# Graduate Medical Education Policy Manual

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Policy 1. Policy on Policies

1.01 Definitions of categories of College of Medicine policies:

A. College of Medicine UIC (COM) Policy

A policy that affects more than one regional COM, or a policy that is necessary to ensure overall UIC-COM compliance with statutory, ACGME, University, or COM policies, rules, and/or regulations will be identified as a College of Medicine policy.

B. COM-Regional Policy

A policy that affects a single region of the COM, or is necessary to ensure compliance with statutory, ACGME, University, or COM policies, rules, and/or regulations will be identified as a COM-Region policy. The current regions are COM-Chicago, COM-Peoria, COM-Rockford, and COM-Urbana-Champaign.

C. Department and Program Policy

A policy set by a single Department or Program for an individual residency training program that does not affect other programs or the College of Medicine, and does not conflict with COM or any COM-Region policy, will be identified as department/program policy.

D. GME Committee

Each COM region will establish a committee that follows ACGME General Requirements and advises and monitors all aspects of resident education. For the Chicago region, this committee is called the Committee for Graduate Medical Education (GMEC).

1.02 Setting COM-Chicago Policy

A. Any faculty, resident, or University staff member may submit suggestions for addition, deletion, or change to COM-Chicago policy to the Office of Graduate Medical Education.

B. The Associate Dean for GME will review all such submissions and as appropriate include them in the agenda for the GMEC.

C. The GMEC will review policy recommendations, and recommend approval changes by majority vote. The Committee may modify recommended policy as appropriate.
D. The GMEC will be responsible for ensuring that all COM-CHICAGO policies are consistent with Accreditation Council for Graduate Medical Education General Requirements, University policy, College of Medicine policy, and applicable state and federal law.

1.03 Setting Department/Program Policy

A. Each Department Head and Residency Program Director may set policies to meet applicable RRC and Specialty Requirements, and other operating policies as they see fit, as long as the policies do not conflict with Specialty Requirements, applicable COM-Chicago policies or University policy.

B. The GMEC will review department/program policies during each program’s Internal Review, and recommend any changes to the Program Director.

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Joint Committee on Graduate Medical Education

Reviewed: February 29, 1997
February 12, 1999
October 7, 2011 (Administrative Update)
Policy 1.A. Statement of Assignment

Until all UIC-COM Graduate Medical Education policies and procedures have been updated, all references to “Senior Associate Dean for Educational Affairs” in policies that have not yet been updated shall be interpreted to refer to the “Associate Dean for Graduate Medical Education.”

Approved: September 2, 2011
Graduate Medical Education Committee
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Policy 2. Residency Program Definition and Accreditation

2.01 Definition and Types

A. Graduate Medical Education Training Program: A program may be classified as a GME Training Program if it includes the following characteristics:

1. It has as its primary goal the training of physicians for practice in a medical specialty.

2. The program provides an organized educational program with guidance and supervision of the resident, facilitating the resident's professional and personal development while ensuring safe and appropriate care for patients.

3. Successful completion of the program leads to certification that the resident is competent to undertake independent medical practice within the specialty.

B. Residencies: Programs accredited by the ACGME will be termed residencies.

C. Fellowships: Programs approved by the GMEC but which are not accredited by the ACGME will be termed fellowships.

2.02 Program Name

A. All GME approved programs will be titled University of Illinois (UIC) College of Medicine [at REGION] program in [SPECIALTY NAME]. For instance, Neurology at Chicago would be the University of Illinois (UIC) College of Medicine at Chicago program in Neurology.

B. If more than one program exists within a single region for a given specialty, the programs will be distinguished by adding a suffix indicating the primary institution which supports each program. For instance, Diagnostic Radiology at Chicago, located at the University of Illinois Hospital would be the University of Illinois (UIC) College of Medicine at Chicago program in Diagnostic Radiology/UIH.

C. No institution may use the name of University of Illinois (UIC) College of Medicine without a written affiliation agreement authorizing such use.

2.03 Sponsorship

{Definitions to be based on administration of program (hospital vs COM) and contractual variations}

2.04 Accreditation

A. All GME programs must be accredited for the residents/fellows to receive Residency Agreements and Certificates of Completion
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B. Accreditation must be through one of the following, in descending order:

1. ACGME/RRC
2. Specialty Board
3. Graduate Medical Education Committee

C. All GME programs implemented prior to the effective date of this policy will be considered approved in current number and affiliation.

2.05 Institutional Accreditation

A. The COM will maintain institutional accreditation with the ACGME.

2.06 Approval for new programs

A. To obtain recognition of a proposed program, the program director must submit a brief program description to the GMEC, and request accreditation of the new program, if appropriate. In addition to obtaining GMEC approval, the program director will be responsible for identifying funding for the new program.

B. If the specialty is recognized by the ACGME, then the GMEC must receive evidence of accreditation.

C. Likewise, if the specialty is recognized by a Board, then the GMEC must receive evidence of approval.

D. Resident contracts and certificates of completion will be issued by the COM-UIC only for participants in programs recognized by the GMEC.

2.07 Other program changes

A. The following program changes must be reviewed and approved by the GMEC before implementation:

1. Significant changes in resident numbers (up or down)
2. Formation/deletion of rotations to affiliated institutions.

2.08 Reviews

A. Internal

1. All GME programs will be reviewed periodically by the GMEC, with the review organized through the GME Office.

2. Format for the review will be set by the GMEC, to include assessment of the following key elements:

   a) Program goals and objectives
   b) Instructional plan for achieving goals and objectives
   c) Quality and appropriateness of clinical base
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d) Quality and appropriateness of academic base
e) Balance between educational and clinical activities
f) Quality of house staff
g) Utilization and adequacy of program resources
h) Program administration
i) Supervision of residents
j) Program evaluation
k) Management of program problems and deficiencies
l) Effective use of program strengths
m) Competitiveness with other programs
n) Effectiveness in meeting departmental needs
o) Effectiveness in meeting institutional goals and objectives
p) Institutional commitment to program
q) Compliance with specific ACGME/RRC requirements

3. Internal reviews will be scheduled approximately equidistant between external reviews.

4. Results of the Internal Review will be studied by the GMEC, who will vote on the approval of the recommendations for consideration by the Dean, COM.

B. External

1. The Program Director will notify the Senior Associate Dean/Director for GME of any scheduled site visit, Board action, or change in program status.

2. The Program Director will provide a copy of the submitted site visit document to the Senior Associate Dean for Medical Education.

3. The Office of GME will pay all invoiced fees for a site visit, if 1 and 2 above are followed.

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February 12, 1999
3.01 Definition

The Program Director is the administrative head of the residency/fellowship training program as identified with the accrediting agency, or through the GMEC if the program has no outside accreditation. The Program Director will be the authority most directly responsible for the successful implementation and operation of the training program.

3.02 Selection

A. The Department Head(s) most closely associated with the training program will appoint a Program Director for each training program. A Department Head may appoint him/herself as Program Director.

B. The Department Head will notify the Office of Graduate Medical Education and the Senior Associate Dean for GME of any appointments/terminations of Program Directors.

C. The Department Head is responsible for notifying all accreditation agencies regarding appointments/terminations of Program Directors, and for ensuring that the Program Director meets all specialty board, and/or RRC and General Requirements.

D. Each Program Director must obtain and maintain the following credentials:

1. Requisite and documented clinical, educational and administrative abilities and experience.

2. Licensure to practice medicine in the state where the institution that sponsors the program is located.

3. Certification by the specially board in the discipline of the program or suitable equivalent qualifications.

4. Appointment in good standing to the medical staff of an institution participating in the program.

E. Program Directors must communicate any changes in credentials that could adversely affect program accreditation to the appropriate Department Head and to the Senior Associate Dean for Medical Education.

3.03 Responsibilities of Program Directors

A. Define and implement the goals and objectives of the training program. Program goals will be at a minimum those defined by the specialty board of the program. Written objectives will be routinely provided to residents, fellows and members of the teaching staff.
B. Recruit residents or fellows for appointment to the program according to University, COM, and department/program policy and procedure.

C. Select full-time and voluntary physicians to serve as faculty members of the training program, in accordance with the system for selection of teaching staff developed by the GMEC.

D. Establish and disseminate to all residents, fellows and teaching staff written standards and procedures for the selection, supervision, evaluation, advancement and dismissal of training program participants, in accordance with the policies and procedures developed by the GMEC.

E. Ensure that residents and fellows have access to counseling and psychological support for emotional and mental conditions resulting from training-related stress.

F. Assist the GMEC in integrating the training program with the training programs of all other specialties to enable the University to provide an effective overall graduate medical educational program.

G. Participate and assist in Internal Reviews scheduled by the GMEC for the program.

H. Communicate all program status changes, including but not limited to accreditation changes, affiliations, and numbers of residents, to the GMEC.

I. Perform such other duties as may otherwise be assigned by the Department Head and/or COM.

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February 12, 1999
Policy 4. Appointment, Match, and Resident Agreements

4.01 Non-discrimination statement

A. The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

B. The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

C. University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

4.02 Application

A. The Form

The GME Office will accept only those application forms approved by the GMEC. These include the following: The GME Office will accept only those application forms approved by the JCGME. These include the following:

1. NRMP form for medical students

2. Other forms providing they are official applications for the specialty (for instance, in the case of a specialty match requiring its own application) and the form includes all items requested on the UIC application. This includes ERAS applications.

B. Distribution of applications

Program Directors may send applications to candidates at their discretion, within the bounds of University anti-discrimination policies; the GME Office will send applications at the request of the Program Director.

C. Terms of Residency

Applicants for GME programs must be informed in writing of the terms and conditions of residency and benefits, including financial support, vacations, professional leave, parental leave, sick leave, professional liability insurance, hospital and health insurance, disability insurance, and other insurance benefits for residents and their families, and the conditions under which living quarters,
meals and laundry or their equivalents are to be provided. This information is contained in Exhibit A of the Resident Agreement and is available through the GME web page.

4.03 Request for Resident Agreement

A. Requests for Resident Agreements must meet the following conditions before the candidate will be offered a Resident Agreement:

1. The GME Office receives a written request which identifies the resident, the year of training, and is signed by the Program Director.

2. All applicable match rules are followed.

3. A budgeted vacancy exists or will exist by the starting date.

4. The request is accompanied by a file containing the applicant's original application and originals of all documentation specified in the form of application used.

5. The candidate is eligible for Illinois medical licensure and, if not a U.S. citizen, is eligible for a visa, in the judgment of the Director of the Office of Graduate Medical Education.

6. The candidate will have passed USMLE Step 2 (or its approved equivalent) by the starting date.

7. The candidate must have completed the Criminal Background and Government Exclusive List Release Form and University of Illinois Conditional Hire Acknowledgment.

8. In the case of a transferring resident, the program director has obtained primary source written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

The GME Office will notify the Program Director immediately if the request or documentation is not complete.

B. The Program Director must provide assurance to the GME Office that the above-mentioned conditions have been met before making an offer, verbal or otherwise, to the candidate(s). Nothing in this policy should be construed to limit the Program Director’s choice in selecting candidates for residency positions, provided the conditions in (A) above are met. The Program Director must notify candidates that all Resident Agreements are conditioned upon successful completion of all requirements set forth in Section IV of the Resident Agreement, especially the final clearance of all candidates related to the criminal background and government exclusions/sanctions lists checks. No candidate may be approved and no Resident Agreement will become binding unless the candidate has successfully passed both checks.
C. When a resident who has trained in one of the University’s residency programs is being considered for training in another University program, the Program Directors must provide assurance to the GME Office that written communication has taken place between the two program directors concerning the quality of the resident’s performance in the first program, as noted in Section 4.03 (A) 8. above. This communication must occur before the resident is offered a position in the second program.

4.04 NRMP and Specialty Matches

A. The Director of the Office of Graduate Medical Education is Institutional Contact for all matches.

B. The GME office will pay all match fees, if the applications and documents are submitted through the office.

C. Program Directors will adhere to all applicable NRMP and specialty rules as published.

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Joint Committee on Graduate Medical Education

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March 5, 1999
September 15, 2000
October 10, 2003
August 5, 2005
May 11, 2007
December 7, 2007
Policy 5. Matriculation and Orientation

5.01 Matriculation

A. Each resident will be considered as enrolled based on the starting date of the Resident Agreement.

B. If a Resident is unable to begin his/her Agreement on the commencement date included therein due to his/her failure to meet all the preconditions stated therein, and said preconditions have not been waived as set forth in Section IV of the Resident Agreement, that Agreement will become null and void. If requested by the Program Director, a new Agreement will issue when the Resident has provided documentation that all the preconditions have been met. The new Agreement will reflect a later commencement date, which date shall also serve as the date of matriculation into the program.

