonlight at institutions other than UAB Hospital.
5. **Moonlighting at UAB Hospital**
   
a) Residents participating in moonlighting activities at UAB Hospital must have either an unrestricted full license or a current State of Alabama limited license to practice medicine, a current Alabama Controlled Substance Certificate (ACSC) and a personal DEA number.

6. Residents must use their individual DEA numbers for moonlighting activities. The institutional number cannot be used for moonlighting activities.

7. Professional liability insurance coverage for moonlighting activities at institutions other than UAB Hospital is not provided by the Hospital. It is the responsibility of the institution hiring the resident to moonlight to determine whether appropriate licensure is in place, whether adequate liability coverage is provided, and whether the resident has the appropriate training and skills to carry out assigned duties.

8. “Non-Member staff appointments” are in that role under the direct supervision of the appropriate service chief. They are subject to all rules for Active medical staff. In this capacity they are not under direct GME/Program Director supervision.

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O. **Participation in Educational and Professional Activities:** The Hospital and its sponsored programs are committed to providing an educational and scholarly environment for the conduct of graduate medical education, which facilitates each resident's professional and personal development. Each program is required to define, in accordance with the Program Requirements established for the discipline, the specific knowledge, skills, and attitudes required and provide educational experiences as needed in order for their residents to 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; and

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.

In addition, residents are expected to:

1. Develop a personal program of learning to foster continued professional growth with guidance from the teaching staff;

2. Participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other residents and students;

3. Participate in appropriate institutional committees and councils whose actions affect their education and/or patient care;

4. Participate in an educational program regarding physician impairment, including substance abuse.

5. Submit to the program director or to a designated institutional official at least annually confidential written evaluations of the faculty and of the educational experience.
SECTION VI: ANCILLARY AND SUPPORT SERVICES

The University and Hospital are committed to the provision of necessary ancillary and support services for residents in its graduate medical education programs. Such services include, but are not limited to, the provision of uniforms, payment of parking fees, discounted meals, on-call quarters, exercise facilities, dining room, lounge, an extension library within the Hospital, a health sciences bookstore and discount on purchases, an appropriate medical records system, counseling services, and appropriate security for resident safety.

A. Bookstore: The UAB Bookstore is located in the Hill University Center, 1400 8th Avenue South. Residents receive a 10% discount on selected items with proper identification.

B. Cafeterias: Hospital cafeterias are located on the second floor of Jefferson Tower and first floor of Spain Rehabilitation Center. With proper identification, residents receive a 60% discount on meals at these facilities. Residents must present their UAB I.D. badge to receive this discount. Additionally, there is a Food Court in the North Pavilion as well as numerous restaurants located within walking distance of the Hospital.

C. Counseling Services: Counseling is available at no cost to residents through The Resource Center (An Employee Assistance/Counseling Service), which is a free, confidential and voluntary service provided by the University of Alabama at Birmingham. The professional counseling staff provides confidential, one-on-one counseling. Should a resident require assistance in an area in which the counselors do not specialize, the counselors will work with the resident in making an appropriate referral. Every Resource Center consultation is strictly confidential, and information is not included in personnel records nor revealed to supervisors, coworkers, colleagues, friends or family members. The phone number is (205) 934-2281, or 1-877-872-2327. Detailed information on The Resource Center can be found on their website. http://www.hrm.uab.edu/main/resource_ctr/. In addition, the Department of Psychiatry offers full in- and outpatient services with specialized programs in a number of areas.

Also, the Physician Resource Office (PRO) exists in the UAB Health System to provide comprehensive physician health services for physician faculty, residents and medical students. In addition to prevention and education services, the PRO assists with treatment planning, return to work issues, and monitoring for physicians needing continuing care. The office is located in the John N. Whitaker Building, 500 22nd Street South, Suite 504-A. The phone number is (205) 731-9799.

D. Dining/Break Rooms: A dining/break room with refrigerator, microwave and vending machines is provided for use by residents. The dining/break room is adjacent to the on-call quarters in Room 1621, Jefferson Tower. The Hospital also provides a dining room for physicians in the cafeteria located on the second floor of Jefferson Tower, Room J209.

E. Exercise Facilities: The Hospital provides an exercise room for residents in Room 1620, Jefferson Tower, which is equipped with exercise bicycles, free weights, and stationary weights. The UAB Hospital Health Club is also available to residents and is located in the Boshell Diabetes Research and Education Building Room 212. Monthly fees are $30. No initiation fee or contract is required. The Health Club is open 24 hours and has machine weights, free weights, cardio-conditioning, treadmills, rowing machines, steam room, sauna, one-person whirlpool and locker room with shower facilities. Soap, shampoo and towels are furnished. For more information on the Health Club call (205) 934-2688. Additionally, the UAB Campus Recreation Center is available to residents with proper identification at $30 per month (or, $360 per year). Memberships for spouses or families may also be purchased. The UAB Campus Recreation Center is located at 1501 University Boulevard. Additional information may be obtained by calling the Recreation Center at (205) 934-8224.

F. GME Hotline: A resident hotline is provided as a mechanism by which individual residents can address concerns in a confidential and protected manner. The resident hotline number is 934-5025. All inquiries will be investigated and reported to the DIO.

G. International Scholar and Student Services: International residents who desire or need assistance with the process of entry into American society may contact International Scholar and Student Services (ISSS). Services provided include, but are not limited to: (1) assistance with visa and immigration requirements; (2) assistance with economic matters such as establishing accounts with local financial institutions; and (3) communication with outside agencies including local and state officials. The ISSS is able to coordinate individual programs to assist residents in making cultural, social, and personal adaptations. Further information may be obtained by contacting the ISSS at extension (205) 934-3328.
H. **Jefferson County Residents Medical Auxiliary:** The Jefferson County Residents Medical Auxiliary is comprised of spouses of any resident in training in Jefferson County. The group's purpose is to provide opportunities for the residents' spouses to meet and give support to each other throughout the training years. The Auxiliary elects a membership coordinator at the beginning of each academic year who contacts the spouses of all new residents.

I. **Loan Deferments:** The GME Office is available to assist residents in completing the necessary paperwork for loan deferments.

J. **Lounge:** The Hospital provides a lounge for use by residents in Room 1625, Jefferson Tower. The lounge is equipped with television and a computer terminal with access to IMPACT.

K. **Medical Libraries:** Lister Hill Library of the Health Sciences provides comprehensive collections of print and electronic resources to support research, education and patient care to all UAB residents regardless of location. Library faculty provide a variety of support with resources and services and can visit your location on-campus or at off-campus sites. Lister Hill Library at University Hospital (LHL@UH), located in Room P235 of the West Pavilion, provides residents with access to librarians and a broad variety of reference material in print or electronic format in a location convenient to patient care areas. The library is open and staffed Monday through Friday, 7:30 a.m. to 6:00 p.m. A librarian is available Monday through Friday 7:30 a.m. to 5:00 p.m. Residents may access LHL@UH 24 hours a day by using their ID badge, upon application with the library. The main Lister Hill Library is located at 1700 8th Avenue South and is available to residents Monday through Thursday, 7:00 a.m. to 11:00 p.m., Friday from 7:00 a.m. to 7:00 p.m., Saturday, 9:30 a.m. to 6:00 p.m. and Sunday, 12:00 Noon to 10:00 p.m. Electronic resources provided by the library can be accessed at http://www.uab.edu/lister; off-campus access requires the use of a BlazerID and password.

L. **Needle Stick Response Team:** For injuries resulting from needle sticks, blood and body fluid splashes and BioHazard exposures, staff, visitors and students shall immediately notify the Needle Stick Response Team using the Phone Center (Paging 934-3411). This service is available 24 hours a day. Complete an incident report via the Web-Based Incident Reporting System. Do not go to the Emergency Department or The Workplace.

Residents who receive a needle stick at an off-site facility will need to be treated by the entity in which the injury/incident occurs. There will need to be an Incident Report completed for both UAB Hospital and the other entity involved. Any follow-up treatment can be done through Employee Health as coordinated between both entities.

M. **Notary:** The GME Office provides notary services to residents free of charge.

N. **On-Call Quarters:** The Hospital provides on-call quarters for residents in the Center for Psychiatric Medicine, Jefferson Tower, Old Hillman Building, Quarterback Tower, Spain Rehabilitation Center, Spain-Wallace, Medical Education Building, North Pavilion, West Pavilion, and the Women and Infants Center. The Hospital assigns each program rooms with a sufficient number of beds for the number and gender of residents on call that accommodate privacy needs. The Graduate Medical Education Department maintains a master listing of on-call rooms, program assignments and, for security purposes, the names and key numbers of individuals to whom keys have been issued.

1. Any program requiring additional on-call rooms should direct a request to the Graduate Medical Education Department. Residency programs and/or residents may not exchange rooms or give away rooms to residents of another program without the prior approval of the Graduate Medical Education Department.

2. Programs should report to the Graduate Medical Education Department any call room assigned to the program that is not being utilized by the residents.

3. All requests for keys and/or lock work for resident facilities or on-call rooms maintained by the Hospital must be approved by the Graduate Medical Education Department.

4. Repairs or maintenance work needed in the on-call quarters should be reported to the Graduate Medical Education Department.

5. On completion of residency training, or change in program, residents must return to the program coordinator any keys issued to on-call rooms.
O. Parking: Residents are assigned parking by UAB Parking and Transportation Services. Every effort is made to place residents in parking facilities in close proximity to the Hospital. The monthly parking fee of $50.00 is paid by the Hospital for residents funded by the Hospital. Residents paid by other than University sources receive direct billing for the fee. Residents should check their payroll statements each month to ensure there are no deductions for parking. Residents will be reimbursed for any overcharge, provided the Graduate Medical Education Department is provided with a copy of the payroll statement(s) showing the amount deducted and the request for reimbursement is made within the year in which the overcharge occurred. Questions related to parking at the 4th Avenue Parking Deck should be directed to Park Rite, Inc. at 996-2548. UAB Parking and Transportation Services may be reached at 934-3513.

P. Security and Safety: The UAB Police Department is accredited by the Commission for the Accreditation of Law Enforcement Agencies (CALEA) and is responsible for the safety and protection of staff, students and visitors and the prevention of crime on the UAB campus. Police officers and/or security personnel are present in Hospital buildings and the parking decks which are equipped with monitored security cameras. Emergencies may be reported or assistance requested by calling 934-4434. In addition, the following services are provided to enhance safety:

1. Help Telephones: There are 200 designated Help Telephones throughout the UAB campus that provide a direct link to the UAB Police Department. The telephones are monitored 24 hours a day and are located in building hallways, elevators, parking lots/decks, between buildings and in remote areas.

2. Campus Escort Service: An after dark escort service is available and can be requested by calling 934-8772. The resident will be met by an escort who will accompany the resident to his/her campus destination on foot or in a marked vehicle.

Q. Transportation Options for Residents Who May Be Too Fatigued to Safely Return Home: Any resident/fellow that is too fatigued to safely return home after duty should contact the Graduate Medical Education Department at 934-4793. A taxi service will be provided to take the resident/fellow home and return to the hospital if needed. The Graduate Medical Education Department is open Monday – Friday from 8:00 a.m. – 5 p.m. If this service is needed during hours that GME is not open, pick up any hospital phone and call *55 (or, 934-3422), identify yourself as a GME resident and request this service. In addition, the Hospital has designated rooms on the 16th floor of Jefferson Tower for residents that choose to rest in the hospital prior to returning home.

R. Uniforms:

1. White Coats: Residents are issued either three (3) or four (4) white coats during their orientation to the Hospital, based on the chart shown in Appendix 3. If a coat becomes stained, torn or unserviceable, a new coat will be issued on a one-for-one exchange basis. Replacement coats may be ordered by contacting Linen Services, 934-4801.

2. Scrub Suits: The Hospital will issue scrub suits to residents based upon the chart shown in Appendix 4. Residents in programs in the “exempt” category will continue to obtain scrubs through usual means. Codes are required to access the physicians’ changing rooms for residents in the exempt category and will be distributed to residents that need them. Residents who receive scrubs will be responsible for laundering their scrub suits and having these available when needed. Damaged or permanently stained scrub suits will be exchanged on a one for one basis. Should a scrub suit become heavily soiled during work hours, the scrub suit may be exchanged for a clean scrub suit in designated areas such as the Operating Rooms or Labor and Delivery. Residents who lose or misplace scrubs may purchase replacements from the Hospital Support Services/Hospital Uniforms department at Hospital cost. Residents are encouraged to return scrub suits at the end of training at UAB.
SECTION VII - EDUCATIONAL PROGRAM

A. PROGRAM DIRECTORS

A single program director with authority and responsibility for the operation of the sponsored program must be appointed by the department chair and/or division director. The program director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability. In addition to any specialty-specific requirements outlined in the relevant Program Requirements, all program directors must possess the following qualifications:

1. Member in good standing of the medical staff of the Hospital,
2. Appointment to the teaching faculty of the UASOM,
3. Requisite specialty expertise as well as documented educational and administrative abilities and experience in his/her field acceptable to the Residency Review Committee,
4. Certified in the specialty by the applicable American Board of Medical Specialties (ABMS) or possess specialty qualifications judged to be acceptable by the Residency Review Committee, and
5. Current medical licensure

In addition to any specialty-specific requirements outlined in the relevant program requirements and ACGME Manual of Policies and Procedures, the responsibilities of the program director include, but are not limited to, the following:

1. Overseeing and ensuring the quality of didactic and clinical education in all sites that participate in the program,
2. Approving the selection of the faculty and other program personnel at each participating site; approving a local site director at each participating site who is accountable for resident education; evaluating program faculty and approve the continued participation based on evaluation,
3. Preparing an accurate statistical and narrative description of the program as requested by the Residency Review Committee,
4. Completing annual updates of the program and resident records through the ACGME Accreditation Data System (ADS),
5. Promptly notifying the executive director of the RRC using the ADS of a change in program director or department chair,
6. Ensuring implementation of fair policies and procedures, as established by the Hospital, to address resident grievances and due process in compliance with the Institutional Requirements,
7. Monitoring resident stress, fatigue, sleep deprivation, including mental or emotional conditions inhibiting performance or learning, and drug- or alcohol-related dysfunction,
   a) The program director and faculty should be sensitive to the need for timely provision of confidential counseling and psychological support services to residents.
   b) Situations that demand excessive service or that consistently produce undesirable stress on residents must be evaluated and modified.
   c) Adopt fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning such as naps of back-up call schedules.
8. Obtaining prior approval of the DCGME and RRC for changes in the program that may significantly alter the educational experience of the residents including, but not limited to, the addition or deletion of major participating institutions, change in the approved resident complement, or change in the format of the educational program. See Section II of the Common Program Requirements,
9. Developing and implementing the academic and clinical program of resident education by preparing and implementing a written statement outlining the educational goals and objectives of the program, with respect to knowledge, skills, and other attributes of the residents for each major assignment and each level of the program,
a) The statement of educational goals and objectives must be distributed to residents and faculty.
b) The statement of educational goals and objectives must be reviewed with residents prior to the assignment.

10. Providing residents with direct experience in progressive responsibility for patient management.
11. Preparing and implementing a comprehensive, well-organized, and effective curriculum, both academic and clinical, this includes the presentation of core specialty knowledge supplemented by the addition of current information.
12. Ensuring that residents are provided with effective educational experiences that lead to measurable achievement of educational outcomes in the ACGME competences as outlined in the Common and specialty/subspecialty-specific Program Requirements.
13. Establishing and maintaining an environment of inquiry and scholarship, including an active research component within the program, and ensuring participation by both residents and faculty, as defined in Section IV.B in the Common Program Requirements and Program Requirements.
14. Preparation of written, program-specific criteria and processes for the selection, promotion, transfer, dismissal, and verification of residents. The program director is responsible for ensuring that the program’s criteria are in compliance with the Institutional Requirements, Common Program Requirements, relevant Program Requirements, and institutional policies governing graduate medical education.
15. Developing and implementing policies and procedures for resident supervision at all participating institutions that are in compliance with Section II.A.4 and VI.D of the Common Program Requirements, relevant Program Requirements, and policies and procedures of the sponsoring and participating institutions.
16. Developing and implementing formal written policies and procedures governing resident duty hours that are in compliance with Sections II and VI of the Common Program Requirements, relevant Program Requirements, and institutional policies and procedures.
17. Developing and implementing policies and procedures for the evaluation of residents, faculty, and the program that are in compliance with Sections II and V of the Common Program Requirements, relevant Program Requirements, and institutional policies and procedures.
18. Developing and implementing policies and procedures for the learning and work environment that are in compliance with Sections II and VI of the Common Program Requirements, relevant Program Requirements, and institutional policies and procedures (see Section VIII – Resident Work Environment).
19. Developing and implementing policies and procedures for transitions of care that is in compliance with Section VI of the Common Program Requirements, relevant Program Requirements, and institutional policies and procedures.

B. TEACHING FACULTY

The teaching faculty of the program is appointed on recommendation of the program director, division director and departmental Chair, with approval of the Dean of the University of Alabama School of Medicine or Dentistry, and Hospital Executive Committee. The teaching faculty should include members of the medical staff at each hospital participating in the educational activities of the program. At each institution, there must be a sufficient number of faculty with documented qualifications to instruct and adequately supervise all residents in the program. In addition to any requirements outlined in the relevant Program Requirements, all teaching faculty should possess the following qualifications:

1. Possess requisite specialty expertise as well as documented educational and administrative abilities and experience in their field.
2. Certification in the specialty by the applicable American Board of Medical Specialties (ABMS) or possess qualifications judged by the RRC to be acceptable,

3. Member of the medical staff in good standing at an institution participating in the program,

4. Non-physician faculty must be appropriately qualified in their field and possess appropriate institutional appointments. The teaching faculty must devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities, including the timely evaluation of the residents they supervise. The faculty must demonstrate a strong interest in the education of residents, support the goals and objectives of the program, demonstrate competence in both clinical care and teaching abilities, and participate in the scholarly activities of the program.

C. ACGME COMPETENCIES

ACGME-accredited programs must require that its residents obtain competence in the six areas listed below to the level expected of a new practitioner. Programs must define the specific knowledge, skills, behaviors, and attitudes required and provide educational experiences as needed in order for their residents to 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 collaboration 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 of health care and the ability to effectively call on system resources to provide care that is of optimal value.

D. SCHOLARLY ACTIVITIES

The program director and faculty are responsible for establishing and maintaining an environment of inquiry and scholarship and an active research component within each program. The program director must ensure that faculty and residents participate in scholarly activity defined as one of the following:

1. The scholarship as evidenced by peer-reviewed funding or publication of original research or review articles in peer-reviewed journals or chapters in textbooks,

2. Publication or presentation of case report or clinical series at local, regional, or national professional and scientific society meetings,

3. Participation in national committees or educational organizations,

4. Active participation of the teaching staff in clinical discussions, rounds, journal club, and research conferences in a manner that promotes a spirit of inquiry and scholarship; offering of guidance and technical support (e.g., research design, statistical analysis) for residents involved in research; and provision of support for resident participation in appropriate scholarly activities.

The program director must ensure that adequate resources for scholarly activities for faculty and residents are available, including sufficient laboratory space, equipment, computer services for data analysis, and statistical consultation services.
SECTION VIII - RESIDENT WORK ENVIRONMENT

The program director is responsible for ensuring that residents are provided with a sound academic and clinical education that is carefully planned and balanced with concerns for patient safety and resident well-being. Developing the skills, knowledge and attitudes leading to proficiency in all the domains of clinical competency requires the resident physician to assume personal responsibility for the care of individual patients. As residents gain experience and demonstrate growth in their ability to care for patients, they assume roles that permit them to exercise those skills with greater independence. Supervision in this setting with graded and progressive responsibility should have the goal of assuring the provision of safe and effective care to the individual patient; assuring each resident’s development of the skills, knowledge and attitudes required to enter the unsupervised practice of medicine and establishing a foundation for continued professional growth. Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Each program must have written policies and procedures for resident duty hours and the work environment that are distributed to all faculty and residents. Such policies must comply with the ACGME Institutional Requirements, relevant Program Requirements, and the following institutional policies:

A. PROFESSIONALISM, PERSONAL RESPONSIBILITY AND PATIENT SAFETY

1. Along with the Sponsoring Institution, the program director is responsible for educating residents and faculty members concerning the professional responsibilities of physicians to appear for duty appropriately rested and fit to provide the services required by their patients.

2. The program director must be committed to and responsible for promoting patient safety and resident wellbeing in a supportive educational environment.

3. The program director must ensure that residents are integrated and actively participate in interdisciplinary clinical quality improvement and patient safety programs.

4. Along with the Sponsoring Institution, the program director must structure the learning objectives of the program to be accomplished through an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events and not be compromised by excessive reliance on residents to fulfill non-physician service obligations.

5. Along with the Sponsoring Institution, the program director must ensure a culture of professionalism that supports patient safety and personal responsibility. Residents and faculty members must demonstrate an understanding and acceptance of their personal role in the following:
   a) Assurance of the safety and welfare of patients entrusted to their care
   b) Provision of patient- and family-centered care
   c) Assurance of their fitness for duty
   d) Management of their time before, during, and after clinical assignments
   e) Recognition of impairment, including illness and fatigue, in themselves and in their peers
   f) Attention to lifelong learning
   g) The monitoring of their patient care performance improvement indicators
   h) Honest and accurate reporting of duty hours, patient outcomes and clinical experience data

6. All residents and faculty members must demonstrate responsiveness to patient needs that supersedes self-interests. Physicians must recognize that under certain circumstances, the best
interests of the patient may be served by transitioning that patient’s care to another qualified and rested provider.

B. SUPERVISION OF RESIDENTS

Each program director must ensure, direct, and document adequate supervision of residents at all times. There must be program-specific policies and guidelines for resident supervision and progressive levels of responsibility for each year that are distributed to all residents and teaching faculty.

The clinical responsibilities for each resident must be based on PGY-level, patient safety, resident education, severity and complexity of patient illness/condition and available support services.

The following policies apply to all programs and residents:

1. The program director must ensure that the teaching staff at all participating institutions and clinical sites provide appropriate supervision of residents that is consistent with proper patient care and the educational needs of the residents.
   a) Each patient must have an identifiable, appropriately-credentialed and privileged attending physician (or licensed independent practitioner as approved by each RRC) who is ultimately responsible for that patient’s care at all clinical sites utilized for the education of residents.
      i) This information should be available to residents, faculty members and patients
      ii) Residents and faculty members should inform patients of their respective roles in each patient’s care
   b) Faculty attending and call schedules must be structured to provide residents with continuous supervision and consultation.
   c) Residents and other health care personnel must be provided with rapid, reliable systems for communicating with supervising faculty.

2. To ensure oversight of resident supervision and graded authority and responsibility, the program must define the levels of supervision that is in accordance with the RRC and use the following classification of supervision:
   a) Direct Supervision – the supervising physician is physically present with the resident and patient
   b) Indirect Supervision with direct 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
   c) Indirect Supervision with direct supervision available – the supervising physician is not physically present within the hospital or other site of patient care but is immediately available by means of telephonic and/or electronic modalities, and is available to provide Direct Supervision
   d) Oversight – The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered

3. Residents must be supervised by teaching staff in such a way that the residents assume progressively increasing responsibility according to their level of education, ability and experience. The program must demonstrate that the appropriate level of supervision is in place for all residents who care for patients.
   a) The program director is responsible for defining the levels of responsibilities for each year of training through written descriptions of the types of clinical activities residents may perform and/or teach.
b) The level of responsibility granted to a resident is determined by the program director and/or supervising teaching faculty and must be based on documented evaluation of the resident's clinical experience, judgment, knowledge, technical skill and the needs of the patient.

c) Senior residents or fellows should serve in a supervisory role of junior residents in recognition of their progress toward independence, based on the needs of each patient and the skills of the individual resident or fellow.

d) The program director must set guidelines for circumstances and events in which residents must communicate with appropriate supervising faculty members.

e) Residents must be aware of their limitations and may not attempt to provide clinical services or perform procedures for which they are not trained.

f) PGY-1 residents should be supervised either directly or indirectly with direct supervision immediately available.

4. Faculty supervision assignments should be of sufficient duration to assess the knowledge and skills of each resident and delegate to him/her the appropriate level of patient care authority and responsibility. The program director is responsible for ensuring that all teaching faculty and residents are educated to recognize the signs of fatigue and for implementing policies and procedures to prevent and counteract the potential negative effects.

a) Faculty members and residents must be educated to recognize the signs of fatigue and sleep deprivation; alertness management and fatigue mitigation processes; and to adopt fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning such as naps or back-up call schedules.

b) A process must be developed to ensure continuity of patient care in the event that a resident may be unable to perform his/her patient care duties.

C. TEAMWORK

Resident must care for patients in an environment that maximizes effective communication. This must include the opportunity to work as a member of effective interprofessional teams that are appropriate to the delivery of care in the specialty.

D. DUTY HOURS

Duty hours are defined as all clinical and academic activities related to the residency 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. The following institutional policies apply to all programs and residents:

1. Maximum Hours of Work per Week: 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.

a) Mandatory Time Free of Duty: Residents must be provided with one day in seven free from all educational and clinical responsibilities, averaged over a four-week period. At-home call cannot be assigned on these free days. One day is defined as one continuous 24-hour period free from all continuous, educational, and administrative duties.

b) Maximum Duty Period Length:

(1) Duty periods of PGY-1 residents must not exceed 16 hours in duration.

(2) Duty periods of PGY-2 residents and above may be scheduled to a maximum of 24 hours of continuous duty in the hospital.

(3) Programs must encourage residents to use alertness management strategies in the context of patient care responsibilities. Strategic napping, especially after 16 hours of...
continuous duty and between the hours of 10:00 p.m. and 8:00 a.m. is strongly suggested.