5.02 Orientation

A. College

1. The College will sponsor one or more orientation sessions each June for incoming residents and fellows.

2. All new residents of COM sponsored programs will be required to attend, unless an exception is granted by the Director of Graduate Medical Education.

3. The program content will include: presentations by representatives of all major participating institutions; benefits and payroll enrollment; health screening; ID photos; training sessions required by law; and other information or sessions as determined by the Office of Graduate Medical Education.

B. Institution/Department

Institutions and departments will schedule programs for orienting new residents to ensure that the residents are fully informed of policies and procedures specific to the institution and clinical department that sponsors the residency program.

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Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
March 5, 1999
April, 2004
Policy 6. Resident Health Policies

6.01 Health Assessment

A. Every resident and fellow must have an initial health evaluation performed through University Health Services within the first 10 days of Residency. Evaluations are conducted during resident orientation sessions for the convenience of the residents, but may be scheduled and completed at any time within the 10 day limit. Health evaluations may be scheduled 30 days prior to their start date. (Please note: No resident will be paid without clearance from University Health Services.)

B. The content of the initial health evaluation is prescribed by the Director, University Health Service. As of March, 2010 this includes:

1. Titer tests for immunity to measles, mumps, rubella, and varicella, and subsequent vaccination if any of these are susceptible

2. Tuberculosis screen and Chest X-Ray when indicated

3. Titers for Hepatitis B Antigen, Core Antibody, and Surface Antibody, and vaccination where indicated

4. Tetanus, Diphtheria, Pertussis (Tdap) Vaccine as needed

5. Color vision testing

6. Drug Screen

C. Respirator training and fit testing must be completed by all residents and fellows prior to patient contact. The UIMCC’s Learning Management System online module must be completed first. Fit testing is done after the health evaluation. Please see 6.05.D below.

D. Affiliated hospitals can restrict the clinical activities of any resident who has not completed the health assessment.

6.02 Personal Illness

A. Each Program Director will establish procedures for residents calling in ill. The Office of the Program Director will maintain records of resident sick and vacation days.

6.03 Standard Precautions

A. All affiliated hospitals follow rules established to comply with OSHA regulations regarding employee exposure to blood borne pathogens. Each program is responsible for documenting that each resident and fellow has completed a yearly program in OSHA blood borne pathogen precautions.
New residents and fellows will be offered the OSHA program during COM orientation. The GME Office will provide Program Directors with certification for all residents and fellows who complete the required program. The clinical department that sponsors a program will be responsible for providing the OSHA course to any resident or fellow who misses the session offered during orientation.

6.04 Occupational Injuries, Illness, and Exposures

A. Each Program Director must ensure that any resident who is injured, becomes ill, or is exposed to a toxic or infectious agent as a consequence of performing assigned duties get prompt medical attention at University Health Service during normal working hours. At other times, they should report to the University of Illinois Hospital Emergency Department. Residents at other affiliated hospitals should seek emergency treatment through that hospital's Emergency Department or Employee Health Office. In such cases, the resident must report to University Health Service on the next normal working day for follow-up.

B. University regulations require the resident's supervisor to complete an Occupational Injury Or Illness form. The resident should bring the completed form to the University Health Services.

C. Affiliation agreements between the COM and hospitals that provide training sites for residents should include a clause that specifies that the hospital will provide on-site treatment for resident occupational injury. The agreement will also identify the party responsible for paying any charges generated by such treatment.

6.05 Inoculations, Referrals, and Surveillance

A. University Health Service can provide Hepatitis B and influenza vaccinations free of charge to all staff whose duties include patient contact.

B. University Health Service can also provide confidential referrals for personal health needs, including psychiatric counseling.

C. Annual or semiannual TB screening is required for all residents. This is coordinated through UHS and the residency coordinator. Resident Agreements for PGY2 through PGY7 residents will not be completed until resident is compliant with annual and/or semiannual TB screening.

D. Annual respirator training and fit testing is a UIC and Federal requirement which must be completed annually to wear the N95 Respirator. The initial fit testing will be offered after the New Resident Health Evaluation has been completed. The training is offered online through the UIMCC Learning Management System and must be done prior to fit testing.
6.06 Examinations Upon the Request of the Program Director

A. To ensure the safety of patients and staff, the University reserves the right to request any resident to undergo a medical examination, which may include physical, psychiatric, and/or laboratory procedures. The resident must comply with such a request within the time limit set by the Program Director.

B. Expenses relating to examinations only (not treatments) that the resident incurs that are not covered by health insurance will be reimbursed through the Office of Graduate Medical Education. Claims for reimbursement must include:

1. Original proof of payment (bills marked "paid", or canceled checks)
2. A letter from the resident's Program Director that shows that the examination was done at the Program Director's request.
3. If the examination is to be done outside of the University of Illinois Medical Center at Chicago, the Program Director must obtain prior approval from the Senior Associate Dean for Medical Education to insure reimbursement through this mechanism.

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Joint Committee on Graduate Medical Education

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March 5, 1999
April 6, 2001
October 6, 2007
March 12, 2010
July 8, 2011
Policy 7. Resident Agreements

7.01 Form

A. The form of the resident contract will be developed by the GMEC to comply with all applicable ACGME and University policy, and will be cleared by University Counsel prior to printing.

B. The resident contract will be referred to as the "Resident Agreement."

7.02 Request for Issuance of Agreement

A. The Graduate Medical Education Office will prepare resident agreements to be issued to residents upon receipt of the following:

1. A written request by the Program Director that an agreement be issued. The request will include start and end dates, and will be for no more than 12 months duration, except where a resident has explicitly agreed to start prior to the normal starting date but will advance to the next level at a date consistent with his/her cohort.

2. Confirmation from the Director Graduate Medical Education that a funding commitment exists for the position the proposed applicant will fill.

3. In the case of a transferring resident, documentation of primary source written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

4. A completed file with original application and supporting documents.

7.03 Resident Agreement Execution

A. The Office of Graduate Medical Education will issue all Resident Agreements.

B. The Resident Agreement with attachments is the written contract between the University of Illinois and the resident. The following parties must sign the agreement for it to be valid:

1. The Program Director
2. The Resident candidate
3. The Comptroller and Secretary of the Board of Trustees of the University of Illinois

C. The Resident Agreement shall become valid and binding upon both parties (the Resident and the University) only when all signatures have been placed on said Agreement and an original of that Agreement has been received by both parties. The Office of Graduate Medical Education will keep one original executed copy of the agreement. Another original will be given to the resident.
7.04 Notification to resident of intent to not issue a subsequent Resident Agreement

A. The Program Director will notify any resident at the earliest reasonable date of the program's intent to not issue an agreement for the following training year. This notification must occur no later than four months prior to the end of the resident’s current agreement, unless the primary reason for non-renewal occurs within the four months prior to the end of the agreement.

B. All such notification will be in writing, and copied to the Office of GME.

C. A non-renewal/non-reappointment shall not be considered a termination, but the Resident shall be entitled to the process set forth in Exhibit B of the Resident Agreement to appeal that decision.

7.05 Withdrawal of Resident Agreement Offer

A. The Program Director may withdraw an offer for a new Resident Agreement or a renewal Agreement at any time prior to the commencement date of that Agreement if, in the Program Director’s judgment, the Resident has failed to meet the program’s standards or requirements or if the Program Director finds that the Resident has misrepresented him/herself in any way during the application/interview process (including without limit, providing false or misleading information or failing to provide relevant information). If the Program Director withdraws an offer for a Resident Agreement before said Agreement has been signed by all parties as described in Policy #7.03 above, the Resident shall have no rights to appeal that decision unless that Agreement is a renewal/reappointment for a current Resident, in which case, the Resident shall be entitled to due process as set forth in Exhibit B of the Resident Agreement (as set forth in Section 7.04.C above).

7.06 Advancement

A. Advancement to the following PG-level is not automatic, but must be recommended by the Program Director. The Program Director may withdraw an offer based on a resident's performance at any time prior to the new agreement date. If a Resident is on probation at the time the offer for reappointment is made, the Resident must fulfill all the requirements of his/her probation before the commencement date of the new Agreement as a precondition to the renewal. In the event the Resident fails to meet that precondition, the offer for reappointment shall become null and void and no new contract shall issue. The Resident shall not have the right to appeal said nullification.

7.07 Resident Resignation

A. Any resident wishing to resign must submit a written request for release from the remaining term of their agreement to their Program Director. The Program Director has the right to delay or specify the actual termination date to ensure coverage of services.

B. The Resident Agreement will terminate on the date agreed to by the Program Director. The paycheck will be issued at the next regular payday, provided the
resident has completed the clearance process.

7.08 Declining to Sign the Resident Agreement

A. A resident may choose to decline to renew an offered agreement for the following year by not signing and returning the Agreement. The resident will remain in good standing during the remainder of the current agreement without prejudice and will perform the usual Resident functions until the end of the term of the agreement.

7.09 No Restrictive Covenant

A. No resident in an ACGME-accredited program may be required to sign a noncompetition guarantee.

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Joint Committee on Graduate Medical Education

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May 14, 1999
April 6, 2004
February 3, 2006
December 7, 2007
Policy 8. Chief Residents

8.01 Definition

A. The Chief Resident is a senior resident appointed by the Program Director to supervise junior residents, develop rotation schedules, and perform other administrative duties as assigned by the Program Director.

B. No program is required to appoint a Chief Resident for the purpose of fulfilling this policy.

8.02 Stipends

A. Chief residents will be paid at or near the stipend level one PG-level higher than they would have otherwise received. The Office of GME will make all stipend adjustments for Chief Residents.

B. Salary in excess of this rule can only be paid by the department sponsoring the Chief Resident's program, and must be approved in writing by the Associate Dean for GME.

8.03 Appointment Procedure

A. The Program Director will appoint Chief Resident(s) for the program.

B. Terms may be less than one year, in which case the resident will be paid the Chief's supplement for the period in which he/she is appointed.

C. Programs can appoint up to one Chief Resident at a time for each major affiliated institution in the program.

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Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
May 14, 1999
Policy 9. Appointment of Residents to Hospital/Medical Staff

9.01 A resident or fellow may not apply for medical staff privileges at any hospital without the written permission of the resident's program director.

9.02 A resident may not apply for attending staff privileges at any affiliated hospital for the specialty in which he/she is currently training. Privileges will be limited to the specialty in which the resident is already board certified or eligible. Example: A fellow in a surgical subspecialty may apply for general surgery privileges, with the approval of his/her program director, assuming the fellow is board eligible in general surgery. The fellow cannot apply for privileges related to his/her current field of training.

9.03 Residents may be appointed to COM faculty status, including paid appointments, at the discretion of the department, within the parameters of the COM faculty appointment process.

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Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
May 14, 1999
Policy 10. Salary and Benefits

10.01 Establishment of Stipends and Benefits

A. Stipends will be approved by the Dean's Operating Committee each winter for the approaching fiscal year, subject to University approval.

B. The COM will design and offer a benefits program that is competitive and meets standards of the ACGME, as well as University policy.

C. The benefits provided by the University of Illinois to a resident will be set forth in the Resident Agreement as an attachment.

10.02 Definition of Term: Post Graduate Level (PG)

A. The PG (Post-Graduate) Level designates the year in which a resident is training within a specific residency program. In general, the PG level refers to the number of years of residency training completed following medical school. However, PG levels are not automatically cumulative from one specialty to another, except when preliminary postgraduate training is a requirement for the residency program.

B. For stipend purposes, residents may receive up to one additional year's credit over the customary starting level for their new program if they have completed additional years of accredited residency training in a different specialty. Credit for more than one year's training not required for specialty board certification will be given only with the written approval of the Senior Associate Dean for Medical Education.

C. If the records indicate that a resident should have received credit for previous training, the credit will be retroactive to the date of the current Resident Agreement only.

D. Chief Resident stipends are set in accordance with policy VIII, Chief Residents.

10.03 Vacations and Holidays

A. Residents will observe the holidays celebrated by the institution in which they are rotating. If a resident is rotating at an affiliated institution during a holiday not recognized by that institution, the resident will receive compensatory time off by the program. Conversely, a resident who observes a holiday not recognized by the University of Illinois will be charged a floating holiday for the time taken.

B. Residents will be allowed the same number of holidays as provided to University of Illinois Academic staff; they may not however exceed the number of vacation and holidays allowed in total per year.

C. Residents are allowed 20 working days of vacation per year, accrual only within the current residency program.
10.04 Sick, maternity, and parental leave

A. Residents are allowed 24 calendar days of sick leave per year, accruable only within the current residency program. Sick leave may be used for illness, injury, or to obtain medical or dental treatment for the resident, spouse, or child.

B. Paid maternity or paternity leave is available as a combination of sick and vacation leave.

C. Residents with at least twelve months of University employment can take up to a total of twelve consecutive weeks of unpaid leave for personal or family illness, or for the birth of a child. Vacation time and/or sick time (as appropriate) can be used for a portion of this leave. Complete details can be found in University Policy 806-02.