(4) It is essential for patient safety and resident education that effective transitions in care occur. Resident 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.

(5) Residents must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty.

(6) In unusual circumstances, 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.

i) Under those circumstances, the resident must appropriately hand over the care of all other patients to the team responsible for their continuing care; and document the reasons for remaining to care for the patient in question and submit that documentation in every circumstance to the program director.

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

2. Minimum Time Off Between Scheduled Duty Periods: Adequate time for rest and personal activities must be provided.

(a) PGY-1 residents should have 10 hours, and must have eight hours, free of duty between scheduled duty periods...

(b) Intermediate-level residents should have 10 hours free of duty, and must have eight hours between scheduled duty periods. They must have at least 14 hours free of duty after 24 hours of in-house duty.

(c) Residents in the final years of education must be prepared to enter the unsupervised practice of medicine and care for patients over irregular or extended periods. While it is desirable that residents in their final years of education have eight hours free of duty between scheduled duty periods, there may be circumstances when these residents must stay on duty to care for their patients or return to the hospital with fewer than with hours free of duty. Circumstances of return-to-hospital activities with fewer than eight hours away from the hospital by residents in their final years of education must be monitored by the program director.

d) The program must provide back-up support systems when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create resident fatigue sufficient to jeopardize patient care.

3. Maximum Frequency of In-House Night Float: Residents must not be scheduled for more than six consecutive nights of night float.

4. Maximum Frequency of In-House On-Call Frequency: In-house call is defined as those duty hours beyond the normal work day when the residents are required to be immediately available in the assigned institution. The following policies apply to residents in all programs:

a) PGY-2 residents and above must be scheduled for in-house call no more frequently than every third night, averaged over a four-week period.

5. At-Home Call: At-home call (pager call) is defined as call taken from outside the assigned institution.

a) 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 on-day-in-seven free of duty,
when averaged over four weeks. However, at home call must not be so frequent as to preclude rest or reasonable personal time for each resident.

b) Residents taking at-home call must be provided with one day in seven completely free from all educational and clinical responsibilities, averaged over a four-week period.

c) Residents are permitted to return to the hospital while on at-home call to care for new or established patients. Each episode of this type of care, while it must be included in the 80-hour weekly maximum, will not initiate a new “off-duty” period...

d) The program director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

E. OVERSIGHT AND MONITORING OF DUTY HOURS AND THE WORK ENVIRONMENT

1. The program director must review the duty hours of all residents on all rotations through sampling at least four times per year during representative months.

2. The program director must report the results of sampling of duty hours to the Designated Institutional Official of the Hospital.

   a) The total hours worked per week, averaged over a four-week period, inclusive of on-call activities must be reported for each resident using the Quarterly Report on Resident Duty Hours. The completed reports must be submitted to Graduate Medical Education no later than 30 days from the end of the month reported.

   b) The program director must describe, develop and implement a plan for corrective action, in conjunction with the residents and appropriate faculty, for any rotation exceeding the 80-hour rule, or otherwise identified as problematic.

3. The evaluation form utilized by the program for residents to evaluate rotations must include a question concerning compliance with the 80-hour rule.

   a) Rotations reported as violating the 80-hour rule for two consecutive months must be subjected to re-sampling and reviewed by the program director, in conjunction with the residents and appropriate faculty.

4. Residents may report violations of the 80-hour rule through procedures established by each program and/or by calling the Designated Institutional Official, UAB Hospital; Director, Graduate Medical Education Department; the Corporate Compliance Hotline at 934-4446, or the Residents’ Hotline at 934-5025. Such calls will be investigated and reported to the DIO and Dean's Council for Graduate Medical Education.

5. The Dean’s Council for Graduate Medical Education will evaluate each program’s compliance with the 80-hour rule on an annual basis and during the internal program review.

F. REQUESTS FOR APPROVAL OF DUTY HOURS EXCEPTIONS

A program may request an exception to the 80-hour rule for up to 10% of the 80-hour limit (or, a maximum of 88 hours) if the program is accredited in good standing (i.e., without warning or a proposed or confirmed adverse action). Such requests must be prepared in accordance with the ACGME’s RRC Procedures for Duty Hours Exceptions and submitted to the Dean’s Council for Graduate Medical Education for approval before submission to the Residency Review Committee. The program director must submit a written request to the Chair, DCGME, which contains the following information:

1. Educational Rationale: The duration of the exception and the service assignments, rotations, and/or level(s) of training for which the exception is requested should be identified. The request must be based on a sound educational rationale and described in relation to the program's stated goals and objectives for the particular assignments, rotations, and level(s) of training for which the increase is requested. Blanket exceptions for the entire educational program will be considered the exception, not the rule.
2. Patient Safety: A description of how the program and institution will monitor, evaluate, and ensure patient safety with extended resident work hours.

3. Moonlighting Policy: Specific information regarding the program’s moonlighting policies for the periods in question must be included.

4. Call Schedules: Specific information regarding the resident call schedules during the times specified for the exception must be provided.

5. Faculty Monitoring: Evidence of faculty development/education activities regarding the effects of resident fatigue and sleep deprivation must be appended.

G. MOONLIGHTING

Residency training is to be a full-time endeavor and the Hospital requires program directors to ensure that the residents’ moonlighting activities do not interfere with the ability of the resident to achieve the goals and objectives of the program. The following policies apply to all programs and residents:

1. Each program must provide its residents with a written, program-specific policy on moonlighting that complies with the ACGME’s Institutional Requirements (III.D.1.k) and RRC requirements for the specialty.

2. The program director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the educational program.

3. The program director must monitor each resident’s performance for the effect of moonlighting activities upon performance. Should adverse effects be noted, the program director may withdraw approval for and/or restrict the resident's moonlighting activities.

4. Internal and external moonlighting activities must be counted toward the 80-hour weekly limit on duty hours.

5. PGY-1 residents are not permitted to moonlight.

6. Each resident must submit to the program director a prospective, written request for approval of all moonlighting activities, which must be signed by the program director and maintained as a part of the residents’ permanent record.

7. Residents cannot be required to engage in moonlighting activities.

8. Residents may undertake moonlighting activities only in accordance with the policies and guidelines established by the individual residency programs.

9. Residents participating in moonlighting activities at institutions other than UAB Hospital must be fully licensed to practice medicine in the State of Alabama, have a current Alabama Controlled Substance Certificate (ACSC), and be issued a personal DEA number.

10. Residents must use their individual DEA numbers for moonlighting activities. The institutional number cannot be used for moonlighting activities.

11. Professional liability insurance coverage for moonlighting activities at institutions other than UAB Hospital is not provided by the Hospital. It is the responsibility of the institution hiring the resident to moonlight to determine whether appropriate licensure is in place, whether adequate liability coverage is provided, and whether the resident has the appropriate training and skills to carry out assigned duties.

H. EVALUATION

The program director must develop and implement program-specific policies and procedures for evaluating resident performance, the performance of faculty, and the educational effectiveness of the program. When available, evaluation should be guided by specific national standards-based criteria. Such policies and procedures must include methods for utilizing the results of evaluations to improve resident performance, gauge the effectiveness of the teaching faculty and the quality of education provided by the program.

1. Resident Evaluation: Each resident's performance must be evaluated throughout the training program, the results of evaluations communicated to each resident, and the results of evaluations used to improve resident performance. Each program's evaluation procedures must include:
a) Each program must utilize evaluation tools and methods that produce an accurate assessment of each resident's competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

b) Each program must establish procedures for providing regular and timely feedback to residents regarding their performance. The following policies apply to all programs and residents:

1) Supervising faculty should complete an evaluation of each resident's performance at the completion of each rotation.

2) The program director must maintain a record of each resident's evaluations, and the results of evaluations must be made available to each resident.
   (a) The resident should review and sign each evaluation completed by a faculty supervisor.
   (b) Residents should be granted access to their files for review of evaluations in the presence of the program director, or his designee.

3) The program director must prepare a written semiannual evaluation of each resident's performance and communicate this evaluation to the resident in a timely manner.

4) The program director, or his designee, must meet with each resident at least twice per year to review evaluations and discuss the resident's performance and progress in the program.

5) The program director, in conjunction with the faculty and residents, must develop a process for use of assessment results to achieve progressive improvement in the residents' competence and performance.

6) The program director must prepare a final, written evaluation for each resident completing the program, which includes a review of the resident's performance during the final period of training and verification that the resident has demonstrated sufficient professional ability to practice competently and independently.

7) The program director must maintain the final evaluation in each resident's permanent record.

8) The program director must forward a copy of the final evaluation for each resident to Graduate Medical Education Department for the resident's permanent institutional record.

2. **Faculty Evaluation**: The program director must ensure that evaluation of the teaching faculty is performed in accordance with the ACGME Common Program Requirements and specialty-specific program requirements. The performance of the teaching faculty must be evaluated by the program no less frequently than at the midpoint of the accreditation cycle and again prior to the next site visit. The evaluations should include a review of teaching abilities, commitment to the educational program, clinical knowledge, and scholarly activities. Annual written confidential evaluations by residents must be included in this process.

3. **Program Evaluation**: The educational effectiveness of a program must be evaluated at least annually in a systematic manner.

   1) **Education Committee**: Program personnel must be organized to review program goals and objectives and the effectiveness of the program in achieving them. The committee must include at least a minimum the program director, representative faculty, and one resident. The group must have regular documented meetings at least annually for this purpose. In the evaluation process, the group must take into consideration written comments from the faculty, the most recent report by the Hospital's DCGME, and the residents' confidential written evaluations. If deficiencies are found, the group should
prepare an explicit plan of action, which should be approved by the faculty and documented in the minutes.

2) **Outcome Assessment:** The program should use resident performance and outcome assessment in its evaluation of the educational effectiveness of the residency program. The program should have in place a process for using resident and performance assessment results together with other program evaluation results to improve the residency program.

3) **Performance of Graduates:** The performance of program graduates on the board certification examination should be used as one measure of evaluating program effectiveness.

I. **EXPERIMENTATION AND INNOVATION**

Resident participation in projects that deviate from the program requirements requires prior approval of the ACGME Residency Review Committee. In preparing requests, the program director must follow Procedures for Approving Proposals for Experimentation or Innovative Procedures located in the ACGME Manual on Policies and Procedures. When the Residency Review Committee approves a project, the sponsoring institution and the program are jointly responsible for the quality of education offered to residents for the duration of the project.
SECTION IX: IMPAIRED PHYSICIANS

Impairment is defined as the inability of a resident to physically, mentally or morally meet his/her responsibilities as caused by dependency on alcohol and/or controlled pharmaceuticals, psychiatric disease, physical illness/injury, or dementia as a consequence of age or other conditions.

The Hospital, UASOM, Dean’s Council for Graduate Medical Education, and program directors recognize their responsibilities to patients, medical staff, residents, and the community-at-large to ensure that residents enrolled in graduate medical education programs are physically, mentally and morally competent to meet their designated responsibilities. The Hospital does not assume a punitive role in cases of impairment but recognizes the importance of identifying and facilitating the treatment of any resident who is incapable of meeting his/her responsibilities because of impairment. Any resident who feels he may have a condition that may affect his/her abilities should seek immediate assistance and the counsel of his program director. Other avenues of assistance include, but are not limited to, the use of private counseling, the Faculty and Staff Assistance Program, Alcoholics Anonymous, the Jefferson County Committee on Well-Being of Physicians, the Alabama Physician Health Program of the Medical Association of the State of Alabama, and physician rehabilitation programs.

In cases of suspected impairment, the program director, or designated member of the program’s faculty, shall follow the procedures indicated below:

A. A discreet investigation shall be conducted of any complaint, allegation or concern expressed by other residents, program faculty, medical staff, patients, Hospital employees, or the resident’s family members.

B. If there is sufficient evidence of impairment, the program director will intervene with the resident, present the concerns and evidence reported, and determine if additional diagnostic testing is indicated.

C. If the resident accepts the results of the investigation, the program director will work with the resident to develop a plan of action for appropriate counseling, treatment, and/or rehabilitation.

D. The program director shall facilitate referral of the resident in accordance with the plan of action developed. The program director should work with the resident to monitor the rehabilitation process and act as an advocate for the resident with medical and teaching staff, other residents, and state review boards.

E. If a resident does not accept the demonstration of impairment and accept the plan of action, the program director shall have authority for immediate suspension or revocation of the resident’s appointment.

F. All paid and unpaid leave taken by the resident will be in accordance with Annual Leave policies. During any period of unpaid leave, the resident must make arrangements for the payment of premiums for continuance of benefits, including health insurance. The resident is responsible for the cost of counseling, treatment, and rehabilitation exceeding the limits of coverage provided under the resident’s health insurance.

G. The Designated Institutional Official must be notified of all cases of resident impairment, and receive reports on the results of the intervention, the plan for and results of diagnosis, treatment, and/or rehabilitation, the inclusive dates of the leave of absence, the dates of any leave planned as unpaid leave, and arrangements made for continuance of benefits during unpaid leave.

H. All records concerning impairment of a resident will be treated with strict confidentiality, in accordance with existing state and federal laws.
SECTION X: DISCIPLINARY PROCEDURES

A. ACADEMIC PROBATION
The program director shall be authorized to place a resident on academic probation. Grounds for academic probation include performance judged to be unsatisfactory for the resident's level of training, unprofessional attitudes or conduct, or failure to comply with institutional and/or departmental policies and procedures. In all such cases, the program director shall provide the resident and Designated Institutional Official with written notification of such action which delineates specific reasons for the action, any previous counseling provided concerning the deficiency, the period of the probationary status, requirements for removal of probationary status, and action to be taken should the resident fail to meet the requirements for removal of probationary status. Should a resident fail to comply with the requirements for removal of probationary status, the program director shall have authority to continue the resident's probationary status, require the resident to repeat specific portions of the educational program, or suspend or revoke the resident's appointment.

B. ADMINISTRATIVE PROBATION
The Designated Institutional Official (DIO) shall be authorized to place a resident on administrative probation for violations of the eligibility standards for becoming and remaining a resident in the training programs, as outlined in the Graduate Medical Education Policies and Procedures manual. Grounds for administrative probation include, but are not limited to, failure to complete the employment physical, failure to obtain certification in ACLS, failure to meet deadlines for obtaining passing scores for USMLE Steps 2 and 3, and/or failure to meet the deadline for obtaining the appropriate Alabama medical license. In all such cases, the DIO shall provide the resident and program director with written notification of such action which delineates specific reasons for the action, the period of the probationary status, requirements for removal of probationary status, and action to be taken should the resident fail to meet the requirements for removal of probationary status. Should a resident fail to comply with the requirements for removal of probationary status, the DIO shall have authority to suspend the resident's appointment or revoke the resident's appointment.

C. SUSPENSION OR REVOCATION OF APPOINTMENT
1. Temporary Suspension: The program director shall be authorized to suspend a resident's privileges for disciplinary purposes that are less urgent than those warranting permanent recall of privileges. Grounds for temporary suspension of privileges include violations of the Rules and Regulations of the Hospital, unprofessional conduct, and violations of medical records requirements. In all such cases, the resident and the Designated Institutional Official shall be notified in writing by the director. An opportunity for the resident concerned to have a hearing shall be afforded as provided in these policies. The Designated Institutional Official shall so notify the resident in writing. Otherwise, the Designated Institutional Official will act upon the program director's recommendation.

2. Revocation of Resident Appointment: In all cases in which revocation of a resident's appointment has been recommended by the program director of a clinical department, the resident and the Designated Institutional Official shall be notified in writing by the director. An opportunity for the resident concerned to have a hearing shall be afforded as provided in these policies. If the resident wishes a hearing, he/she must submit a written request to the Secretary, Dean’s Council for Graduate Medical Education within ten days after receipt of the notification letter. Otherwise, the Designated Institutional Official will act upon the program director's recommendation.
SECTION XI: GRIEVANCE PROCEDURES

A. GENERAL
Residents and Program Directors are encouraged to work within their departments to address and resolve any issues of concern to the residents, including concerns related to the work environment, faculty, or the resident’s performance in the program. All such concerns should be presented by the residents to their Program Directors for resolution. As set forth in Section X and Section XI, there are additional procedures for residents to request review of certain academic or other disciplinary actions taken against residents that could result in dismissal, nonrenewal of a resident’s agreement or other actions that could significantly threaten a resident’s intended career development.

B. INFORMAL ADJUDICATION
1. Request for Informal Adjudication: Informal Adjudication may be requested by a resident if a Program Director initiates an action (other than the actions that are subject to administrative probation in Section X.B or to review pursuant to Section XI.C below) that could significantly threaten a resident's intended career development, as determined solely by UAB. These actions include imposition of academic probation and requirements to repeat rotations or academic years. These actions do not include performance evaluations, which are in the sole discretion of the faculty completing the evaluations. To request Informal Adjudication, the resident must submit a written request to the Secretary, Dean's Council for Graduate Medical Education ("Secretary"), no later than five (5) days after imposition of the action. Failure to submit a written request within this time-period shall constitute a waiver of the resident's right to request an Informal Adjudication.

2. Informal Adjudication: The Informal Adjudication will be conducted by the Secretary and will consist of a record review of the file and any materials submitted by the Program Director and resident. The Secretary may, in her/his sole discretion, choose to interview the resident and Program Director and to consult with any other individual deemed appropriate. The Secretary will issue a written decision that will constitute UAB's final decision and is not subject to appeal.

C. HEARING PROCESS
1. Request for Hearing: A hearing may be requested by a resident when any of the following actions are imposed: a) nonrenewal of the resident’s contract, b) temporary suspension, or c) revocation/termination of the resident's appointment. To request a hearing, the resident must submit a written request to the Secretary within ten days of the date of the written notice of the recommendation.

2. Judicial Review Committee: The Secretary shall appoint a Judicial Review Committee consisting of three members of the active medical and dental staff and two members of the housestaff who have not taken active part in consideration of the matter contested. The Secretary shall determine the time and place of the hearing and send a notice of same to the resident. Prior to the hearing, the resident and Program Director may submit material to the Secretary for the Judicial Review Committee's consideration. The resident, Program Director and Judicial Review Committee will be furnished with relevant material prior to the hearing.

3. Conduct of the Hearing: The hearing need not be conducted according to technical rules relating to evidence and witnesses. The Judicial Review Committee shall conduct the hearing in a manner it deems impartial to both parties. Any party shall be given a reasonable opportunity, on request, to refute matters of record by evidence or by written or oral presentation, or by reference to expert testimony by individuals having experience with the matter under review, or by reference to recognized articles and literature dealing with the matter.

4. Hearing Decision: The Judicial Review Committee may affirm, modify or reject the Program Director's recommendation. The Judicial Review Committee shall issue a written decision to the Program Director and to the resident. In the event of an adverse decision, the resident may choose to appeal the decision to the Dean's Council for Graduate Medical Education.
D. APPEAL PROCESS

1. **Request for Appeal:** An appeal may be requested by submitting a written request for appeal to the Secretary no later than ten days after the date of the written decision by the Judicial Review Committee. If an appeal is not requested within the ten-day period, the requesting party waives any right to an appeal by the Dean's Council for Graduate Medical Education. The Secretary may then act upon the decision of the Judicial Review Committee.

2. **Dean's Council for Graduate Medical Education:** The Dean's Council for Graduate Medical Education will meet to review the record and report of the Judicial Review Committee. No new evidence will be accepted or reviewed by the Dean's Council for Graduate Medical Education. The Dean's Council for Graduate Medical Education may, at its discretion, interview the program director and/or resident.

3. **Decision:** If the Dean's Council for Graduate Medical Education proposes to modify or reject a decision by the Judicial Review Committee, the Dean's Council for Graduate Medical Education will meet with the Judicial Review Committee to discuss the matter prior to issuing a final decision. A final written decision of the Dean's Council for Graduate Medical Education will be rendered after the meeting with the Judicial Review Committee and the decision shall constitute the final decision of UAB.
APPENDICES

for

GRADUATE MEDICAL EDUCATION

POLICIES AND PROCEDURES


Academic Year: July 2013 - June 2014

University of Alabama Hospital
University of Alabama School of Medicine
University of Alabama at Birmingham
APPENDIX 1

ADMINISTRATION OF GRADUATE MEDICAL EDUCATION

UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE

Interim Dean                                            Anupam Agarwal, M.D.  FOT 1203  934-1997

Chair, Dean’s Council for Graduate Medical Education  Gustavo R. Heudebert, M.D.  BDB 327  934-2836

UNIVERSITY OF ALABAMA HOSPITAL

Designated Institutional Official, Anthony Patterson, FACHE

Graduate Medical Education

Interim CEO, UAB Hospital

Chief of Staff                             Arthur Boudreaux, M.D., M.S.H.A.  MEB 524  934-2242

(University Hospital)

Graduate Medical Education Department

Jennie Craft

David Bailey

Kyndall Brown

Sue Keith

Jamie Moody

Jacasta Wright

MEB 300  934-4444

DEAN’S COUNCIL FOR GRADUATE MEDICAL EDUCATION

CHAIR: GUSTAVO R. HEUDEBERT, M.D., Assistant Dean for Medical Education and Professor, Department of Medicine, Division of Internal Medicine, University of Alabama School of Medicine and Professor, University of Alabama School of Public Health

VICE-CHAIR: JORGE I. DE LA TORRE, M.D., Professor, Department of Surgery, Division of Plastic Surgery, University of Alabama School of Medicine

SECRETARY: ANTHONY W. PATTERSON, FACHE, Designated Institutional Official/ Interim CEO, University of Alabama Hospital

REGULAR MEMBERS

STEPHANIE AGRO, Program Coordinator, Physical Medicine and Rehabilitation, Dept. of Physical Medicine and Rehabilitation

C. BRUCE ALEXANDER, M.D., Professor and Vice Chairman, Department of Pathology, University of Alabama School of Medicine

BOYD L. BAILEY, M.D., Associate Professor, Department of Family and Community Medicine, University of Alabama School of Medicine

JON BALDWIN, D.O., Associate Professor and Director, Department of Radiology, Division of Nuclear Medicine, University of Alabama School of Medicine
Graduate Medical Education Policies and Procedures

KHURRAM BASHIR, M.D., MPH, Associate Professor, Department of Neurology, University of Alabama School of Medicine

SUSAN BLACK, M.D., Professor, Department of Anesthesiology, University of Alabama School of Medicine

RONDA CHANDLER, Program Coordinator Pediatric Subspecialty programs, Department of Pediatrics

ANDREW R. EDWARDS, M.D., Associate Professor, Department of Emergency Medicine, University of Alabama School of Medicine

ALICE R. GOEPFERT, M.D., Associate Professor, Department of Obstetrics and Gynecology, University of Alabama School of Medicine

JASON R. HARTIG, M.D., Assistant Professor, Department of Medicine and Pediatrics, University of Alabama School of Medicine

LAURA B. KEZAR, M.D., Professor, Department of Physical Medicine and Rehabilitation, University of Alabama School of Medicine

ANN KLASNER, M.D., M.P.H., Professor, Department of Pediatrics, University of Alabama School of Medicine

LAURA MONTGOMERY-BAREFIELD, M.D., Associate Professor, Department of Psychiatry, University of Alabama School of Medicine

MICHELE H. NICHOLS, M.D., Professor, Department of Pediatrics, Division of Emergency Medicine, University of Alabama School of Medicine

NATHANIEL H. ROBIN, M.D., Professor, Department of Genetics, University of Alabama School of Medicine

JOSEPH C. SULLIVAN, III, M.D., Assistant Professor, Department of Radiology, University of Alabama School of Medicine

NANCY TOFIL, M.D., Assistant Professor, Department of Pediatrics, Division of Pediatric Critical Care, University of Alabama School of Medicine

MARSHALL M. URIST, M.D., Professor, Vice Chairman and Director, Department of Surgery, Division of General Surgery, University of Alabama School of Medicine

JULIE WALSH-COVARRUBIAS, M.Ed., Ed.D., Associate Professor, Department of Obstetrics and Gynecology, University of Alabama School of Medicine

LISA L. WILLET, M.D., Associate Professor, Department of Medicine, Division of Internal Medicine, University of Alabama School of Medicine

EX OFFICIO MEMBERS

ARTHUR BOUDREAUX, M.D., Chief of Staff, UAB Hospital, Professor of Anesthesiology, Department of Anesthesiology, University of Alabama School of Medicine

H. HUGHES EVANS, Sr. Associate Dean for Medical Education, Professor, Department of Pediatrics, University of Alabama School of Medicine

DEBORAH F. GRIMES, RN, JD, Associate VP/ Chief Compliance Officer, UAB Hospital

SUSAN J. LAING, Ph.D., Associate Chief of Staff for Education, Birmingham Veterans Affairs Medical Center

MANISH PATEL, M.D., Vice-President, House Staff Council, Resident in Diagnostic Radiology

WILLIAM LIEVENS, M.D., President, House Staff Council, Resident in Sleep Medicine

HENNESSY HOWELL, M.D., Secretary-Treasurer, House Staff Representative, Resident in Medicine-Pediatrics

BENJAMIN B. TAYLOR, M.D., Chief Quality and Safety Officer, UAB Hospital, Assistant Professor, Department of Medicine, Division of Internal Medicine, University of Alabama School of Medicine