10.05 Professional Leave

A. Residents are allowed reasonable time for paid leave for attendance at conferences, workshops, or other professional activities, scheduled with the approval of the Program Director. Reimbursement of costs for attending functions or for other educational activities is negotiable with the Program Director.

10.06 Other considerations

A. Leave from the program for personal reasons will first be credited as vacation time. Additional time off must be approved by the Program Director, who may request relevant documentation to substantiate the reason for the leave.

B. Regardless of the reason for taking leave, the resident's completion date may be delayed in order to fulfill time requirements for the specific board certification.

C. Military leave will be granted consistent with applicable law and University policy.

D. Each program is responsible for keeping attendance records and ensuring that residents receive the appropriate number of holidays and vacation days each year, and for keeping track of all leave time for each resident.

Approved: March 8, 1993
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
June 4, 1999
May 11, 2001
Policy 11. Resident Records

11.01 GME Office Record

A. Each GME office will maintain a permanent file for each resident who participates in a COM program. The file contains application materials including letters of reference, medical license applications, routine correspondence, and payroll documents.

11.02 Program Director Record

A. The Office of the resident's Program Director will perpetually keep a permanent file for each individual in the program. Contents of the file can include any of the materials held in the GME Office record, plus copies of all evaluations completed for the resident.

11.03 Residency Verification

A. The GME office will verify residencies to institutions who request information for purposes of credentialing. Verification letters will be restricted to dates of attendance, whether the program was accredited, and whether the resident completed the program. The GME office will forward all requests for additional information on performance or conduct to the appropriate Program Director's office.

B. The GME office will not provide information on any resident to any outside party without that resident's written release, except where mandated by law or when an agency will use the information only for statistical purposes.

11.04 Resident Access to Records

A. Resident access may be accessed in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/1, et. seq.). A resident may review or request a copy of said records in the manner described in Act. In addition, the University will only release said records in accordance with said Act.

11.05 Challenging the Contents of Resident Records

A resident may challenge the contents of his/her records by utilizing the process set forth below:

A. Purpose

A resident has the right to challenge the content of his/her record on the ground that he/she believes that it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents.
B. Procedure

To initiate a challenge to the resident record, the resident shall, within one year after cessation of his/her participation in the residency program at issue, file with the Department Head, a written request for correction. Within thirty (30) days following receipt of such request, the Department Head, or an authorized designee, shall review the record in question with the resident and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as GME Policy and Procedure specified in the request or notify the resident of the right to a hearing at which the resident and other persons directly involved in the establishment of the record will have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

C. Hearing

1. Within ten (10) days following receipt of notification that the Department Head is not ordering correction of the record in question, the resident shall submit to the Senior Associate Dean for Educational Affairs a written request for a hearing. The resident will be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by the Senior Associate Dean for Educational Affairs or his designee. The resident shall have the right to attend the hearing, to be accompanied by an individual of his/her choice at his/her own expense, including an attorney, though said individual shall be present only to advise the resident, and shall not have a speaking part during said hearing. The resident shall have the right to present evidence, and to call witnesses on his/her behalf. The same rights shall be accorded the University representative defending the inclusion of disputed information in the resident’s record.

2. The resident shall be notified in writing of the decision within ten (10) days following the hearing. Such decision is final. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If, as a result of the hearing, the University decides that the record is not inaccurate, misleading or otherwise in violation of his/her privacy or other rights it will inform the resident of the right to place a statement in the record commenting on the contested information or stating why s/he disagrees with the decision of the University, or both. That statement shall be attached to the disputed record and released with said record anytime a proper request is made for the resident’s records.
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Policy 12. Evaluations

12.01 Mandatory Participation Requirement

A. The ACGME Institutional Requirements state: “The Sponsoring Institution must ensure that residents submit to the program director...at least annually confidential written evaluations of the faculty and of the educational experiences.” No resident will be allowed to advance to the next PGY level until the required evaluations have been completed.

12.02 Of Residents by Faculty

A. Each Program Director will provide a resident with a written evaluation no less than every 6 months, and ideally after each rotation is completed. The program must provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice; use multiple evaluators (e.g., faculty, peers, patients, self, and other professional staff); document progressive resident performance improvement appropriate to the educational level; and provide each resident with documented semiannual evaluation of performance with feedback. The evaluations of resident performance must be accessible for review by the resident, in accordance with institutional policy.

B. Form of the evaluation will be at the discretion of the Program Director. A sample copy will be provided to the Office of GME.

C. The evaluation procedure will include a discussion between the Program Director or current supervisor and the resident.

D. Residents will be allowed to submit written addenda to the evaluations, which will be included in the resident's program file.

E. The program director must provide a summative evaluation for each resident upon completion of the program. This evaluation must become part of the resident’s permanent record maintained by the institution, and must be accessible for review by the resident in accordance with institutional policy. This evaluation must document the resident’s performance during the final period of education, and verify that the resident has demonstrated sufficient competence to enter practice without direct supervision.

12.03 Of Faculty by Residents

A. Each Program Director will establish a policy and a form for evaluation of faculty performance by residents.

B. The resident will complete a faculty evaluation at least annually, which will be forwarded to the Department Head or designee and Program Director. These evaluations should include a review of the faculty’s clinical teaching abilities, commitment to the educational program, clinical knowledge, professionalism, and
scholarly activities.

C. A sample copy of the faculty evaluation will be provided to the Office of GME.

12.04 Of Clinical Rotations by Residents

A. Each Program Director will establish a policy for evaluation of each clinical rotation by residents. Programs will be expected to use the form provided by the GME Office unless formal GMEC approval for an alternative form has been given.

B. The resident will complete an evaluation following each rotation, which will be forwarded to the Department Head or designee and Program Director.

C. Institutional monitoring reports will be provided by the GME Office to the programs on a schedule as approved by the GMEC to maintain the anonymity of the respondents. Programs using approved alternative evaluation forms will submit reports to the GME Office on the same schedule.

12.05 Program Evaluation and Improvement

A. Each Program director is responsible for implementing a review process for the annual evaluation of the training program. The review must include evaluations from residents, faculty and other stakeholders as the program deem useful to have evaluations done. In accordance with the ACGME Program Requirements, the program must monitor and track each of the following areas:

1. Resident performance
2. Faculty development
3. Graduate performance, including performance of program graduates on the certification examination
4. Program quality.

B. The resident must complete a confidential evaluation of the program at least annually which will be turned in for review by the program director, department head and education committee where one exists. The program must use the results of residents’ assessments of the program together with other evaluation results to improve the program.

C. If deficiencies are found, the program should prepare a written plan of action to document initiatives to improve performance in the areas listed above. The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

D. The results from the program evaluation meeting will be sent to the GME office as part of the GME annual program report.

12.06 Program Responsibility for Maintaining Evaluation Records

A. The Program Director office will keep all resident evaluations in the residents’ permanent files.
B. Resident files will be made available to the GME Office and Associate Dean/Director GME upon request, consistent with University policy on record access (see policy 11.4).

Approved: July 14, 1992

Reviewed: February 28, 1997
June 4, 1999
October 10, 2003
January 6, 2012
Policy 13. Medical Licensing

13.01 Purpose

This policy establishes the processes and expectations for resident/fellows, program coordinators, program directors, and GME Office staff regarding the licensing process. The policy also establishes conditions to help ensure that residents do not engage in medical practice prior to receiving licenses. Throughout this policy, the term “residents” shall refer collectively to residents and fellows.

13.02 Definitions

A. Valid License

A valid license is defined as: (1) an Illinois temporary license specific to the University of Illinois program and with an effective date not later than the resident's first day of work; (2) an Illinois permanent license; or (3) for any resident who may be assigned to a Veterans Administration Hospital rotation, a permanent license from any U.S. state, as long as the resident is assigned only to the VA rotation. No license is valid past its expiration date.

B. Complete Application

A license application will be considered complete if: The resident entered appropriate responses on all forms and attachments as specified in the application instructions; signed the application; and included payment for the application fee. The resident will be encouraged to follow up on forms which require completion by medical school and licensing agencies, but completion of these forms will not be required under this definition.

13.03 Notifications

A. New Residents

The University of Illinois Office of Graduate Medical Education will notify each physician accepted into a residency program that he/she must be able to document that he/she submitted a complete license application no later than 60 days prior to his/her projected start date in order to begin his/her program on schedule.

B. Continuing Residents

Each currently employed resident will receive written notice no later than 120 days prior to temporary license expiration that he/she must be able to document that he/she applied for a renewal or permanent license no later than 60 days prior to the expiration date to ensure that the license will be renewed prior to the beginning of their next appointment year. The program director and program coordinator will be copied on each notification.
Program directors and program coordinators will be notified via regular reports as to the status of each incoming and renewing resident's license application.

**13.04 Responsibility**

It is the resident’s responsibility to obtain a valid temporary or permanent license for training. The department and GME Office will assist the resident in his/her efforts to obtain a valid license; however, it is the resident’s responsibility to apply for the license and to monitor his/her license expiration date.

**13.05 Requirement For Pay**

A Resident must have obtained a valid license prior to the commencement date of his/her Resident Agreement in order for said agreement to remain valid. Having a valid license is a prerequisite to being placed on payroll. If the resident fails to meet these conditions, the Resident Agreement will automatically become null and void and the Resident will not be entitled to participate in his/her program or to receive pay unless and until a new Resident Agreement has been issued and signed by all appropriate parties. A resident may seek to have the requirement waived for a period not to exceed 30 days, as set forth in Section IV of the Resident Agreement.

**13.06 Resident Letter**

Each resident not licensed prior to the commencement date of his/her Resident Agreement will be required to sign a statement which informs him/her that:

A. He/she is not currently eligible to participate in any way in clinical activities in any institution affiliated with their program. Evidence that the resident examined or treated patients will be cause for non-issuance of a new Resident Agreement.

B. Unless the licensing precondition has been waived, his/her Resident Agreement is no longer valid and, as such, he/she will not be paid nor receive any benefits unless and until a new Resident Agreement has been issued and signed by all appropriate parties. If the Licensing precondition has been waived, he/she will be paid for up to 30 days of his/her contract, after which time if he/she has not provided a copy of a valid license, he/she will be placed on unpaid leave until he/she provides such a copy. Under those circumstances, the resident must make arrangements for continuation of benefits at his/her own expense during the period of unpaid leave.

C. If the Licensing precondition has been waived, and all appropriate parties have signed the letter referenced in 13.6.1 and 13.6.2 above, the resident may attend lectures and conferences, but will not be permitted to work in any clinical capacity for the University or in his/her program during the unlicensed period (not to exceed 30 days). The Program Director may count this period as vacation.

D. If a new Resident Agreement is issued and signed by all appropriate parties, the commencement date indicated therein shall be the correct commencement date of the Resident into the program.
E. If the licensing precondition has not been waived, the Program Director may decide not to issue a new Resident Agreement if the resident has failed to obtain a valid license as of the commencement date of the original Agreement. That decision shall not be subject to appeal. If the licensing precondition has been waived and the original Resident Agreement has commenced, the Program Director, after first consulting with the Associate Dean for Graduate Medical Education, may terminate any resident who has not obtained a license thirty days after said commencement date.

13.07 Exceptions

All exceptions to this policy will be made in writing by the Associate Dean for Graduate Medical Education.

Approved: July 14, 1992
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
July 9, 1999
April 4, 2004
June 3, 2016
Policy 14. Clinical and Educational Work Hours (Formerly Duty Hours)

Note: The term “resident” in this document refers to both specialty residents and subspecialty fellows.

14.01 Accreditation Council for Graduate Medical Education (ACGME) Requirements

The following is a summary of the ACGME Common Program Requirements regarding resident clinical and educational work hours. Residency programs will be expected to meet the Common Program Requirements as well as any additional requirements described in the specialty-specific requirements for each specialty.

A. Clinical and Educational Work Hours

Didactic and clinical education must have priority in the allotment of residents’ time and energies. Work hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

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

   a) Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting. A Review Committee may grant rotation-specific exceptions for up to 10% or a maximum of 88 clinical and educational work hours to individual programs, based on a sound educational rationale. The 88-hour exception is not allowed for PGY1 residents.

   b) Residents should have eight hours off between scheduled clinical work and education periods.

   c) Residents must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

   d) Residents must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on those free days. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.

   e) Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments.
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(1) After 24 hours of continuous scheduled clinical assignments, residents may be allowed to remain on-site for up to four hours for activities related to patient safety, such as providing effective transitions of care, and/or resident education. Additional patient care responsibilities must not be assigned to a resident during this time.

(2) In rare circumstances, after handing off all other responsibilities, a resident, on their own initiative, may elect to remain or return to the clinical site to continue to provide care to a single severely ill or unstable patient, or humanistic attention to the needs of a patient or family, or to attend a unique educational event.