Four additional House Staff Representatives
### APPENDIX 2

**ACGME-ACREDITED AND OTHER PROGRAMS SPONSORED BY UAB HOSPITAL**

<table>
<thead>
<tr>
<th>ACADEMIC DEPARTMENT</th>
<th>RESIDENCY PROGRAMS</th>
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<td><strong>Allergy/ Immunology</strong></td>
<td></td>
<td></td>
<td>T. Prescott Atkinson, M.D.</td>
<td>CPP, Suite 220 - Zip 0011</td>
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<td><strong>Anesthesiology</strong></td>
<td>Anesthesiology</td>
<td>Anesthesiology Cardiothoracic</td>
<td>Matthew Townsley, M.D.</td>
<td>JT 823 – Zip 6810</td>
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<td>Anesthesiology Critical Care</td>
<td>William T. O’Byrne, III, M.D.</td>
<td>JT 823 - Zip 6810</td>
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<td>Anesthesiology/ Obstetric</td>
<td>Michael Froelich, M.D.</td>
<td>JT 823 - Zip 6810</td>
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<td>Anesthesiology/Pediatric</td>
<td>Gary Long, M.D.</td>
<td>JT 823 - Zip 6810</td>
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<td><strong>Dentistry</strong></td>
<td>General Practice Dentistry</td>
<td>Maxillofacial Prosthetics</td>
<td>Keith Kinderknecht, D.M.D.</td>
<td>SDB 617 – Zip 0007</td>
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<td><strong>Dermatology</strong></td>
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<td>Conway C. Huang, M.D.</td>
<td>EFH 414 - Zip 0009</td>
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<td>Dermatopathology</td>
<td>Kristopher McKay, M.D.</td>
<td>EFH 414 – Zip 0009</td>
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<td><strong>Emergency Medicine</strong></td>
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<td>Andrew Edwards, M.D.</td>
<td>JT J238 - Zip 7013</td>
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<td><strong>Human Genetics</strong></td>
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<td>Nathaniel Robin, M.D.</td>
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<td>Saipy Pamboukian, M.D.</td>
<td>THT 321 Zip 0006</td>
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<td>Cardiovascular Disease</td>
<td>Steven Lloyd, M.D.</td>
<td>LHRB 306 - Zip 0007</td>
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<td>Clinical Cardiac Electrophysiology</td>
<td>Harish Doppalapudi, M.D.</td>
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<td>Interventional Cardiology</td>
<td>Brigitta Brott, M.D.</td>
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<td>Endocrinology/Metabolism</td>
<td>Fernando Ovalle, M.D.</td>
<td>FOT 702D- Zip 3407</td>
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<td>Gastroenterology</td>
<td>Mel Wilcox, M.D.</td>
<td>ZRB 634 – Zip 0007</td>
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<td>Geriatric Medicine</td>
<td>Caroline Harada, M.D.</td>
<td>CH19 201 - Zip 2041</td>
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<td>Hematology/Oncology</td>
<td>Lisle Nabell, M.D.</td>
<td>NP 2540</td>
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<td>Infectious Diseases</td>
<td>Victoria Johnson, M.D.</td>
<td>THT 229 - Zip 0006</td>
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<td>Nephrology</td>
<td>Dan Balkovetz, M.D.</td>
<td>ZRB 624 - Zip 0007</td>
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<td>Hospice and Palliative Care Medicine</td>
<td>Heather Harrington, M.D.</td>
<td>CH19 219</td>
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<td>Pulmonary Disease, Allergy and Critical Care Medicine</td>
<td>J. Allen D. Cooper, Jr., M.D.</td>
<td>THT 429 - Zip 0006</td>
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<td>Laura Hughes, M.D.</td>
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<td>Child Neurology</td>
<td>Khurram Bashir, M.D.</td>
<td>Sparks Center 339C - Zip 0017</td>
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<td>Clinical Neurophysiology</td>
<td>Shin J. Oh, M.D.</td>
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<td>Gwen Claussen, M.D.</td>
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<td>Michael Straughn, M.D.</td>
<td>WIC 10250</td>
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<td>John Owen, M.D.</td>
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<td>G. Wright Bates, Jr., M.D.</td>
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<td>R. Edward Varner, M.D.</td>
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<td>Gregory G. Davis, M.D.</td>
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<td>Vishnu Reddy, M.D.</td>
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<td>Kenneth Fallon, M.D.</td>
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<td>Namasiyayam Ambalavanan, M.B.B.S.</td>
<td>NHB 525 - Zip 6852</td>
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<td>Margaret K. Winkler, M.D.</td>
<td>Lowder 504 - Zip 0011</td>
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<td>Ann Klasner, M.D., M.P.H.</td>
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<td>Kenneth L. McCormick, M.D.</td>
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<td>Jeanine Maclin, M.D.</td>
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<td>Kimberly Whelan, M.D.</td>
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<td>Masako Shimamura, M.D.</td>
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<td>Frank Tenney, M.D.</td>
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<td>Wynton Hoover, M.D.</td>
<td>Lowder 620 – Zip 0011</td>
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<td>Pediatric Rheumatology</td>
<td>Randy Cron, M.D.</td>
<td>CPP, Suite 220 – Zip 0011</td>
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<td>David Lozano, M.D.</td>
<td>Lowder 620 – Zip 0011</td>
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<td>Physical Medicine &amp; Rehabilitation</td>
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<td>Amie Jackson, M.D.</td>
<td>SRC 195 – Zip 7330</td>
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<td>Psychiatry</td>
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<td>Laura Montgomery- Barefield, M.D.</td>
<td>EFH 340 – Zip 0009</td>
<td>934-3130</td>
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<td>Child &amp; Adolescent Psychiatry</td>
<td>Lee I. Ascherman, M.D.</td>
<td>SPC 329 - Zip 0018</td>
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<td>Geriatric Psychiatry</td>
<td>Bates Redwine, M.D.</td>
<td>CPM 240-Zip 0018</td>
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<td>Psychosomatic Medicine Psychiatry</td>
<td>Wendell Bell, M.D.</td>
<td>EFH H363</td>
<td>934-5297</td>
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<tr>
<td>Radiation Oncology</td>
<td></td>
<td>Omer Burnett III, M.D.</td>
<td>WTI 114 - Zip 6832</td>
<td>975-0224</td>
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<tr>
<td>Radiology</td>
<td>Diagnostic Radiology</td>
<td>Joseph Sullivan, III M.D.</td>
<td>JT N338- Zip 6830</td>
<td>934-3166</td>
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<tr>
<td>Neuroradiology</td>
<td>Glenn H. Roberson, M.D.</td>
<td>WP P-150</td>
<td>934-3920</td>
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<tr>
<td>Vascular/Interventional Radiology</td>
<td>Rachel Oser, M.D.</td>
<td>NHB H623C - Zip 6830</td>
<td>975-4850</td>
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<tr>
<td>Nuclear Medicine</td>
<td>Jon A. Baldwin, D.O.</td>
<td>JT 230 - Zip 6835</td>
<td>934-1388</td>
<td></td>
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<tr>
<td>Surgery</td>
<td>General Surgery</td>
<td>John Porterfield, Jr.,M.D.</td>
<td>KB 321 - Zip 0016</td>
<td>934-3065</td>
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<tr>
<td>Plastic Surgery</td>
<td>Jorge de la Torre, M.D.</td>
<td>FOT 1164 – Zip 3409</td>
<td>934-2307</td>
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<tr>
<td>Pediatric Surgery</td>
<td>Mike Chen, M.D.</td>
<td>Lowder 300 - Zip 0011</td>
<td>934-5282</td>
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<tr>
<td>Surgical Critical Care</td>
<td>Donald Reiff, M.D.</td>
<td>KB 120 - Zip 0016</td>
<td>975-3030</td>
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<tr>
<td>Thoracic &amp; Cardiovascular Surgery</td>
<td>James Kirklin, M.D.</td>
<td>THT 760 – Zip 0000</td>
<td>934-3368</td>
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<tr>
<td>Neurosurgery</td>
<td>Mark N. Hadley, M.D.</td>
<td>FOT 1060 – Zip 3409</td>
<td>934-2918</td>
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<tr>
<td>Orthopaedics</td>
<td>Joseph Khoury, M.D.</td>
<td>Lowder 316</td>
<td>975-7499</td>
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</tr>
<tr>
<td>Orthopaedic/ Hand Surgery</td>
<td>Jean Oakes, M.D.</td>
<td>Orthopaedic Specialties Bldg.</td>
<td>930-8494</td>
<td></td>
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</tr>
<tr>
<td>Otolaryngology</td>
<td>Eben Rosenthal, M.D.</td>
<td>BDB 563 - Zip 6889</td>
<td>934-9765</td>
<td></td>
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</tr>
<tr>
<td>Urology</td>
<td>Peter N. Kolettis, M.D.</td>
<td>FOT 1105 - Zip 3411</td>
<td>934-1461</td>
<td></td>
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</tr>
</tbody>
</table>

**PROGRAMS LOCATED OTHER CAMPUSES**

| Huntsville | Family Practice Internal Medicine | Ralph Samlowski, M.D. | Lourdes Corman, M.D. | UAB Health Center 301 Governors Drive, SW Huntsville, AL 35801 | 256-551-4632 256-551-4652 |
Graduate Medical Education Policies and Procedures

<table>
<thead>
<tr>
<th>ACADEMIC DEPARTMENT</th>
<th>RESIDENCY PROGRAMS</th>
<th>SUBSPECIALTY PROGRAMS</th>
<th>PROGRAM DIRECTOR</th>
<th>CAMPUS ADDRESS</th>
<th>CAMPUS PHONE</th>
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<tbody>
<tr>
<td>Montgomery</td>
<td>Internal Medicine</td>
<td></td>
<td>Jewell Halanych, M.D.</td>
<td>2055 East S Blvd. Suite 202, Montgomery, AL 36116</td>
<td>334-288-8933</td>
</tr>
<tr>
<td>Selma</td>
<td>Family Practice</td>
<td></td>
<td>Boyd L. Bailey, M.D.</td>
<td>1023 Medical Center Parkway, Suite 200 Selma, AL 36701</td>
<td>334/875-4184</td>
</tr>
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## APPENDIX 3
### DISTRIBUTION OF SCRUB SUITS and WHITE COATS BY CATEGORY

<table>
<thead>
<tr>
<th>EXEMPT PROGRAMS: RESIDENTS ARE ISSUED 1 SCRUB SUIT EACH AND USE SCRUB SUITS PROVIDED IN O.R. OR L&amp;D.</th>
<th>NON-EXEMPT PROGRAMS: REQUIRE SCRUB SUITS - RESIDENTS ISSUED 5 SCRUB SUITS EACH</th>
<th>NON-EXEMPT PROGRAMS: DO NOT REQUIRE SCRUB SUITS - RESIDENTS ISSUED 2 SCRUB SUITS EACH</th>
<th>SCRUBS ISSUED THROUGH CHILDREN’S HOSPITAL</th>
</tr>
</thead>
</table>
| **4 LAB COATS:** | Anesthesiology  
General Surgery  
Neurosurgery  
Obstetrics & Gynecology  
Oral Surgery  
Orthopaedics  
Otolaryngology  
Urology | Dermatology  
Diagnostic Radiology  
Emergency Medicine  
Maxillofacial Prosthetics  
Medicine/Pediatrics  
Neurology  
Pathology  
Pediatrics  
Pediatrics/ Medical Genetics | Family Practice  
Internal Medicine  
Medical Genetics  
Internal Medicine/Medical Genetics  
Nuclear Medicine  
Ophthalmology  
Physical Medicine & Rehabilitation  
Psychiatry  
Radiation Oncology | |
| **3 LAB COATS:** | Critical Care Anesthesiology  
Cardiothoracic Anesthesiology  
Female Pelvic Medicine  
Gynecologic Oncology  
Maternal-Fetal Medicine  
Obstetric Anesthesiology  
Orthopaedic-Hand Surgery  
Pain Medicine/Anesthesiology  
Pediatric Anesthesiology  
Pediatric Surgery  
Plastic Surgery  
Reproductive Endocrinology  
Surgical Critical Care  
Thoracic & Cardiovascular Surgery  
Vascular Surgery | Adv. Heart Failure/Transplant  
Cardiovascular Disease  
Child Neurology  
CC Electrophysiology  
Clinical Neurophysiology  
Cytopathology  
Neuroradiology  
Interventional Cardiology  
Forensic Pathology  
Hospital Dentistry  
Neonatal/Perinatal Medicine  
Neuropathology  
Neuroradiology  
Procedural Dermatology  
Sleep Medicine  
Vascular Neurology  
Vascular/Interventional Radiology  
Neuromuscular Medicine | Allergy and Immunology  
Blood Banking/Transfusion Med.  
Child & Adolescent Psychiatry  
Dermatopathology  
Endocrinology/Metabolism  
Gastroenterology  
Geriatric Medicine  
Geriatric Psychiatry  
Hematology/Oncology  
Hematopathology  
Infectious Diseases  
Molecular Genetic Pathology  
Nephrology  
Palliative Care Medicine  
Psychosomatic Psychiatry  
Pulmonary Disease/Critical Care Medicine  
Rheumatology  
Spinal Cord Injury Medicine | Pediatric Adolescent Medicine  
Pediatric Critical Care  
Pediatric Emergency Medicine  
Pediatric Endocrinology  
Pediatric Gastroenterology  
Pediatric Hematology/Oncology  
Pediatric Infectious Disease  
Pediatric Nephrology  
Pediatric Pulmonology  
Pediatric Rheumatology  
Pediatric Surgery  
PM&R Pediatrics |
### APPENDIX 4

#### DEA Number/Controlled Substance Permit

<table>
<thead>
<tr>
<th>PROGRAMS NOT PRESCRIBING CONTROLLED SUBSTANCES</th>
<th>PROGRAMS PRESCRIBING CONTROLLED SUBSTANCES</th>
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<td>(RESIDENTS NOT REQUIRED TO OBTAIN A DEA NUMBER/CONTROLLED SUBSTANCE PERMIT)</td>
<td>(RESIDENTS REQUIRED TO OBTAIN A DEA NUMBER/COUNTROLLED SUBSTANCE PERMIT)</td>
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<tr>
<td>Blood Banking/Transfusion Medicine</td>
<td>Adolescent Medicine</td>
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<tr>
<td>Cytopathology</td>
<td>Adv. Heart Failure/Transplant</td>
</tr>
<tr>
<td>Diagnostic Radiology</td>
<td>Allergy and Immunology</td>
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<tr>
<td>Dermatology</td>
<td>Anesthesiology and fellowships</td>
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<tr>
<td>Dermatopathology</td>
<td>Cardiovascular Disease</td>
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<tr>
<td>Forensic Pathology</td>
<td>Child Neurology</td>
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<tr>
<td>Hematopathology</td>
<td>Clinical Cardiac Electrophysiology</td>
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<td>Molecular Genetic Pathology</td>
<td>Clinical Neurophysiology</td>
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<td>Endocrinology/Metabolism</td>
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<td>Emergency Medicine</td>
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<td>Neuroradiology</td>
<td>Family Practice</td>
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<tr>
<td>Pathology</td>
<td>Female Pelvic Medicine</td>
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<tr>
<td>Procedural Dermatology</td>
<td>Gastroenterology</td>
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<td>Vascular Interventional Radiology</td>
<td>General Surgery</td>
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<td>Geriatric Medicine</td>
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<td></td>
<td>Gynecologic Oncology</td>
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<td>Hematology/Oncology</td>
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<td>Infectious Diseases</td>
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<td></td>
<td>Internal Medicine</td>
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<td>Interventional Cardiology</td>
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<td>Maternal-Fetal Medicine</td>
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<td>Maxillofacial Prosthetics</td>
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<td>Nephrology</td>
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<td>Neonatal/Perinatal Medicine</td>
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<td>Neurology</td>
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<td>Neuromuscular Medicine</td>
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<td>Neurosurgery</td>
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<td>Obstetrics &amp; Gynecology</td>
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<td>Orthopaedics</td>
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<td>Orthopaedics-Hand Surgery</td>
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<td>Otolaryngology</td>
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<td>Ophthalmology</td>
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<td>Pediatrics</td>
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<td>Physical Medicine &amp; Rehabilitation</td>
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<td>Plastic Surgery</td>
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<td>Psychiatry and fellowships</td>
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<td>Pulmonary Disease/Critical Care</td>
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<td>Radiation Oncology</td>
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<td>Reproductive Endocrinology</td>
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<td>Sleep Medicine</td>
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<td>Pediatric Surgery</td>
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Background
The University of Alabama Hospital, the Sponsoring Institution for all ACGME-accredited GME programs offered at the University of Alabama at Birmingham and the programs offered at other campuses of the University of Alabama School of Medicine, provides support to one Pain Medicine training program. Because pain medicine is a multidisciplinary approach to a common problem, the ACGME requires that there be an institutional policy governing the educational resources committed to pain medicine. This policy ensures cooperation of all involved disciplines.

Effective July 2007, there may be only one ACGME-accredited pain medicine program within a sponsoring institution, and a single multidisciplinary pain medicine fellowship committee to regularly review the program’s resources and its attainment of its stated goals and objectives.

Purpose
The purpose of this policy is to ensure that the educational training experience for the sponsored pain medicine program complies with the institutional and program-specific RRC requirements, and that the allocation of clinical and other resources is monitored.

Monitoring and compliance
The pain medicine program director is assigned the primary responsibility for organizing the educational program for each pain medicine trainee and to assure cooperation among all involved disciplines.

The pain medicine program director will perform an annual review of program effectiveness and submit a written report to the GME Office. The report will be reviewed by the Dean’s Council for Graduate Medical Education (Dean’s Council). As a follow-up, the program director may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified. The Designated Institutional Official (DIO) and Dean’s Council Chair may also request that the program director meet with the Dean’s Council when the report is reviewed.

The DIO, the Chair of the Dean’s Council for GME, and the Dean’s Council will also monitor the educational resources committed to the pain medicine training program through the Annual DCGME Questionnaire, the Internal Review process, ACGME accreditation letters and correspondence, and the ACGME Resident/Fellow Surveys. As a follow-up, program directors may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified.

If difficulties in the distribution of resources committed to pain medicine training are identified, the Chair of the Dean’s Council and the DIO will meet with members of the program involved to assess the issues and to recommend corrective action. The findings will be reported to the Dean’s Council Executive Committee (Executive Committee), which may meet with the Pain Medicine Program Director and other hospital/institutional officials. The Executive Committee's recommendations will be forwarded for approval to the Dean’s Council.

Any request for program changes in pain medicine would be reviewed through customary Dean’s Council processes.

Reviewed and Approved by Dean’s Council for Graduate Medical Education: 10/06/2009
Background
The University of Alabama Hospital, the Sponsoring Institution for all ACGME-accredited GME programs offered at the University of Alabama at Birmingham and the programs offered at other campuses of the University of Alabama School of Medicine, provides support to one Anesthesiology Critical Care training program. The ACGME requires that there be an institutional policy governing the educational resources committed to critical care assuring cooperation of all involved disciplines.

Purpose
The purpose of this policy is to ensure that the educational training experience for the sponsored critical care program complies with the institutional and program-specific RRC requirements, and that the allocation of clinical and other resources is monitored.

Monitoring and compliance
The anesthesiology critical care program director is assigned the primary responsibility for organizing the educational program for each critical care trainee and to assure cooperation among all involved disciplines.

The critical care program director will perform an annual review of program effectiveness and submit a written report to the GME Office. The report will be reviewed by the Dean’s Council for Graduate Medical Education (Dean’s Council). As a follow-up, the program director may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified. The Designated Institutional Official (DIO) and Dean’s Council Chair may also request that the program director meet with the Dean’s Council when the report is reviewed.

The DIO, the Chair of the Dean’s Council for GME, and the Dean’s Council will also monitor the educational resources committed to the critical care training program through the Annual DCGME Questionnaire, the Internal Review process, ACGME accreditation letters and correspondence, and the ACGME Resident/Fellow Surveys. As a follow-up, program directors may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified.

If difficulties in the distribution of resources committed to critical care training are identified, the Chair of the Dean’s Council and the DIO will meet with members of the program involved to assess the issues and to recommend corrective action. The findings will be reported to the Dean’s Council Executive Committee (Executive Committee), which may meet with the Program Director and other hospital/institutional officials. The Executive Committee’s recommendations will be forwarded for approval to the Dean’s Council.

Any request for program changes in critical care would be reviewed through customary Dean’s Council processes.

Reviewed and Approved by Dean’s Council for Graduate Medical Education: 4/06/2010
Background
The University of Alabama Hospital, the Sponsoring Institution for all ACGME-accredited GME programs offered at the University of Alabama at Birmingham and the programs offered at other campuses of the University of Alabama School of Medicine, provides support to one Adult Cardiothoracic Anesthesiology training program. The ACGME requires that there be an institutional policy governing the educational resources committed to the Adult Cardiothoracic Anesthesiology program assuring cooperation of all involved disciplines.

Purpose
The purpose of this policy is to ensure that the educational training experience for the sponsored Adult Cardiothoracic Anesthesiology program complies with the institutional and program-specific RRC requirements, and that the allocation of clinical and other resources is monitored.

Monitoring and compliance
The adult cardiothoracic anesthesiology program director is assigned the primary responsibility for organizing the educational program for each adult cardiothoracic anesthesiology trainee and to assure cooperation among all involved disciplines.

The adult cardiothoracic anesthesiology program director will perform an annual review of program effectiveness and submit a written report to the GME Office. The report will be reviewed by the Dean’s Council for Graduate Medical Education (Dean’s Council). As a follow-up, the program director may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified. The Designated Institutional Official (DIO) and Dean’s Council Chair may also request that the program director meet with the Dean’s Council when the report is reviewed.

The DIO, the Chair of the Dean’s Council for GME, and the Dean’s Council will also monitor the educational resources committed to the adult cardiothoracic anesthesiology training program through the Annual DCGME Questionnaire, the Internal Review process, ACGME accreditation letters and correspondence, and the ACGME Resident/Fellow Surveys. As a follow-up, program directors may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified.

If difficulties in the distribution of resources committed to adult cardiothoracic anesthesiology training are identified, the Chair of the Dean’s Council and the DIO will meet with members of the program involved to assess the issues and to recommend corrective action. The findings will be reported to the Dean’s Council Executive Committee (Executive Committee), which may meet with the Program Director and other hospital/institutional officials. The Executive Committee’s recommendations will be forwarded for approval to the Dean’s Council.

Any request for program changes in adult cardiothoracic anesthesiology would be reviewed through customary Dean’s Council processes.

Reviewed and Approved by Dean’s Council for Graduate Medical Education: 4/06/2010
Background
The University of Alabama Hospital, the Sponsoring Institution for all ACGME-accredited GME programs offered at the University of Alabama at Birmingham and the programs offered at other campuses of the University of Alabama School of Medicine, provides support to one Pediatric Critical Care training program. The ACGME requires that there be an institutional policy governing the educational resources committed to critical care assuring cooperation of all involved disciplines.

Purpose
The purpose of this policy is to ensure that the educational training experience for the sponsored critical care program complies with the institutional and program-specific RRC requirements, and that the allocation of clinical and other resources is monitored.

Monitoring and compliance
The pediatric critical care program director is assigned the primary responsibility for organizing the educational program for each critical care trainee and to assure cooperation among all involved disciplines.

The pediatric critical care program director will perform an annual review of program effectiveness and submit a written report to the GME Office. The report will be reviewed by the Dean’s Council for Graduate Medical Education (Dean’s Council). As a follow-up, the program director may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified. The Designated Institutional Official (DIO) and Dean’s Council Chair may also request that the program director meet with the Dean’s Council when the report is reviewed.

The DIO, the Chair of the Dean’s Council for GME, and the Dean’s Council will also monitor the educational resources committed to the critical care training program through the Annual DCGME Questionnaire, the Internal Review process, ACGME accreditation letters and correspondence, and the ACGME Resident/Fellow Surveys. As a follow-up, program directors may be asked to submit a Dean’s Council progress report on corrective actions for resolution of any issues identified.

If difficulties in the distribution of resources committed to critical care training are identified, the Chair of the Dean’s Council and the DIO will meet with members of the program involved to assess the issues and to recommend corrective action. The findings will be reported to the Dean’s Council Executive Committee (Executive Committee), which may meet with the Program Director and other hospital/institutional officials. The Executive Committee’s recommendations will be forwarded for approval to the Dean’s Council.

Any request for program changes in critical care would be reviewed through customary Dean’s Council processes.

Reviewed and Approved by Dean’s Council for Graduate Medical Education: 4/03/2012
Equal Opportunity and Discriminatory Harassment Policy

EQUAL OPPORTUNITY and DISCRIMINATORY HARASSMENT POLICY

November 8, 2011
(Replaces policy dated January 7, 2010)

See also UAB's “Policy Concerning Consensual Romantic Relationships”.

Policy Statement

The University of Alabama at Birmingham (UAB) hereby reaffirms its policy of equal opportunity in education and employment.

Equal Employment Opportunity

The University of Alabama at Birmingham is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout UAB. In accordance with applicable law, UAB prohibits, and will not tolerate, discrimination in any personnel actions, UAB programs, and UAB facilities on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, or genetic or family medical history. In addition, UAB prohibits, and will not tolerate, discrimination against individuals on the basis of their sexual orientation, gender identity or gender expression. UAB also complies with the Age Discrimination in Employment Act which prohibits employment discrimination against persons 40 years of age or older. UAB will not tolerate any conduct by an administrator, supervisor, faculty, or staff member which constitutes any form of prohibited discrimination. All personnel actions, programs, and facilities are administered in accordance with UAB's equal opportunity commitment and affirmative action plan.

UAB will state its position as an equal opportunity/affirmative action employer in all solicitations and advertisements for employment vacancies placed by, or on behalf of, UAB. UAB will broadly publish and circulate its policy of equal employment opportunity by including a statement in all media communication and printed matter for employment purposes. Further, UAB will consider, through appropriate established procedures, complaints of any individual who has reason to believe that he or she has been affected by prohibited discrimination. See also the "Complaints" section below.
Equal Education Opportunity

As an institution of higher education and in the spirit of its policies of equal employment opportunity, UAB hereby reaffirms its policy of equal educational opportunity. UAB prohibits, and will not tolerate, discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history. Complaints by any applicant or student who has reason to think he or she has been affected by discrimination will be considered through appropriate established procedures. See also the "Complaints" section below.