2. Night Float is defined as rotation or educational experience designed to either eliminate in-house call or to assist other residents during the night. Residents assigned to night float are assigned on-site duty during evening/night shifts and are responsible for admitting or cross-covering patients until morning and do not have daytime assignments. Rotation must have an educational focus.

   a) Night float must occur within the context of the 80-hour and one-day-off-in-seven requirements.

   b) The maximum number of consecutive weeks of night float, and maximum number of months of night float per year, may be further specified by each Review Committee.

3. In-House Call is defined as duty hours beyond the normal work day when residents are required to be immediately available in the assigned institution. Residents must be scheduled for in-house call no more frequently than every-third-night (when averaged over a four-week period).

4. At-Home Call (also known as Pager Call) is defined as a call taken from outside the assigned site. Time in the hospital, exclusive of travel time, counts against the 80 hour per week limit but does not restart the clock for time off between scheduled in-house duty periods. At-Home Call may not be scheduled on the resident’s one free day per week (averaged over four weeks).

   a) The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks.

   b) At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident.
c) Residents are permitted to return to the hospital while on at-home call to provide direct care for new or established patients. These hours of inpatient patient care must be included in the 80-hour weekly maximum.

B. Oversight

1. The program director must administer and maintain an educational environment conducive to educating the residents in each of the ACGME competency areas.

2. Each program must have written policies and procedures consistent with the Institutional and Program Requirements for resident duty hours and the working environment, including moonlighting, and to that end, must:
   a) distribute these policies and procedures to the residents and faculty.
   b) monitor resident clinical and educational work hours with a frequency sufficient to ensure compliance with ACGME requirements;
   c) adjust schedules as necessary to mitigate excessive service demands and/or fatigue;
   d) if applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue;
   e) monitor the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged.

14.02 College of Medicine Requirements

A. Program Directors will provide a written copy of their resident working hour policy to the Graduate Medical Education (GME) Office upon request by the office. The Office of GME will provide a summary of individual program policies to the Graduate Medical Education (GMEC) on a periodic basis.

B. All recommendations by programs for an increase in clinical and educational work hours must receive approval of the GMEC prior to being submitted to the ACGME, and must include the following documentation:

1. Educational rationale for the request, stated in terms of the program's goals and objectives for the particular assignments, rotations, and levels of training for which the increase is requested.

2. Information on how the program will monitor, evaluate, and ensure patient safety with the extended work hours.
3. Specific information regarding the program's moonlighting policies.

4. Specific information regarding resident call schedules during the times specified for the exception.

5. Evidence of faculty development activities regarding the effects of resident fatigue and sleep deprivation.

C. Residents must report their clinical and educational work hours, including clinical work done from home and all moonlighting, at least once per week in the residency management suite (New Innovations). The Program Director will monitor the compliance summary reports and will take necessary corrective action when compliance issues are reported.

D. Program Special Reviews will include a survey of actual resident assignments to determine compliance with programmatic as well as ACGME requirements on working hours. Discrepancies will be reported to the GMEC for further action.

E. Residents will be required to complete an anonymous rotation evaluation form for each rotation. That evaluation will include a section regarding clinical and educational work hours. The Program Director and the Office of GME will monitor the summary information and will take necessary corrective action when compliance issues are reported.

F. The Office of GME will develop additional compliance measures as needed, including but not limited to auditing of call schedules and periodic surveys of residents. Discrepancies will be reported to the GMEC for further action.

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Joint Committee on Graduate Medical Education

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July 9, 1999
August 1, 2003
February 3, 2006
October 7, 2011
January 10, 2014
October 6, 2017
Policy 14.A. Alertness and Fatigue Mitigation

14A.01 Purpose

This policy is required in accordance with the 2010 ACGME standards for resident well-being, based on recommendations by the Institute of Medicine (IOM). It is meant to set specific requirements for alertness management and fatigue mitigation to ensure continuity of patient care, patient safety, and resident safety.

14A.2 Program Responsibilities

Each program must:

A. Educate all faculty members, residents and fellows (hereinafter referred to as “residents”) to recognize signs of fatigue and sleep deprivation. This must be done annually as part of the residents’ curriculum and faculty development.

B. Educate all faculty members and residents about alertness management and fatigue mitigation processes.

C. Encourage residents to use fatigue mitigation processes such as strategic napping or turnover of care via back-up schedules, to manage the potential negative consequences on patient care and learning.

D. Ensure continuity of patient care in the event that a resident may be unable to perform his/her patient care responsibilities due to fatigue.

E. Educate residents and faculty members about their professional responsibilities as physicians, including their obligation to be appropriately rested and fit to provide the care required by their patients.

F. Ensure that residents and faculty members demonstrate an understanding of their roles in the management of their time before, during, and after assignments; recognize impairment, including illness, fatigue, and substance abuse, in themselves, their peers; and other members of the health care team; and submit accurate clinical and educational work hour reports.

G. Monitor the demands of at-home call and adjust schedules to mitigate fatigue when applicable.

14A.3 Institutional Responsibilities

Each sponsoring institution must provide, at a minimum, adequate sleep areas and/or safe transportation options for residents who may be too fatigued to safely return home.

Approved: January 10, 2014
Graduate Medical Education Committee

Reviewed: October 6, 2017
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Policy 15. Eligibility for Employment and Visas

15.01 Employment Eligibility of Residents

A. Federal Law obliges the University of Illinois at Chicago to verify the identification and employment eligibility of all residents and fellows prior to allowing them to begin work. This is performed by the Graduate Medical Education Office according to University policy and is reported to University Academic Personnel. It is a precondition of all Resident Agreements that the Resident provide proof of his/her eligibility to work as of the commencement date of the Agreement. Failure to do so shall result in the nullification of the Resident Agreement unless expressly waived as set forth in Section IV of the Resident Agreement. If a candidate’s name appears on any government exclusions/sanctions list, he/she will not be eligible for employment and, as such, the Resident Agreement will automatically become null and void. This condition may not be waived.

B. Residents whose eligibility lapses for any reason, other than for appearing on any government exclusions/sanctions lists, will be removed from clinical duty and placed on unpaid leave-of-absence until they can provide acceptable documentation to the University. For Residents whose eligibility lapses due to inclusion on any government exclusions/sanctions lists, the Resident Agreement shall immediately terminate and the provisions of GME Policy number XXXIX shall apply.

C. Residency program personnel will not discriminate against an applicant on the basis of national origin or citizenship.

15.02 Sponsorship by Type of Visa

A. J-1

1. The J-1, Exchange-Visitor visa, is intended for educational purposes. It stipulates that a holder of the visa will return to his/her home country following completion of the program. The COM will support J-1 visa applications for residents and fellows through sponsorship by the Educational Commission for Foreign Medical Graduates (ECFMG).

2. Application fees and other registration costs, as well as reporting changes to the Immigration and Naturalization Service, are the responsibility of the resident or candidate.

B. H-1

1. The H-1, Temporary Worker visa, allows its holder to work only for a specified employer. It requires substantial additional documentation and sponsorship by the University. No resident who is eligible for a J-1 visa sponsored through the ECFMG will be considered for the H-1 visa or any subcategory. For instance, Dental residents are not eligible for sponsorship through ECFMG, so foreign dental graduates may apply for H-1's. Exceptions are granted only in writing by the Associate Dean for
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C. Any unusual costs associated with an H-1 visa will be guaranteed by the residency program, such as a return plane ticket if the resident is discharged before the visa expires. Any application fees are the responsibility of the resident.

D. Other Visas

Other visas will be through the University, and subject to the policies of the appropriate University offices. Residents holding tourist or student visas will not be allowed credit for participation in their programs.

15.03 Research Fellows

Visa needs for research fellows and other academic staff will be handled through the department office sponsoring the research.

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Joint Committee on Graduate Medical Education

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April, 2004
May 11, 2007
April 2, 2010
Policy 16. Dress Code and Uniforms

16.01 Appearance

A. Resident appearance and conduct must at all times reflect the dignity and standards of the medical profession.

B. At all times while in patient areas, residents must wear lab coats and University identification badges or other badges as required by the institution where they are working.

C. Residents are expected to adhere to individual institution dress codes and or programs where assigned regarding attire, including restrictions on operating room scrub suits and gowns.

16.02 Identification Badges

A. Residents are issued University of Illinois identification badges during their orientation.

B. It is the responsibility of all residents, regardless of their rotations, to display or have on their person the University of Illinois identification badge. Individual hospitals may require different identification systems to be worn.

16.03 Lab Coats

A. Residents are issued two lab coats with the College of Medicine emblem. Worn lab coats may be exchanged for new ones in the University of Illinois Hospital Laundry. Residents must replace lost lab coats at their own expense. Other institutions may issue lab coats to residents rotating there.

Approved: December 20, 1993
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
October 1, 1999
Policy 17. Resident Supervision

17.01 Responsibility for Supervision

A. The program director must monitor resident supervision at all participating sites.

B. In the clinical learning environment, each patient must have an identifiable, appropriately-credentialed and privileged attending physician (or licensed independent practitioner as approved by each Review Committee) who is responsible and accountable for that patient's care

1. This information must be available to residents, faculty members, other members of the health care team, and patients.

2. Residents and faculty members must inform each patient of their respective roles in each patient's care when providing direct patient care.

C. For many aspects of patient care, the supervising physician may be a more advanced resident or fellow. Other portions of care provided by the resident can be adequately supervised by the immediate availability of the supervising faculty member, fellow or senior resident physician, either on site or by means of telephonic and/or electronic modalities. Some activities require the physical presence of the supervising faculty member. In some circumstances, supervision may include post-hoc review of resident-delivered care with feedback.

1. The program must demonstrate that the appropriate level of supervision is in place for all residents based on each resident's level of training and ability, as well as patient complexity and acuity. Supervision may be exercised through a variety of methods, as appropriate to the situation.

D. Levels of Supervision: To promote oversight of resident supervision while providing for graded authority and responsibility, the program must use the following classification of supervision, and implement the supervision as described in the ACGME Common Program Requirements:

1. Direct Supervision - the supervising physician is physically present with the resident and patient.

2. Indirect Supervision - with direct supervision immediately available to provide Direct Supervision, or with the supervising physician immediately available by telephonic or electronic means.

3. Oversight - the supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.

E. The program director must ensure that direct or indirect supervision of residents or fellows is in place based on the clinical need of patients and the educational needs of trainees.

1. Program directors must ensure that all PGY1 residents have direct
supervision immediately available at all times.

F. The supervising physician should be available to provide review and/or oversight of procedures/encounters and provide appropriate feedback after care is delivered.

G. The program director and faculty members must assign the privilege of progressive authority and responsibility, conditional independence, and a supervisory role in patient care delegated to each resident.

1. The program director must evaluate each resident’s abilities based on specific criteria, guided by the Milestones.

2. Faculty members functioning as supervising physicians must delegate portions of care to residents based on the needs of the patient and the skills of each resident.

3. Senior residents or fellows should serve in a supervisory role to 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.

17.02 Assignment of Responsibilities to Residents

A. Any patient care provided by a resident must be within the context of the training program, except where care is given in emergency situations.

B. Patient care responsibilities assigned to residents will be commensurate with their level of training and ability, according to ACGME Common Program Requirements, the respective specialty-specific requirements for the program, and the judgment of the Program Director. These decisions will be based on patient safety, patient complexity and acuity, educational needs of the resident or fellow, and available infrastructure of the clinical setting.

C. Each program will define in writing the expected competencies and degree of responsibility allowed for each level of residency.

17.03 GMEC Oversight

The GMEC may request written descriptions of program resident supervision policy at the Committee members’ discretion.

Approved: GMEC: May 8, 1995

Reviewed: February 28, 1997
October 1, 1999
November 4, 2011
October 6, 2017
Policy 18. Rotations and Electives

18.01 Rotations

A. Any University of Illinois resident assignments to rotations at other institutions must meet the educational needs of the trainee. It is the responsibility of the Program Director to confirm that an in-force affiliation agreement exists with the other institution, and that ACGME standards including supervision, working hours, and safety are followed. Such assignments, when performed at a formally affiliated hospital on a regular basis, will be referred to here as "rotations".

B. Program Directors will report rotation assignments in writing to the Office of Graduate Medical Education on a timely basis. The GME Office may prescribe the form of the schedule and the amount of detail to ensure that proper reporting, e.g. for Medicare reimbursement, is accomplished.

18.02 Electives

A. University of Illinois residents may with the Program Director's permission participate in training programs outside of the University of Illinois affiliated hospital system. These assignments, when performed outside the system and on an irregular basis, will be referred to as "electives".

B. While it is within the Program Director's discretion to allow electives, the appropriate justification should be to provide training experience not available in the University of Illinois system.

C. Program Directors will report all elective activity to the Office of Graduate Medical Education with detail as to the dates and location of the assignment. This may be done on the rotation schedule.

D. Program Directors may not certify malpractice coverage for the resident's participation in the elective. This must be done through the University Risk Management Office. The GME Office will handle all requests for malpractice certification.

18.03 Outside Participants in UIC GME Programs

A. Program Directors may at their discretion allow residents from other programs to participate in aspects of the University's program. Rotations into UIC programs must be described in a written affiliation agreement with the resident's originating institution, unless such assignments occur less than once per year. All outside participants must provide appropriate documentation prior to beginning clinical training activities.

B. Documentation

The following documents must be provided to the GME Office prior to the resident's start:
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1. A residency application or a form issued by the GME Office to collect needed information on the resident.

2. Copy of in-force Illinois medical license (other state licenses will not be accepted).

3. Copy of ECFMG certificate, if applicable.

4. Unless the resident is under contract to an institution holding a major affiliation with the UIC College of Medicine, the resident must provide a letter from the institution guaranteeing salary, health insurance, and professional liability insurance coverage.

C. Residents from major affiliates need not provide item #4, provided that a signed Program Addendum is in place for the rotation. When regularly scheduled rotations from major affiliates are planned, Program Directors may have the residents complete the "Appointment" form at the beginning of the year, and send the material to the GME Office. In that case, outside resident assignments should be clearly indicated on the Program’s rotation schedule.

18.04 Observers

A. An observer is defined as someone who accompanies UIC faculty or residents at a clinical function but does not participate in a patient's care.

B. No physician trainee under contract anywhere as a resident or fellow may be brought into a UIC-COM sponsored program as an observer. They must be treated as an outside participant in a UIC program, and follow all procedures described above.

C. Physicians participating in research projects that do not involve human subjects are exempt from this rule.

D. This policy does not apply to medical students. However, any medical student participating in any clinical program must be registered with the UIC College of Medicine prior to their participation.

18.05 Billing for Resident Rotations

A. Except in circumstances where a written agreement provides, the UIC College of Medicine will not reimburse other institutions for their residents while assigned to a UIC hospital.

B. All requests for reimbursement for UIC residents rotating to other institutions will be done through the GME Office. No clinical department may bill for residents assigned to other institutions without the written permission of the Senior Associate Dean for Medical Education.

Approved: December 20, 1993
Joint Committee on Graduate Medical Education
Graduate Medical Education Policy Manual

Reviewed:
February 28, 1997
May 12, 2000
October 12, 2009
Policy 19. Resident Impairment

19.01 Introduction

A. The University of Illinois at Chicago has established a policy committing itself to a drug-free workplace. All residents sign a statement agreeing to abide by the policy (copy of statement attached as an appendix to this policy).

B. The College of Medicine at Chicago recognizes its obligation to protect other employees, patients, and the resident personally from the effects of substance abuse and/or psychiatric impairment. It is also committed to a positive program of rehabilitation when a resident becomes impaired.

19.02 Recognition and Action

A. It is the responsibility of each Residency Program Director to be aware of resident behavior and conduct at all times. If a Program Director observes physical, mental, or emotional inability on the part of the resident as it affects performance, the Program Director must take steps to verify the impairment and take immediate action. Further, it is the responsibility of the Program Director to investigate all reasonable reports that a resident may be using any substance in an abusive manner, or is using any illegal substance.

19.03 Medical Exam

A. The Program Director, Department Head, or appropriate College of Medicine official may direct a resident to submit to a medical fitness for duty exam at any time. The exam may consist of physical, psychiatric, or laboratory tests and procedures.

B. Refusal on the part of the resident to cooperate with the exam will be grounds for termination of the resident's contract agreement.

C. The Office of Graduate Medical Education will pay for any portion of the medical exam charges not covered by the resident's insurance, if the conditions in VI. Resident Health Policies are followed.

D. The Program Director will take steps to ensure the confidentiality of all exams, reports, and correspondence in the matter.

19.04 Removal from and Return to Work

A. A Program Director may relieve a resident from work assignment if impairment is suspected. The resident will continue to be paid under sick leave policy until benefits are exhausted, at which time he/she will be placed on disability leave of absence (as the benefit permits).

B. The Program Director will decide after appropriate consultation to allow the resident to return to work. The resident's continued participation in the program will subject to conditions of behavior and/or performance that the Program
19.05 University Health Services Impaired Trainee Evaluation

A. All resident evaluation, treatment, and rehabilitation will be done under the auspices of University Health Services. Program Directors should not prescribe or conduct treatment or rehabilitation without consultation with University Health Services. The Director of University Health Services is administratively in charge of all residency training referrals.

B. Failure of a resident to cooperate with University Health Services oversight and supervision will be grounds for termination.

C. The Graduate Medical Education Office will not be responsible for exams or treatments not covered by the resident's insurance carrier while the resident is in treatment and rehabilitation.

19.06 Statutory Reporting

A. Illinois law requires that health care institutions report to the Illinois Department of Financial and Professional Regulation (IDFPR) all instances of physician conduct that endangers a patient under that physician's care.

B. Program Directors or other faculty who directly supervise residents will report all instances where, in the judgment of the resident's Program Director, two conditions are met: (1) A resident is behaving in a clearly impaired manner, and (2) the resident's behavior endangers the safety of a patient. Report will be made to the Chief of Staff or other Chief Medical Officer of the institution in which the incident took place. The Chief of Staff/Chief Medical Officer will instruct the faculty supervisor on the form in which the incident should be reported.

C. The Chief of Staff/Chief Medical Officer will conduct an investigation and determine whether reporting to the IDFPR is appropriate. The resident's Program Director and involved faculty will be expected to fully cooperate with the investigation.

19.07 Training Accommodation Policy

A. GME operates under the UIC Employment Accommodation Policy, HR 103, for providing reasonable accommodations to qualified applicants, candidates, and employees with covered disabilities.
Policy 20. Corrective Action

20.01 Introduction

A. Whenever the professional activities, conduct, or demeanor of a resident interfere with the discharge of assigned duties or those of other University or affiliated institution employees, or jeopardize the well-being of patients, the University, through its administration, reserves the right to correct the situation through corrective action as it sees fit.

B. The Procedural Rights process detailed in the residency agreement is available to all residents who wish to appeal certain corrective actions which significantly threaten the resident's career development. The following is an overview of the process; the agreement document will rule in case of discrepancy with the overview provided here. The decision to reduce clinical privileges is not considered a corrective action and, as such, not subject to the provisions contained herein.

20.02 Causes for Corrective Action

A. The following list provides examples of resident actions that can be grounds for discipline. It is not intended to be inclusive of all reasons for a corrective action. The Program Director's action will depend on the severity of the infraction, prior warnings, and efforts on the part of the resident to correct his or her behavior. In all cases the basis for the decision will be in the Program Director's best judgment.

1. Behavior that threatens the well-being of patients, medical staff, employees, or the general public.

2. Other substantial or repetitive conduct which is considered by the resident's supervisor to be professionally or ethically unacceptable or which is disruptive to the normal and orderly functioning of the institution to which the resident is assigned.

3. Failure to conform to the letter and spirit of the Resident Agreement, or to policies and procedures of The University of Illinois, The College of Medicine, or the resident's program.

4. Failure to comply with federal, state and local laws whether or not related to the medical profession.

5. Failure to provide patient care of satisfactory quality expected for the resident's training level.

6. Fraud by commission or omission in application for the residency position, or in completing other official University documents.

7. Suspension, revocation, or any other inactivation, voluntary or not, of a resident's license by the State of Illinois for any reason.
8. Continued or lengthy absence from duty assignments without reasonable excuse.

9. Failure to perform the normal and customary services of a resident as defined in the ACGME "General Requirements."

10. Sexual harassment or abuse of patients, other residents, or hospital staff.

20.03 Corrective Actions

A. Residents may be subject to the following actions taken by the Program Director or by the Dean, College of Medicine, or his designee. Corrective action may but need not be progressive, in that it follows the order of actions listed below. However, if the resident's behavior, in the judgment of the resident's supervisor or University administration, warrants removing the resident from normal duties, suspension or dismissal may be imposed without prior warning.

B. Written Warning

A Program Director may issue a letter of warning to a resident. The letter will detail the situation, the remedy required of the resident, and the consequences of not correcting the problem. A copy of the letter will be placed in the resident's department file.

C. Probation

1. Definition: Probation is a corrective action in which the Program Director notifies a Resident in writing of specific deficiencies that must be corrected in a stated period of time or the Resident will not be allowed to continue in the Program or will be continued on probationary status. The Resident receives credit for training time and salary and benefits remain in force during probation.

2. Procedure: Prior to placing the resident on probation, the Program Director schedules a meeting with the resident to discuss the reasons for probation, the actions required by the resident, and the dates of probation. The Program Director will provide the resident with a letter detailing the above points, either at the meeting or within a reasonable time following the meeting. Copies of this letter will be placed in the resident's department file and the GME Office file.

3. At the end of the probationary period, the Program Director meets again with the Resident. Depending on the resident's performance, he/she may be:

a) Removed from probation.
b) Given an additional period of probation, or
c) Entered into the termination process
The Resident shall have the right to appeal the probation in the manner set forth in Exhibit B.

D. Suspension

1. Definition: Corrective action that removes the Resident from any Program duties.

2. Process:

a) Summary Suspension

The Department Head, his/her designee, or such other individual in a similar capacity may at any time summarily suspend with pay a Resident if he/she believes such suspension is in the interest of patient or staff welfare. Within ten (10) days of the date of imposition of such summary suspension, unless extended by agreement of the Resident, the Department Head/Program Director must either reinstate the Resident or provide the Resident with a written notification of his/her general suspension and/or termination and the reasons therefore. The Resident shall not have the right to appeal a summary suspension, but may appeal the general suspension or termination in the manner set forth in Exhibit B.

b) General Suspension

The Department Head, his/her designee, or any such other individual in a similar capacity may suspend with pay a Resident if he/she believes that the Resident has failed to comply with the Resident’s Duties set forth in this Agreement. The Resident shall be provided with written notification detailing the reasons for the suspension, its length, and the remedy necessary to remove the suspension. The notice may also indicate under what circumstances the resident may be terminated if the situation is not corrected. The Resident may be suspended until such time as the infraction has been corrected. Failure to correct the infraction adequately, in a timely manner, or in the period specified by the University may lead to further corrective action. Suspension will be removed when the initiating reason has been corrected to the satisfaction of the Department Head, his/her designee or the Program Director. The Resident shall have the right to appeal that general suspension in the manner set forth in Exhibit B.

c) The Resident does not receive credit for training time while on suspension of any kind.
E. Involuntary Dismissal/Termination

1. Definition:

Termination/Dismissal means the cessation from participation in a residency training program even though the Resident holds a current Resident Agreement.

2. Procedure:

   a) By the University: if this Agreement is terminated by the University before the end of its term for any reason other than due to the resident's name appearing on any government exclusions/sanctions list, the University shall follow the process for notification and appeal of said termination set forth in Exhibit B of the Resident Agreement. For Residents whose Resident Agreement has been terminated due to his/her name appearing on any government exclusions/sanctions list, the process set forth in GME Policy Number XXXVIII shall apply.

   b) By the Resident: If the Resident wishes to terminate this Agreement before the end of its Term, he/she must provide thirty (30) days’ advance written notice to the Office for Graduate Medical Education and the Program Director.

   c) By Mutual Agreement: If both parties agree to terminate this Agreement before the end of its term, that agreement to terminate must be reduced to writing and signed by both parties.

20.04 Appeals

A. The following corrective actions may only be appealed by using the process set forth in Exhibit B of the Resident Agreement:

   1. Termination, as defined herein and in the Resident Agreement
   2. General Suspension, as defined herein and in the Resident Agreement
   3. Non-renewal/Non-reappointment
   4. Probation

Approved: February 8, 1993
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
April 25, 1997
May 12, 2000
April, 2004
December, 2006
May, 2007
October, 2009
Policy 21. Voluntary Termination

21.01 Introduction

Residents may leave their training programs voluntarily or involuntarily prior to completion. The procedure for involuntarily terminating a resident is outlined in Exhibit B to the Resident Agreement. This policy sets forth other conditions under which a resident may voluntarily terminate participation in the program.

21.02 Declining to Sign the Resident Agreement

A resident may choose to decline to accept an offered agreement for the following year by not signing and returning the Agreement within two weeks of its offer. The resident will remain in good standing during the remainder of the current agreement without prejudice and will assigned tasks until the end of the term of the agreement.

21.03 Resident Resignation

A. Any resident wishing to voluntarily terminate participation prior to the end date of the agreement must submit a written request for release to their Program Director. The Program Director has the right to delay or specify the actual termination date to ensure coverage of services, up to the end of the term of the agreement.