This policy must be included in all student handbooks and catalogs. The following summary statement may be printed in other UAB publications:

The University of Alabama at Birmingham prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Discriminatory Harassment Policy

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and in keeping with its legal obligations, UAB prohibits unlawful harassment (and discouraging conduct that, while not unlawful, could reasonably be considered unwelcome). Discriminatory harassment of any kind is not appropriate at UAB, whether it is sexual harassment or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, genetic or family medical history, or any factor that is a prohibited consideration under applicable law. At the same time, UAB recognizes the centrality of academic freedom and its determination to protect the full and frank discussion of ideas. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.
A. Definitions and Description of Prohibited Conduct.

1. Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment (or a student’s status)

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (or academic decisions) affecting such individual or

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance (or a student’s academic performance) or creating an intimidating, hostile, or offensive work (or academic) environment.

Under the law, sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. It does refer to non-academic remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This can include but is not limited to any of the following activities that are unwelcome by the recipient: physical or verbal advances; sexual flirtations; propositions; verbal abuse of a sexual nature; vulgar talk or jokes; degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance; the display of sexually suggestive objects outside a scholarly context and purpose; and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working environment may also be considered as harassment. In addition, no one should imply or threaten that an employee’s, applicant’s, or student’s “cooperation” with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on the individual’s employment, assignment, compensation, advancement, career development, grades, or any other condition of employment or status as a student.
2. Discriminatory Harassment of a Non-Sexual Nature

The same principles related to sexual harassment also apply to harassment on the basis of any characteristic that is protected by law. Thus, UAB’s policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, genetic or family medical history, or other status protected by applicable law and that

- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or

- Has the purpose or effect of unreasonably interfering with an individual’s work performance or a student's academic performance.

UAB also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation, gender identity and gender expression.

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages, text messaging or use of social media posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, genetic or family medical history, or any factor protected by applicable law.

3. Applicability of Policy

In determining whether the conduct at issue is sufficient to constitute discriminatory harassment in violation of this policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances. No violation of the policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a "reasonable person.") See EEOC Policy Guidance on Current Issues of Sexual Harassment at www.eeoc.gov.

All harassing conduct prohibited by this policy, whether committed by faculty, staff,
administrators, or students, is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment or permanent exclusion from UAB. This policy shall apply to any UAB-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UAB community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment or expulsion from an academic program.

B. Prohibition Against Retaliation.

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of the Vice President for Equity and Diversity or to the Office of the Chief Human Resources Officer.

C. False Accusations.

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowing false accusation.

Complaints

For purposes of this policy, a "complaint" is a formal notification (usually in writing) of the belief that prohibited discrimination has occurred. Prior to filing a formal complaint, an individual is strongly encouraged to resolve a discrimination allegation through an informal process.

UAB Staff, Faculty, and Students: The procedure for resolving allegations when both the individual making the complaint and the person against whom the complaint is made are
employed or enrolled at UAB is described in the sections entitled "Informal Resolution Procedure" and "Submitting a Formal Complaint."

All Others: Situations that involve other individuals (for example, visitors, patients, alumni or former students, applicants for admission or employment, or former employees) who believe they have been discriminated against by someone either employed by, or enrolled at, UAB are to be addressed through the process entitled "Informal Resolution Procedure".

**Informal Resolution Procedure**

(NOTE: Procedures similar to the following informal process are also included in UAB’s "Problem Resolution Procedure for Nonfaculty Employees" and in the UAB Faculty Handbook and Policies.)

Although none of the actions set forth below is required before an individual is eligible to file a formal complaint, UAB encourages use of these mechanisms for informal resolution of the complaint. This list is not exhaustive. Actions taken using any of these mechanisms do not necessarily constitute a finding of discrimination.

1. **One-on-one Meeting.** The person making the complaint is encouraged to meet with the person whose behavior is considered discriminatory to discuss the situation and to seek resolution.

2. **Intervention by Supervisor, Manager, or Department/Unit Head.** The person making the complaint is encouraged to contact his/her supervisor to request assistance with resolving the allegation of discrimination.

3. **Facilitated Conversation.** If one-on-one meetings or intervention by departmental officials as indicated above do not resolve the discrimination allegation, the individual making the complaint may contact the appropriate office to request the assistance of a "facilitator."

   Facilitated conversations allow the parties involved to discuss the relevant issues in order to seek mutually agreeable solutions.

Individuals may contact the following for assistance with any aspect of the Informal Resolution Procedure:

*Employees* may contact their assigned HR Consultant or Employee Relations.
Faculty employees may contact the Office of the Provost or Employee Relations.

Students may contact the Office of the Vice Provost for Student and Faculty Success.

Disability Support Services is available for consultation in any instances involving disabilities.

The Office of the Vice President for Equity and Diversity is also available for consultation.

Should the above mechanisms fail to resolve the matter satisfactorily, a complaint may be filed by Staff, Faculty and Students through the formal complaint process.

Potential Disciplinary Action

A violation of this policy may result in disciplinary action up to and including discharge.

Submitting a Formal Complaint

Before filing a formal complaint of alleged discrimination, the relevant parties are encouraged to use one or more of the options outlined above for informal resolution of the allegation. If one chooses to proceed with a complaint, the complaint may be submitted in writing to one of the following, as appropriate:

Staff and Faculty

HR Consultant/Employee Relations
Office of the Chief Human Resources Officer
Office of the Provost
Office of the Vice President for Equity and Diversity

Students

Non-academic Conduct Officer
Disability Support Services (for disability discrimination)
Office of the Vice Provost for Student and Faculty Success

To the extent possible, all complaints will be handled confidentially and addressed in accordance with UAB policy. The complaints will be referred to the appropriate area for review and investigations will be conducted in a timely manner. In instances where staff, faculty and student
issues overlap, the areas listed above will confer and/or work collaboratively to resolve the issue.

All individuals may use the procedures without penalty or fear of retaliation.

Also, any inquiries or complaints concerning the application of the Americans with Disabilities Act (ADA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to the University of Alabama at Birmingham should be directed to one of the officials listed above.

**Overall Implementation**

The Office of the Vice President for Financial Affairs and Administration and the Office of the Provost are responsible for submitting revisions to be considered for this policy.
Background

Relationships between academic communities and industry, particularly pharmaceutical firms, have come under increasing scrutiny in large part because of both real and perceived conflict of interest. While this perception is true in some instances, it is not so for all medical care providers. The perception of conflict is a result of a common practice in which some physicians receive gifts, travel, and/or financial support from industry that, in turn, stands to receive financial gain from the physicians' medical care practices, particularly those related to major illnesses. The consequences of this perception have resulted in increased oversight of the activities of employees of industry and medical centers by the government, academic institutions and public.

The current interface between academic medical centers (AMC) and health care industry has resulted in standards of conduct issued by both the AAMC, the pharmaceutical industry and the medical device industry. The pharmaceutical industry standards are effective beginning January 1, 2009. The AAMC and medical device industry guidelines will be enforced by July 1, 2009. Toward this end, the UAB School of Medicine and UAB Health System (collectively "UAB AMC") have developed a set of standards expected of the UAB AMC faculty and staff.

The Relationship between the UAB AMC and Industry

At the outset, it should be recognized that the UAB AMC and industry have a relationship that is mutually interdependent. Many UAB AMC investigators receive grant support for the conduct of clinical trials that enhance the well being of patients receiving clinical care. These clinical trials not only provide monetary support for the institution, but also intellectual insight into improved medical care whether through the development of new therapeutics or interventions. In some circumstances, the knowledge derived from these trials provides data for new research applications.

A primary goal of the UAB AMC is to provide outstanding, state-of-the-art medical care. This care must be as free as possible of both real and perceived conflict of interest and competing interests. As conflicts are identified, they must be managed in a transparent fashion. Public perception is of the utmost importance and mandates transparency between the institution and the community. Only in a transparent environment will the trust that is required for outstanding medical care be generated. Toward this end, the guiding principles for the following document define a relationship with industry for all employees of the UAB AMC that manages 'competing interests' while being totally transparent. These principles are in accord with our goal of continuing to provide patient care of the highest quality.

Recommended Guidelines

The following guidelines are set forth to consciously and actively insulate clinical care decisions from any perceived or actual benefits accrued or expected from industry. They will need to be reviewed regularly and revised appropriately as the law and the expectations of the public and the medical profession evolve.
For the purpose of this document, the following definitions apply:

"UAB AMC employee or trainee" refers to any physician, faculty member, staff member, or other individual who is employed by the UAB School of Medicine ("SOM"), the UAB Health System, University Hospital, UAB Highlands, University of Alabama Health Services Foundation ("HSF"), Ophthalmology Services Foundation, UAB Family Medicine, The Valley Foundation, The Kirklin Clinic, The Kirklin Clinic at Acton Road, UAB Health Centers, the Huntsville, Montgomery and Selma residency program clinics, and any other clinical entity managed by UAB Health System that is exclusively staffed by SOM physicians. The term includes those individuals with either full-time or part-time employee status and those with regular, adjunct, voluntary, visiting, or emeritus status. Trainee includes any individual who is receiving formal education from the SOM, including medical residents employed by University Hospital, medical students, graduate students, post-doctoral scholars, visiting scholars and fellows.

"Industry" refers to pharmaceutical, device, equipment, supply and service providers.

"UAB AMC campus" refers to UAB AMC-owned or UAB AMC-leased buildings and property, including University Hospital, School of Medicine and other UAB-owned/leased clinical facilities. In addition, for purposes of this document, UAB AMC campus includes all clinical facilities owned or leased by HSF, including, but not limited to, The Kirklin Clinic, The Kirklin Clinic at Acton Road and UAB Health Centers.

These guidelines are operable in any clinical facilities in which "UAB AMC employees and trainees" practice and/or work, including, but not limited to, Children's Hospital, Cooper Green Hospital, and the VA Hospital, among other facilities.

1. PROVISION OF COMPENSATION OR GIFTS FROM INDUSTRY TO UAB AMC EMPLOYEES OR TRAINEES

a. UAB AMC employees and trainees shall not accept any form of personal gift from industry or its representatives, regardless of the value or nature of the gift.

b. With the exception of food provided in connection with an ACCME-accredited program and in compliance with ACCME guidelines, meals directly funded by industry shall not be provided on the UAB AMC campus. Industry-supplied food and meals are considered personal gifts and thus shall not be permitted or accepted on the UAB AMC campus. Similarly, UAB AMC employees and trainees are strongly discouraged from participating in non-ACCME accredited industry-sponsored meals off-campus.

c. UAB AMC employees and trainees shall not use or display industry paraphernalia in patient care areas (i.e., pens, notepads, clipboards, etc), with the single exception of educational materials. These materials may be used at the discretion of the UAB AMC employee or trainee as needed within the clinical setting, but should not be on general display.

d. With the exception of settings in which academic investigators are presenting results of their industry-sponsored studies to peers where there is opportunity for critical exchange of ideas, UAB AMC employees and trainees are strongly discouraged from participating in industry-sponsored Speakers' Bureaus. If a UAB AMC faculty member chooses to participate in an industry-sponsored, FDA-regulated program, this participation is considered external consulting and is governed by the UAB Faculty Handbook and Policies external consulting policy (3.5.1).
More than one presentation or seminar to a for-profit business per year requires the faculty member to seek approval for this activity.

- External consulting is allowed if it
  a) does not interfere with faculty member responsibilities,
  b) is limited in time,
  c) is compatible with UAB interests, and
  d) requires no significant use of UAB resources or facilities.

Prior approval must be received before external consulting services for a non-UAB entity may be performed. Faculty should complete the Faculty/Staff Disclosure for External or Internal Activity/Sponsored Research Submission that can be accessed through the UAB CIRB website (www.uab.edu/cirb). Faculty also are responsible for ensuring that consulting activities are conducted in accordance with UAB policies on conflicts of commitment and conflicts of interest, as well as UAB policies on disclosure of discoveries and inventions, patents, and computer software. When participating in consulting activities outside of UAB, the faculty member should not allow the name of the University of Alabama at Birmingham or UAB Health System to appear in any such manner as to indicate that UAB is participating in, or in any way is sponsoring, the activity or the project.

  o The Conflicts of Commitment Policy requires written disclosure of the conflict to the appropriate UAB administrative officials, resolution of the conflict, and management of the conflict if permission to participate in the activity is granted.

  o The Conflicts of Interest Policy requires written disclosure of the conflict to the appropriate UAB administrative officials, a determination of the conflict, resolution of the conflict, and a management plan.

e. UAB AMC employees or trainees who are simply attending a CME or other instructional activity and are not speaking or otherwise actively participating or presenting at the meeting may not accept compensation for attending the event; may not accept compensation for defraying costs related to attending the event; and may not accept personal gifts from industry at such events.

Relevant References and Policies
- UAB Conflicts of Interest Policy
- UAB Conflicts of Commitment Policy
- FDA Guidance for Industry: Industry Supported Scientific and Educational Activities
- UAB Hospital Interdisciplinary Standard: Gifts and Gratuities
- UAB Health System Administrative Standard: Interaction with Vendors
- UAB Health System Administrative Standard: Conflict of Interest

2. INVOLVEMENT IN PURCHASING DECISIONS

UAB AMC believes the management of potential conflicts of interest in purchasing decisions is best managed on a case-by-case basis. Therefore, to facilitate individual review of these cases, UAB AMC employees and trainees will: 1) complete annual disclosure statements listing their financial interests (e.g., equity ownership, compensated positions on advisory boards, a paid consultancy or other forms of a compensated relationship) with industry, and 2) when involved in evaluating or recommending the purchase of products or services to a UAB AMC entity, affirmatively disclose their financial interests with all potential vendors in the manner set forth by that UAB AMC entity. For purposes of this provision, financial relationship does not include the indirect ownership, through mutual funds or other investment vehicles, of equities in publicly
traded companies. UAB AMC purchasing entities will have access to the annual disclosure statements for purposes of working with the UAB AMC employee and trainee involved to review each case and take appropriate action with respect to evaluations or recommendations for the purchase of products or services from industry that involve potential conflicts of interest. The actions may range from recusal of the UAB AMC employee and/or trainee from the procurement decision altogether to a request for additional opinions from physicians who do not have a financial interest in the vendor. Participation in UAB AMC committees, such as the UAB Health System Infection Control Committee, and the UAB Health System Pharmacy and Therapeutics Committee, which recommends specific vendor products, will also be subject to annual disclosure statements and case-by-case review for potential conflicts of interest.

Relevant References and Policies
- UAB Health Administrative Standard: Conflict of Interest
- UAB Conflicts of Interest Policy
- UAB Conflicts of Commitment Policy

3. ACCESS TO CLINICAL FACILITIES BY VENDORS

UAB AMC employees and trainees shall request vendors to comply with the UAB Health System clinical facility standards for vendor access to the clinical facilities, which include registration and issuance of a UABHS ID badge. Vendor representatives should come to the clinical facilities only by appointment with a physician and no trainee should meet with a vendor representative unless a faculty representative is also present. Vendor representatives should not be present in patient care areas except that vendor representatives, such as device manufacturer representatives, who are appropriately credentialed by the UAB Health System clinical facility, may be present in patient care areas to provide in-service training or assistance on devices and equipment.

Relevant References and Policies
- UAB Health System Administrative Standard – Interactions with Vendors
- UAB Hospital Interdisciplinary Standard – Vendor Representatives
- UAB Hospital Interdisciplinary Standard – Vendor Representatives in the Perioperative Division
- UAB Hospital Laboratory Standard – Outside Vendors
- UAB Hospital Interdisciplinary Standard – Activities of Pharmaceutical Vendor Representatives
- The Kirklin Clinic/Affiliated Clinics: Vendor Regulations

4. PROVISION OF FREE DRUG SAMPLES TO UAB AMC EMPLOYEES AND TRAINEES FOR PERSONAL USE

a. Free drug samples or vouchers for free drug samples shall be considered personal gifts, and shall not be accepted or used by individual UAB AMC employees and trainees or their family members. However, free drug samples for patients may be accepted and distributed in accordance with policies (see below) of the UAB Health System clinical entities.

b. UAB AMC employees and trainees shall not sell or bill drug samples to patients or third-party payers.
Relevant References and Policies
- The Kirklin Clinic / Affiliated Clinics Interdisciplinary Standard: Medication Samples
- UAB Hospital Interdisciplinary Standard: Medication Samples

5. INDUSTRY SUPPORT FOR EDUCATIONAL EVENTS ON THE UAB AMC CAMPUS

UAB AMC employees and trainees should be aware of the Standards for Commercial Support established by the Accreditation Council for Continuing Medical Education (ACCME). The UAB Division of Continuing Medical Education (CME) has established policies and procedures that address educational programs for practicing clinicians, including residents and fellows. These policies are available at http://www.cme.uab.edu.

All educational events sponsored by industry on the UAB AMC campus must be fully compliant with ACCME guidelines, regardless of whether formal CME credit is awarded or not. In addition, all events sponsored by UAB AMC, including those in an off-campus setting, must comply with ACCME guidelines and policy established by the UAB Division of CME. The ACCME guidelines now require that, if an event is to qualify for CME credit, its provider must ensure the following:

a. All decisions concerning educational needs, objectives, content, methods, evaluation and speaker are made free of a commercial interest (ACCME Standard 1.1);

b. A commercial interest is not taking the role of non-accredited partner in a joint sponsorship relationship (ACCME Standard 1.2);

c. All persons in a position to control the content of an educational activity have disclosed all relevant financial relationships to the provider of the CME. A relevant financial relationship is defined as one which an individual (or spouse or partner) has with a commercial interest that benefits the individual in any financial amount that has occurred within the past 12 months; and the opportunity to affect the content of CME about the products or services of the commercial interest. Failure to disclose these relationships will result in disqualification of the individual from participating in the CME activity or its planning or evaluation (ACCME Standards 1.1, 1.2);

d. The lecturer explicitly describes all his or her related financial relationships to the audience at the beginning of the educational activity in accordance with national ACCME standards. If an individual has no relevant financial relationship, the learners should be informed that no relevant financial relationship exists (ACCME Standard 6.1, 6.2);

e. All conflicts of interest should be identified and resolved prior to the educational activity being delivered to learners (ACCME Standard 2.3). Examples of strategies to resolve conflicts of interest include severing the financial ties with the commercial entity that gives rise to the conflict, having a third party without a conflict conduct the educational event, or having the content of the educational materials reviewed and endorsed by a peer expert who does not have a conflict of interest;

f. Written policies and procedures that govern honoraria and reimbursement of out of pocket expenses for planners, teachers, and authors are in place (ACCME Standard 3.7);

g. Product-promotion material or product-specific advertisements of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same
products or subjects must be avoided. Live (staffed exhibits, presentation) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME (ACCME Standard 4.2);

h. A commercial interest is not used as the agent providing a CME activity to learners, e.g., distribution of self-study CME activities or arranging for electronic access to CME activities (ACCME Standard 4.5);

i. The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest (ACCME Standard 5.1);

j. Attendees in the audience are not compensated or otherwise materially rewarded for attendance (e.g., through payment of travel expenses, lodging, honoraria, or personal expenses) (ACCME Standard 3.12);

In addition to the aforementioned ACCME Standards and consistent with Guideline 1 of this policy, educational events sponsored by industry on UAB AMC campus shall comply with the following provisions:

a. Personal gifts of any type shall not be distributed to attendees or participants before, during, or after the meeting or lecture, other than educational materials as set forth in #1;

b. Funds for educational activities shall be provided to a central fund managed by a department or division administrative office and not to individuals for specific educational activities.

**Relevant Policies and References**

* ACCME Standards for Commercial Support: Standards to Ensure the Independence of CME Activities
* UAB Continuing Medical Education

### 6. GUIDELINES FOR DELIVERING AND PARTICIPATING IN INDUSTRY-SPONSORED LECTURES AND CONFERENCES AND MEETINGS OF UAB AMC EMPLOYEES AND TRAINEES OFF OF THE UAB AMC CAMPUS

Clinical meetings and scientific meetings sponsored by professional societies frequently derive a portion of their support from industry. Such sponsorship may give rise to inappropriate industry influence on the content of the conference or its attendees. Grants for meetings and conferences that originate from the company's marketing division may be particularly problematic. UAB AMC employees or trainees should actively participate (e.g., as a lecturer or organizer) only if:

a. Financial support by industry is fully disclosed at the meeting by the sponsor;

b. The meeting or lecture's content, including slides and written materials, are directly created by and/or approved by the UAB AMC employee or trainee;

c. The lecturer is expected to provide a balanced assessment of therapeutic options and should promote objective scientific and educational activities and discourse;
d. The UAB AMC employee or trainee is not required by the company sponsor to accept advice or services concerning teachers, authors, or other educational matters including content as a condition of the sponsor's contribution of funds or services;

e. The UAB AMC employee or trainee receives compensation only for the services provided and the compensation is at a reasonable rate.

f. The lecturer explicitly describes all his or her related financial interests (past, existing, or planned) to the audience;

g. The UAB AMC employee should not facilitate the participation of UAB AMC trainees in industry-sponsored events that fail to comply with these standards.

7. DISCLOSURE OF RELATIONSHIPS WITH INDUSTRY

a. UAB AMC employees and trainees must disclose all of their related financial interests, including past (prior year), existing or expected interests (e.g., grants and sponsored research, compensation from consulting, advisory boards; investments and ownership interests) to journal editors in manuscripts submitted for publication, and audiences at lectures or presentations;

b. UAB AMC employees and trainees must provide specific written information on financial interests with industry in accordance with all UAB policies, including, but not limited to, the outside consulting policy, and Conflict of Interest Review Board policies.

c. UAB AMC employees with supervisory responsibilities for trainees or staff must ensure that the faculty's conflict or potential conflict of interest does not affect or appear to affect his or her supervision of the activities or responsibilities of the trainee or staff member.

8. EDUCATION OF UAB AMC EMPLOYEES AND TRAINEES REGARDING INDUSTRY RELATIONSHIPS

The policies outlined in this document apply to the full spectrum of education, beginning with students and continuing into the post-graduate years, residency, and beyond.

a. Individual departments must provide education to trainees and appropriate staff regarding potential conflicts of interest inherent in industry interactions. This education should include data interpretation techniques as well as an emphasis on evidence-based medicine. Appropriate venues for such education include departmental grand rounds, regularly occurring clinical teaching conferences.

b. Medical student education must include techniques to minimize conflict of interest and bias in clinical decision making when interacting with industry representatives. Appropriate venues for such education include courses and special topics such as, Doctor Patient and Society, Introduction to Clinical Medicine, and Evidence-Based Medicine. In addition, such education should be formally incorporated into the didactic portion of the clinical clerkships.

b.1. Medical students have multiple opportunities to work with the clinical (formally "voluntary") faculty during their clinical training, especially in outpatient settings. While engaged in teaching medical students, these clinicians should be given copies of these Guidelines so that they understand and respect the conduct expected of the medical students.
b.2. Individual departments are responsible for educating their respective clinical faculty on these policies, and reminding them that when medical students are working with them, they should be adhering to these guidelines.

b.3. At the end of each rotation, students should evaluate compliance with these guidelines by their clinical faculty preceptors; this will require the addition of an additional item to their current evaluation screen online.

b.4. Department chairs should be provided with the above feedback and given pooled data for consideration during the process of periodic reappointment of clinical faculty in their respective departments.

c. Any scholarships or other educational funds from industry or professional societies must be managed by the UAB AMC and not by the recipient of the award. These funds will only be accepted if there are not conditions or requirements for the use of these funds other than to support the work of the trainee or faculty member scientifically and educationally. The management of these funds will be at the discretion of the UAB AMC.

9. GHOSTWRITING

UAB AMC employees and trainees may not allow their professional presentations of any kind, to be ghostwritten by any party. UAB AMC employees and trainees who serve as authors should comply with the standards listed in the Uniform Requirements for the conduct and reporting of research.

Relevant Policies and References
- Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, Updated October 2007.

10. ENFORCEMENT

As clearly stated in the UAB Faculty Handbook "a key strategic goal of UAB is to create and maintain a positive, supportive, and diverse work/study environment where faculty, staff, and students can excel." To fulfill this goal, UAB expects that faculty, staff, and administrators will display professionalism as applicable to teaching, research and institutional service. Violation of the "The University of Alabama at Birmingham School of Medicine and UAB Health System Guidelines for Relationships with Industry" is a violation of professional behavior and may result in the taking of disciplinary action up to, and including, discharge.

References:
The following references were utilized in the compilation of these Guidelines:
6. Yale University Faculty Handbook, Section X. University Policies Concerning Teaching and Research (http://www.yale.edu/provost/handbook/handbook_x__university_policies_concerning.html)
7. Yale University Policy on Conflict of Interest and Conflict of Commitment (http://www.yale.edu/provost/html/coi.html)
8. Yale-New Haven Hospital and Yale-New Haven Health System Policies on Interactions with Pharmaceutical Representatives.
Appendix A
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Appendix 11

The following are available on the ACGME website at the locations listed below:

1. ACGME Policies and Procedures (revised February 2011)
   
   http://www.acgme.org/acWebsite/about/ab_ACGMEPoliciesProcedures.pdf

2. ACGME Common Program Requirements (effective July 2011)
   
   http://www.acgme-2010standards.org/approved-standards.html

3. ACGME Institutional Requirements (effective July 2007)
   
   http://www.acgme.org/acWebsite/irc/irc_IRCpr07012007.pdf

and also on the

UAB GME Website HTTP://MEDICINE.UAB.EDU/EDUCATION/POST-DOC/48428/