B. A resident who resigns prior to the end of the contract but is not released by the Program Director will not be allowed a contract for another UIC-COM program for the current or following year, unless the Program Director releases the resident from his/her contract in writing.

C. The Associate Dean for Graduate Medical Education may, at his discretion, review resident releases from contracts, and may reverse approval for the release prior to the end of the resident's current contract.

D. The Resident Agreement will be considered terminated on the date agreed to by the Program Director or on the Resident’s last day of work if he/she is leaving without approval of the Program Director. The paycheck will be issued at the next regular payday, provided the resident has completed the clearance process.

Approved: March 8, 1993
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
May 12, 2000
April, 2004
Policy 22. Certificates of Completion

22.01 Form

A. Certificate forms will be designed by the Office of GME to conform with University identification policy.

B. Certificates for residents who complete a program will indicate such on the certificate; residents who complete at least one full year of training but leave prior to completion of their training will receive a certificate that states they participated in the program.

C. Definition of program completion will generally signify that the resident has fulfilled the training requirements for the specialty board. For fellowship programs where no board requirements are available, the program director will determine whether a fellow has completed the program for certificate purposes.

22.02 Verification Letters

A. Where a resident has not completed a full year of training, the GME Office will issue a letter certifying completion of rotations. The content of the letter will be restricted to confirming dates of training and that the resident performed in a satisfactory manner. The letter will be signed by the Residency Program Director.

B. Requests received by the GME Office for additional information regarding resident performance, or verification requests for residents who have experienced disciplinary problems, will be referred to the appropriate Program Director for completion.

22.03 Clearance

A. Certificates and letters will be issued to residents only if and when they complete all College of Medicine and affiliated hospital clearance requirements.

22.04 Sign Out Sheet

A. Each resident must submit a completed GME Clearance Form to the GME Office at the time they are finishing their program or are leaving. The GME Office will not release a training certificate or verify a residency until the resident returns the completed Clearance Form.

B. The GME Clearance Form will be approved by the GMEC.

C. Institutional clearance

1. The GME Office will require individual affiliated institution clearance for each departing resident, upon request of that institution.

2. The requesting institution will specify the nature of the clearance required.
23.01 Definition of Affiliations

A. Institutional

1. An institutional affiliation is established when either the Health Science Center, or the College of Medicine, as a sponsoring institution, formally affiliates with another hospital or healthcare organization in order to provide training for COM students and/or residents.

2. Institutional affiliations usually include more than one residency program, or graduate and undergraduate training.

B. Programmatic Affiliation

An institution may affiliate with the College of Medicine in order to participate in a single training program. In this case, an institutional affiliation does not exist, even if, over the course of time, more than one program participates in training at the affiliated institution.

23.02 Written contract

A. All institutional and programmatic affiliations must be secured by a written document that fulfills University regulation and policy, and the General Requirements of the ACGME for "Institutional Agreements."

B. Institutional and programmatic affiliation agreements are valid only when approved by the University of Illinois Board of Trustees.

C. Agreement addenda require University approval (program director and Senior Associate Dean for Medical Education).

D. Institutional Agreements

1. Affiliations sponsored by the Health Science Center require a master affiliation agreement that covers all joint educational activities. Each college (i.e. COM) participating in the affiliation will be covered by a subordinate agreement for graduate medical education.

2. Affiliations sponsored by the College of Medicine will be covered by a single affiliation agreement.

3. Each participating residency program will be covered by an addendum to the affiliation agreement that describes the program’s activities with the affiliate.

E. Programmatic affiliations will be formalized by written agreements between UIC College of Medicine and the participating institution, designating the graduate medical education program that is participating in the affiliation.
23.03 Notifications

A. The GME Office will maintain copies of all affiliation agreements, addenda, and correspondence.

B. The GMEC will be informed of all new affiliations and cancellations of affiliations at its regular meetings.

C. The COM Dean's Office will be informed of all new affiliations and cancellations of affiliations.

Approved: March 14, 1994
Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
May 12, 2000
24.01 Conditions for Billing

A. Resident and Fellow rotations are paid by the institution where the resident is assigned. Billing will be for actual stipends, a benefit schedule to be set each UIC fiscal year, and a proportionate share of the GME Office direct expense.

B. The exception for 1.A is that in instances where a non-affiliated hospital provides training that is not available within the UIC affiliated institutions system, then the program director may request the Senior Associate Dean for Medical Education for permission to send residents to the non-affiliated hospital.

C. All rotations will be formalized through contract or letter of agreement.

24.02 Responsibility for Billing

A. The Office of Graduate Medical Education will complete all billing for resident rotations to other institutions. Clinical Departments may not, under any circumstances, bill for resident rotations.

B. The Office of Graduate Medical Education will calculate and apply billing rates based on guidelines provided by the Dean's Operating Committee and the actual affiliation agreement.

C. When residents are assigned to affiliated hospitals in excess of agreed to numbers, the ultimate responsibility for the stipends and benefits of these residents will be the COM department supporting the program. Affiliated hospitals in this definition includes the University of Illinois Hospital and Clinics.

24.03 Verification of Assignments

A. Program Directors will provide rotation schedules to the GME office upon request. The GME Office may specify format and medium for the schedules to ensure that information is adequate for billing and Medicare reimbursement purposes.

Approved: February 14, 1994
Joint Committee on Graduate Medical Education

Reviewed: May 9, 1994 (title change)
February 28, 1997
May 12, 2000
Policy 25. Committee Oversight

25.01 Introduction

The following are descriptions of the various committees that provide oversight to the administration of residency and fellowship programs at UIC.

25.02 Operating Committee

A. Membership. The Dean-COM shall establish a GME Operating Committee ("Operating Committee") and appoint representatives of hospital administration for several of the major affiliated institutions having substantial resident rotations. The Dean-COM or his designee shall serve as Chairperson.

B. Voting. All actions taken by the committee shall be by majority vote.

C. Functions. The Operating Committee shall be responsible, subject to University Rules, Regulations, Statutes, and applicable law, for:

1. The establishment and administration of financial policies for residents serving in the UIC system and affiliated institutions;

2. The establishment of the annual budget effective July 1 of each year which shall include provisions for the payment of all direct expenses, as well as stipend costs and costs of providing fringe benefits to the residents;

3. The establishment of uniform stipend ranges and fringe benefits for all residents and fellows under contract to the COM and COD.

25.03 Committee on Graduate Medical Education

A. Membership. The membership of the GMEC shall be as set forth in GME Policy XXXIV, GMEC.

B. Voting. On issues relating to a specific specialty training program, only those institutions participating in the program may vote. All actions taken by the Committee shall be by majority vote.

C. Functions. The GMEC shall perform the following functions, in fulfilling its responsibilities as detailed in GME Policy XXXIV, GMEC:

1. Monitor the general academic quality of each of the specialty training program covered under the umbrella of the GME, to insure that such program is maintained in accordance with the standards and guidelines for such program, as the same may be established from time to time by the Accreditation Council for Graduate Medical Education (ACGME).

2. Review and approve new rotations for existing programs to ensure that the rotation is educationally sound.
3. Review and approve fellowship training programs not accredited by the ACGME.

4. Ensure the maintenance of a system for the selection, supervision, evaluation and advancement of residents participating in UIC residency and fellowship programs.

5. Establish procedures for the periodic review of each specialty training program sponsored by UIC-COM and COD and the documentation of such reviews as required by the ACGME. These reviews shall include an analysis of the goals and objectives of each program, the plans formulated to achieve these goals, and the effectiveness of each program in achieving its stated goals.

6. Receive reports from, and confirm and/or modify recommendations of the Internal Review work groups regarding resources, program content, and curriculum. Present findings to the Dean, COM or COD as appropriate, with recommendations.

7. Assist each program director in the following functions:
   
a) Definition and implementation of the goals and objectives of his or her particular specialty training program, which goals shall be at a minimum those defined by the specialty boards of the program;

b) Establishment of standards for the selection, supervision, evaluation, advancement and dismissal of residents participating in UIC sponsored programs, in accordance with the policies and procedures developed by the GMEC;

c) Integration of the training program of each specialty with the training programs of all other specialties to enable an effective overall educational program.

25.04 Affiliated Graduate Medical Education Group Executive Committee

A. Membership

The Affiliated Graduate Medical Education Group Executive Committee oversees the activities of the Affiliated Group for Medicare Reimbursement, which was formed July 1, 1999. Membership includes a representative from all UIC/COM affiliated hospitals involved in the Affiliated Group. The Committee is chaired by the Senior Associate Dean for Medical Education.

B. Voting

All members of the Affiliated Graduate Medical Education Group Executive Committee have an equal vote.
C. Functions

The Affiliated Graduate Medical Education Group Executive Committee shall perform the following functions:

1. The Committee will meet in the spring of each year to decide the distribution of Medicare reimbursable positions among the participating institutions for the following fiscal year. The distribution will be forwarded to the Medicare intermediaries prior to July 1 of each year.

2. The Committee will meet during the year as needed to review requests to move positions between participating institutions. Any movement of Medicare reimbursable positions between Affiliated Group institutions must be approved by the Committee.

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Joint Committee on Graduate Medical Education

Reviewed: February 28, 1997
May 12, 2000
Policy 26. Professional Liability Insurance (in progress)
Policy 28. Special Reviews  
(Replacement Policy and Procedure for Internal Reviews)

28.01 Purpose

To ensure excellence in the educational quality and demonstrate effective oversight and monitoring of underperforming ACGME accredited residency/fellowship programs through a Special Review process under the auspices of the Graduate Medical Education Committee (GMEC).

28.02 Policy

In accordance with the ACGME Institutional Requirements, the GMEC will develop a protocol that establishes the criteria for identifying program underperformance which triggers the Special Review process. The Special Review must result in a report that describes the quality improvement goals, the corrective actions being taken, and the process for GMEC monitoring of outcomes. The Special Review process is an internal quality assurance evaluation and, as such, the reports are considered confidential and not shared with RRC site visitors.

28.03 Procedure

A. GME leadership identifies underperformance through a wide range of mechanisms including, but not limited to, the following:

1. Program failure to meet established ACGME and Resident Review Committee (RRC) requirements as evidenced by

   a) Multiple citations (issued or extended); or

   b) ACGME notification of continued accreditation with warning.

2. Annual Program Evaluation (APE) review with deviations from expected results noted in standard performance indicators, as well as from the APE process itself, with problems identified in

   a) Results of ACGME Resident and Faculty Surveys with significant downward category trends since last survey; or

   b) Results of ACGME Resident and Faculty Surveys at below 80% in any category for two consecutive periods; or

   c) Results of ACGME Resident and Faculty Surveys that necessitate review dependent upon severity.

3. Program non-compliance with administrative duties, including

   a) Failure to submit milestones or other data to the ACGME;

   b) Failure to submit an Annual Program Evaluation to GME; or
c) Failure to address other institutional administrative issues.

4. Complaints or problems brought forward to GME leadership regarding academic and learning environment issues from residents and/or faculty that have not been successfully addressed by the program.

B. Requests

1. Requests for a Special Review can be generated by program administration.

2. The DIO, at his discretion and based on underperforming data from a program, can requested a comprehensive review.

C. Special Review

1. When a program is deemed to have met the established criteria of an underperforming program, GME will schedule a Special Review no later than 60 days of its identification. (Note: A program not determined to require a full Special Review may be scheduled for a Focused Review related to a specific area of concern.

2. The Special Review will be conducted by a team appointed by the Assistant Dean for Graduate Medical Education (GME) in consultation with the DIO.

   a) It will consist of, at minimum, one GME administrative faculty member to function as lead reviewer, a program director or other faculty member, and a resident interviewer.

   b) With few exceptions, the lead reviewer for the team is the Assistant Dean for GME to insure consistency of process.

   c) The resident interviewer is selected from departmental submissions as well as from volunteers solicited during duty hours’ audits.

   d) Team members shall be from within the Sponsoring Institution, but shall not be from the program being reviewed or, if applicable, from its affiliated subspecialty programs.

3. GME Office staff provides supports to the review team.

   a) The lead reviewer of the Special Review team will determine the materials and data to be requested of the program. These materials are to be provided to the GME Office a minimum of Added two weeks in advance for distribution to and review by the Special Review team.
b) The Special Review team will conduct interviews with the program
director, core faculty, a complement of residents from each level
of training in the program, and other key identified individuals
deemed appropriate.

c) The Special Review team will prepare a written report to be
presented to the GMEC for review and approval. Prior to GMEC
review, the program director will have the opportunity to review the
report and provide factual corrections and comments to the lead
reviewer. The Designated Institutional Official (DIO) will then
review the report for placement on the agenda of the next
available GMEC meeting. At minimum, the report will contain
proposed quality improvement goals and corrective actions to
address identified concerns.

D. GMEC Monitoring

1. The GMEC will review the report and make final recommendations for the
corrective action plan and/or monitoring process.

2. The GMEC will monitor outcomes through all appropriate means
including, but not limited to, progress reports, data collection,
accreditation results, surveys and Annual Program Evaluations.

3. The process and follow-up discussion(s) will be documented in GMEC
minutes.

Approved: April 7, 2017
Graduate Medical Education Committee
Policy 30. Sexual and Other Forms of Harassment

30.01 Introduction

A. The University of Illinois at Chicago and the College of Medicine are committed to providing an atmosphere of work and study free from the threat of sexual and other forms of harassment of its patients, students, employees, and residents.

B. Sexual harassment is defined by law as unwanted sexual advancements, physical contact, gestures, or verbal communication that is offensive or humiliating, or interferes with required tasks or career opportunities at the University.

C. The University of Illinois at Chicago has promulgated a policy on Sexual Harassment as follows:

1. “The University of Illinois at Chicago will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.”

2. “In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.”

3. “The University will respond to every complaint of sexual harassment reported.”

D. Other forms of harassment to include verbal abuse or physical intimidation of a non-sexual nature will not be tolerated in the workplace.

30.02 Recognition

A. Harassment can occur between faculty - resident, resident - resident, resident - student, resident-patient, and resident - employee.

B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or gender-related nature constitute sexual harassment when:

1. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's rewards or status in employment or in an academic program. Coercion or bribery could be involved.

2. Such conduct is sufficiently severe to create a hostile, humiliating, offensive University-related environment or to interfere substantially with required tasks or career opportunities at the University. Repetition of the unwelcome behavior would be viewed as sexual harassment. However, in the case of an unwelcome intimate touch, one occurrence can be sufficient to constitute sexual harassment.
C. The College of Medicine will provide information on the UIC sexual harassment policy and reporting procedure to all new residents during orientation.

D. Program Directors will include discussions of sexual harassment in resident seminars and conferences, to ensure that residents are aware of their rights and responsibilities under this policy.

E. Other Forms of Harassment (e.g., verbal abuse or physical intimidation)

1. Verbal or physically threatening conduct sufficiently severe to create a hostile, humiliating, offensive University-related environment or to interfere substantially with required tasks or career opportunities at the University would be viewed as harassment.

30.03 Action

A. Sexual Harassment

1. A resident or student who believes that he or she has been the subject of sexual harassment at any institution affiliated with the UIC College of Medicine should report the incident to the University of Illinois Office of Access and Equity.

2. When a faculty member or other staff at an institution not governed by University of Illinois policy and procedure is accused of sexually harassing a resident the UIC Department Head will consult with that institution's personnel office to ensure that institutional requirements are met.

3. Residents who themselves are accused of sexual harassment of patients, University employees, other residents, or students, will be subject to corrective action as set forth in this manual and in the Resident Agreement. The Program Director will investigate and take action as appropriate in concert with the University of Illinois Office of Access and Equity. Residents who are disciplined for sexual harassment may appeal that corrective action through the process described in Policy XX, depending upon the type of corrective action imposed.

B. Other Forms of Harassment

1. All complaints of verbal and/or physical threatening behavior will be evaluated and appropriate actions taken.

Approved: April 25, 1997
Graduate Medical Education Committee

Reviewed: May 12, 2000
April, 2004
November 4, 2011
Policy 31. Resident Educational Support

31.01 Objective

A. The College of Medicine will provide financial assistance for educational purposes to all PGY2 and above medical and dental residents (whose paid appointments are administered through the University of Illinois at Chicago Graduate Medical Education Office), for the residents’ individual use.

B. Examples of educational expenses include, but are not limited to: travel to conferences, workshops, and professional meetings; registration or tuition fees; hotel, meal, and transportation expenses to educational activities; membership in academic societies; texts and reference books; medical equipment; computer-based educational resources; or electronic devices such as tablet computers for educational use.

C. For purposes of this policy, the term “Resident” refers to any resident or fellow whose paid appointment is administered through the University of Illinois at Chicago Graduate Medical Education Office.

31.02 Distribution of Funds

A. Each Resident at the PGY2 level and above will receive a stipend of $750 per appointment year for educational support. This educational stipend will be in addition to the stipend that the resident receives as compensation for his/her residency appointment. No other stipend or reimbursements will be provided to the Resident for educational support/experiences/activities through the Graduate Medical Education Office.

31.03 Reporting Requirement

A. At the end of each appointment year, each Resident who receives educational funds will be required to submit a report to his/her program director regarding the manner in which he/she used his/her educational funds during that appointment year.

B. The program director may request receipts or other documentation to support the Residents’ use of the educational funds.

C. Failure to supply requested documentation may result in withholding of education funds in future appointment years.

Approved: September 10, 1999
Graduate Medical Education Committee

Reviewed: June 1, 2001
June, 2012
March 8, 2013
June 3, 2016
Policy 32. Residency Reduction or Closure

32.01 Objective
A. The College of Medicine is committed to providing residents/fellows with a complete, high-quality educational program. Where circumstances require that a residency program be reduced in size or closed completely, arrangements will be made to enable residents/fellows currently in the program to complete their educational program in the least disruptive manner.

32.02 Procedure
A. Notification: If the College of Medicine intends to reduce the size of a residency program or close a residency program, the residents/fellows in that program will be informed as early as possible.

B. Reduction: Currently enrolled residents/fellows will be allowed to cycle through the program; reduction is implemented by decreasing the number of residents/fellows recruited in future years.

C. If it should become impossible for currently enrolled residents/fellows to complete the program, positions will first be sought within the GME Affiliated Group, which was formed to allow for movement of Medicare-reimbursed positions between member institutions and other University of Illinois at Chicago educational affiliates. If no position can be located among the Affiliated Group institutions, positions will be sought at other affiliated institutions.

D. If no position is available within the Affiliated Group or at other UIC affiliates, the program director and Associate Dean for Graduate Medical Education, in conjunction with the ACGME, will assist the resident in locating a comparable position elsewhere.

Approved: September 5, 2000
Graduate Medical Education Committee

Reviewed: February 3, 2006
June 5, 2009
November 4, 2011
Graduate Medical Education Policy Manual

Policy 33. Resident Eligibility and Selection

33.01 Non-discrimination Statement

The policy of the University of Illinois at Chicago is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders, and regulations. The University of Illinois at Chicago will not discriminate in programs and activities against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as disabled veteran or veteran of the Viet Nam era.

33.02 Resident Eligibility

Applicants must at least meet one of the following qualifications in order to be eligible for appointment to a UIC accredited residency program. However, meeting one of these qualifications will not ensure selection for a residency program.

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 accredited by the American Osteopathic Association (AOA).

C. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:

   1. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates

   2. Have a full and unrestricted license to practice medicine in the US licensing jurisdiction (i.e., a valid and appropriate State of Illinois medical license)

D. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school. [Note: A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college of university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States Medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).]
E. Dental Residents only: Dentists with the following qualifications are eligible to enter advanced specialty programs accredited by the Commission on Dental Accreditation:

1. Graduates from institutions in the U.S. accredited by the Commission on Dental Accreditation

2. Graduates from institutions in Canada accredited by the Commission on Dental Accreditation of Canada

3. Graduates of foreign dental schools who possess equivalent educational background and standing as determined by the institution and program.

F. Advanced placement or credit by examination must be granted in accordance with institution and Commission policies (Advanced Standing Policy approved by the CDE [1973] and endorsed by CDA [1975].

33.03 Resident Selection

A. Programs will select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must comply with the University of Illinois policy of non-discrimination, as noted above.

B. In selecting from among qualified applicants, programs are strongly encouraged to participate in an organized matching program, where available, such as the National Resident Matching Program (NRMP).

C. Non-eligible applicants will not be enrolled in accredited programs.

Approved: September 15, 2000
Graduate Medical Education Committee

Reviewed: April, 2004
Policy 34. Graduate Medical Education Committee

34.01 Purpose of the Committee

A. The Graduate Medical Education Committee has the responsibility for monitoring and advising on all aspects of residency education.

B. The GMEC must meet at least quarterly and must maintain written minutes.

34.02 Membership

A. Voting membership on the committee must include residents nominated by their peers, appropriate program directors, other members of the faculty, Director of Graduate Medical Education (ex officio), and the Associate Dean for Graduate Medical Education.

B. One representative and at least one alternate member are selected to represent each clinical department in the College of Medicine, and from each residency program in the College of Dentistry. The representative is responsible for reporting GMEC activities to all program directors and faculty within that department or area. Each clinical department head is contacted annually to select the representative for the academic year.

C. A general election is held annually for residents to elect three voting and three to five alternate resident representatives to the GMEC. A resident representative to the GMEC may be asked to continue for an additional term if he/she has attended at least four of the GMEC meetings held during the preceding academic year.

34.03 GMEC Responsibilities

The GMEC is responsible for:

A. Establishment and implementation of policies that affect all residency programs regarding the quality of education and the work environment for the residents in each program. These policies and procedures must include:

1. An annual review and recommendation to the Dean's Operating Committee regarding resident stipends, benefits, and funding for resident positions.

2. Ensuring that communication mechanisms exist between the GMEC and all program directors within the institution, and ensuring that program directors maintain effective communication mechanisms with the site directors at each participating site for their respective programs to maintain proper oversight at all clinical sites.

3. Developing and implementing written policies and procedures regarding resident duty hours to ensure compliance with the ACGME Institutional, Common, and specialty-specific Program Requirements. Consider for
4. Monitoring programs’ supervision of residents and ensuring that supervision is consistent with provision of safe and effective patient care; educational needs of residents; progressive responsibility appropriate to the residents’ level of education, competence, and experience; and other applicable ACGME Common and specialty-specific Program Requirements.

5. Communication with leadership of the medical staff regarding the safety and quality of patient care that includes submission of the annual Report to the Organized Medical Staff; description of resident participation in patient safety and quality of care education; and the accreditation status of programs and any citations regarding patient care issues.

6. Assuring that each program provides a curriculum and an evaluation system that enables residents to demonstrate achievement of the ACGME general competencies.

7. Policies for selection, evaluation, promotion, transfer, discipline, and/or dismissal of residents, in compliance with the ACGME Institutional and Common Program Requirements.

8. Review of all ACGME program accreditation letters of notification and monitoring of action plans for correction of citations and areas of noncompliance.

9. Review of the Sponsoring Institution’s ACGME letter of notification from the IRC and monitoring of action plans for correction of citations and areas of noncompliance.

10. Review of the following for approval, prior to submission to the ACGME by program directors: all applications for ACGME accreditation of new programs; changes in resident complement; major changes in program structure or length of training; additions or deletions of participating sites; appointments of new program directors; progress reports requested by any RRC; responses to all proposed adverse actions; requests for exceptions of resident duty hours; voluntary withdrawal of program accreditation; requests for an appeal of an adverse action; and appeal presentations to a Board of Appeal or the ACGME.

11. Oversight of all phases of educational experiments and innovations that may deviate from ACGME Institutional, Common, and specialty-specific Program Requirements. This includes: approval prior to submission to the ACGME and/or RRC; adherence to ACGME Procedures for “Approving Proposals for Experimentation or Innovative Projects” in the ACGME Policies and Procedures; and monitoring quality of education provided to residents for the duration of such a project.
12. Oversight of all processes related to reductions and/or closures of
individual programs, major participating sites, and the sponsoring
institution.

13. Provision of a statement or institutional policy that addresses interactions
between vendor representatives/corporations and residents/GME
programs.

B. Developing, implementing, and overseeing an internal review process as
described in the ACGME Institutional Requirements, and monitoring the
programs’ responses to actions recommended by the GMEC in the internal
review process.

Approved: September 15, 2000
Graduate Medical Education Committee

Reviewed: September 9, 2005
July 9, 2010
November 4, 2011
Graduate Medical Education Policy Manual

Policy 35. Core Curriculum

35.01 Requirement

The ACGME requires that the resident’s curriculum provides a regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect GME and medical practice. The curriculum must also provide an appropriate introduction to communication skills and to research design, statistics, and critical review of the literature necessary for acquiring skills for lifelong learning. There must be appropriate resident participation in departmental scholarly activity, as set forth in the applicable Program Requirements.

35.02 On-Line GME Core Curriculum

A. The Department of Medical Education and Graduate Medical Education Offices will provide an on-line core curriculum that meets the ACGME requirements, as well as offering non-ACGME required courses. The courses will be offered in such a manner that every resident in an ACGME-accredited program will have the opportunity to complete each module. Residents in non-ACGME-accredited programs, including College of Dentistry residency programs, will also participate in the core curriculum as appropriate for their program requirements.

B. Program directors will be provided with information regarding their residents’ participation in and completion of the on-line core curriculum modules.

35.03 Alternative Core Curriculum options

A program may choose to utilize the on-line core curriculum, devise its own core curriculum, or use a combination of both. If the complete on-line core curriculum is not used, the program director should submit to the GME Office its alternate plan, including explanation of the curriculum and how successful completion will be monitored.

35.04 Certification requirement

Program directors will be required to certify that each resident has successfully completed the core curriculum courses. The certification will be a part of the GME Clearance Form, which must be completed for each resident before a certificate of completion will be issued for that resident.

Approved: September 15, 2000
Graduate Medical Education Committee
Policy 36. Moonlighting

36.01 Definitions

A. External moonlighting is defined as voluntary, compensated, medically-related work performed outside the institution where the resident is in training or any of its related participating sites.

B. Internal moonlighting is defined as voluntary, compensated, medically-related work (not related to training requirements) performed within the institution in which the resident is in training or at any of its related participating sites.

36.02 Responsibilities of the Institution and Program Director

A. Residents must not be required to engage in moonlighting.

B. It is the responsibility of the program director to decide whether or not moonlighting will be allowed.
   1. If a program director allows a resident to moonlight, he/she must provide written permission prior to any moonlighting activity. The program director’s statement must be retained in the resident’s file.
   2. The Sponsoring Institution may prohibit moonlighting by residents.

C. The program director must monitor the effect of moonlighting activities on a resident’s performance in the program, including that adverse effects may lead to withdrawal of permission to moonlight.

D. The program director must implement policies and procedures consistent with the ACGME institutional and program requirements regarding moonlighting.

E. Moonlighting must not interfere with the ability of the resident to achieve the goals and objectives of the educational program, and must not interfere with the resident’s fitness for work nor compromise patient safety. The program director must monitor the resident’s performance to ensure that moonlighting time does not adversely affect the resident’s ability to function within his/her residency program. Adverse effects may lead to withdrawal of permission to moonlight.

F. Time spent by residents in Internal and External Moonlighting (as defined in the ACGME Glossary of Terms) must be counted toward the 80-hour maximum weekly limit.
   1. The program director must ensure that all residents log their moonlighting hours in the residency management suite (New Innovations).
   2. The program director will monitor the compliance summary reports and will take necessary corrective action when compliance issues are reported.
36.03 Responsibilities of the Resident

A. A resident wishing to moonlight must:

1. obtain prior written permission from his/her program director. The program director’s statement must be retained in the resident’s file.

2. have in their possession a valid permanent medical license in the state where the moonlighting.

3. have in their possession a valid federal DEA number and a valid state DEA (as required) in order to moonlight.

4. obtain his own liability insurance and workers’ compensation insurance for the moonlighting activities. University policy will not cover the resident for moonlighting activities.

B. Residents must report their clinical and educational work hours including all moonlighting, at least once per week, in the New Innovations.

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

D. Residents on J-1 and O-1 visas may never moonlight. Residents holding other types of visas must provide proof of appropriate employment authorization before engaging in moonlighting.

E. Violation of the moonlighting policy is subject to disciplinary action.

36.04 Responsibilities of the Graduate Medical Education Committee (GMEC)

A. The GMEC may review instances of non-compliance based on the New Innovations data and request follow-up when warranted

36.05 Responsibilities of the Office of Graduate Medical Education (GME)/Designated Institutional Official

A. The Office of GME may request a formal response from the program director for isolated or extremely rare instances of non-compliance.

B. The Office of GME may bring to the GMEC any instances of non-compliance when deemed appropriate.

Approved: February 7, 2003
Graduate Medical Education Committee

Reviewed: November 4, 2011
December 7, 2017
Policy 37. Resident Work Environment

37.01 ACGME Requirement

A. The Sponsoring Institution and its ACGME-accredited programs must provide an educational and work environment in which residents may raise and resolve issues without fear of intimidation or retaliation. Mechanisms to ensure this environment must include the following:

1. An organization or other forum for residents to communicate and exchange information on their educational and work environment, their programs, and other resident issues.

2. A process by which individual residents can address concerns in a confidential and protected manner.

B. In addition, the institution must provide services and develop health care delivery systems to minimize the work of residents that is extraneous to their GME programs’ educational goals and objectives and to ensure that resident experience is not compromised by excessive reliance on residents to fulfill non-physician service obligations. These services and systems must include:

1. Patient support services: Peripheral intravenous access placement, phlebotomy, and laboratory and transporter services must be provided in a manner appropriate to and consistent with educational objectives and quality patient care.

2. Laboratory/pathology/radiology services: Laboratory, pathology, and radiology services must be in place to support timely and quality patient care.

3. Medical records: A medical records system that documents the course of each patient’s illness and care must be available at all times and must be adequate to support quality patient care, residents’ education, quality assurance activities, and provide a resource for scholarly activity.

C. The institution must ensure a healthy and safe work environment that provides for:

1. Food services: Residents must have access to appropriate food services 24 hours a day while on duty in all institutions.

2. Call rooms: Residents on call must be provided with adequate and appropriate sleeping quarters that are safe, quiet, and private.

3. Security/safety: Appropriate security and personal safety measures must be provided to residents at all locations including but not limited to: parking facilities, on-call quarters, hospital and institutional grounds, and related facilities.
37.02 Resident Forum

A. The Resident Forum is a mechanism for residents to communicate and exchange information on their educational and work environment, their programs, and other resident issues, in a confidential and protected manner. Resident forum meetings are held approximately quarterly. Resident members of the GMEC serve as facilitators of the meetings. Any and all residents are welcome to attend the meetings. The GME Office provides staff assistance and help with meeting setup, but do not attend the meetings. The purpose of the meetings is:

1. To help the GMEC resident members better represent the residents’ concerns to the GMEC.
2. To improve communication among residents, between programs, and between departments.
3. To elicit resident feedback in a peer to peer environment.
4. To improve morale among residents and to provide a venue for effecting change.

B. The resident facilitators of the Forum meetings use a standard form to record the date, time, and location of the meetings, the names of the facilitators, and the number of residents who attended the meetings. The form is also used to collect resident comments and concerns, which are reported to the GMEC and the GME Office for follow-up.

37.03 Resources for Residents

A. There are several levels at which residents may address problems and issues. In ascending order, these include:

1. Chief Resident
2. Program Director
3. Director of Graduate Medical Education
4. Associate Dean for Graduate Medical Education

B. Residents who are uncomfortable discussing a problem within the program, or who wish to report a problem in anonymity, may use the GME Resident Hot Line. The Hot Line is checked by only the Director of GME and/or the Associate Dean for Graduate Medical Education. Confidentiality is assured.

C. All Campus resources for students and employees are also open to residents. Information is available from the University’s web site or by contacting the GME Office.

37.04 Resident Activities

A. Resident activities are designed to provide the optimal educational experience possible, in an environment of clinical patient care. Resident involvement in patient care must be carefully supervised to ensure that the patient receives the
highest quality of care. Any basic or routine technical or administrative work required of a resident must be part of the learning process and should only be related to a patient in whose care the resident is involved.

Approved: February 3, 2006
Graduate Medical Education Committee

Reviewed: October 27, 2011
Policy 38. Exclusions/Sanctions Check and Criminal Background Check

38.01 General Policy:

A. In an effort to safeguard all those who utilize the University of Illinois Medical Center and other UIC facilities and to comply with applicable University policies, procedures and guidelines, and state and federal laws, rules and regulations, the University of Illinois at Chicago will conduct exclusions/sanctions checks and criminal background checks on all prospective UIC Residents (“applicants”) and will continue to conduct these checks on an annual basis while the resident is on active status. As used in this policy, the term “Resident” shall also include any “intern” or “fellow.”

B. All applicants for residency positions must undergo an exclusions/sanctions check and criminal background check and meet all the requirements of the University policy related thereto. Any offer extended to a resident for a position in a residency program at UIC is conditioned upon completion of the checks, review of the results thereof, and final approval of the offer relevant to the results of those checks.

C. A Criminal Background Check & Government Exclusive List Release Form must be completed by all applicants no later than thirty (30) days prior to the commencement date of the Resident Agreement. Failure to do so may result in cancellation of the offer, delay in the commencement date of the Resident Agreement and/or delay in the payment of any salary or benefits earned pursuant to the Resident Agreement.

38.02 Results of Criminal Background Check:

A. Certain criminal convictions may disqualify the resident from earning a position in the program and may, if discovered during the term of an executed Resident Agreement, serve to immediately terminate that agreement. The Resident shall have the right to appeal that termination in the manner set forth in Exhibit B to the Resident Agreement.

38.03 Results of Exclusions/Sanctions Checks:

A. Applicants: An applicant whose name appears on a federal, state or other mandated governmental exclusions/sanctions listing may not be approved for a position in any UIC residency program. This condition may not be waived for any reason. As such, the offer extended to a resident for a position in any UIC residency program will be immediately withdrawn.

B. Residents: If, during the term of an executed Residency Agreement, the University discovers that a resident has been excluded under one of these listings, his/her Resident Agreement will be immediately terminated and he/she shall be removed from all clinical duties.
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C. Challenge: A resident may challenge the accuracy and completeness of the report by contacting the appropriate federal or state agency.

D. Appeal: If a Resident Agreement is terminated under these circumstances, the notice and appeal rights set forth in Exhibit B shall not apply. The resident may submit a written appeal of the termination to the Associate Dean for Graduate Medical Education within 30 days of notification of the termination. That appeal may be granted only if the resident has provided written evidence from the listing agency that his/her name has been removed from the exclusions/sanctions list or that the resident in question is not the person whose name appears on the list (e.g., mistaken identity). If the Resident is reinstated to his/her position after providing that evidence, he/she shall be paid his/her salary and benefits for the time period between termination and reinstatement. A new Resident Agreement will be created and signed and the Department may, at its discretion, extend the term of that Resident Agreement beyond that which was included in the terminated agreement in order to account for any lost experience during the termination.

If the appeal is denied, the Resident shall have no further rights to appeal.
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Policy 39. The Relationship between GME, CME, Undergraduate Medical Education, and Industry

39.01 ACGME Principles and Requirements

A. Policies relating to sources of educational support appear to affect what physicians believe and how they behave. The ACGME’s six general competencies provide a framework to guide the conduct of the relationships maintained by residency programs and their sponsoring institutions with industry.

B. Professionalism Requirements:

1. Ethics curricula must include instruction in and discussion of published guidelines regarding gift-giving to physicians.

2. Full and appropriate disclosure of sponsorship and financial interests is required at all program and institution-sponsored events, above and beyond those already governed by the Standards for Commercial Support promulgated by the ACCME. Likewise, full disclosure of research interests must be published in keeping with the local policies of institutional review boards and following the recommendation of the AAMC Task Force on Financial Conflicts of Interest in Research.

3. Programs and sponsoring institutions must determine through policy, which contacts, if any, between residents and industry representatives may be suitable, and exclude occasions in which involvement by industry representatives or promotion of industry products in inappropriate.

C. Practice-Based Learning and Improvement and Medical Knowledge Requirements:

1. Clinical skills and judgment must be learned in an objective and evidence-based learning environment.

2. Residents must learn how promotional activities can influence judgment in prescribing decisions and research activities through specific instructional activities.

3. Residents must understand the purpose, development, and application of drug formularies and clinical guidelines. Discussion should include such issues as branding, generic drugs, off-label use, and use of free samples.

D. Systems-Based Practice Requirements:

1. Sponsoring institutions and program must develop policies to assure that clinical skills and judgment are learned in objective and evidence-based clinical and teaching environments free from inappropriate influence. These policies must clarify the differences between education and promotion.
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2. Teaching institutions must ensure that programs have sufficient funds from appropriate sources to conduct their educational activities.

3. Resident curricula should include how to apply appropriate considerations of cost-benefit analysis as a component of prescribing practice.

4. Advocacy for patient rights within health care systems should include attention to pharmaceutical costs.

E. Interpersonal and Communication Skills Requirements:

1. Resident curricula should include discussion and reflection on managing encounters with industry representatives.

2. Illustrative cases of how to handle patient requests for medication, particularly with regard to direct-to-consumer advertising of drugs, should be included in communication skills curricula.

39.02 UIC Policy Statement

A. The UIC College of Medicine has adopted guidelines to manage interactions between health care industry and our faculty, residents, and students. The Guidelines for Management of Potential Conflicts of Interest with Health Care Industry document was approved by the College of Medicine Executive Committee on 6/16/2010. That document is included as an appendix to this policy.

B. GME Policy 39 is intended to convey a specific set of guidelines for the residency and fellowship programs. Where this policy and the College of Medicine Guidelines for Management of Potential Conflicts of Interest with Health Care Industry may differ, the more restrictive of the two will apply.

C. Graduate Medical Education residency and fellowship programs, as well as undergraduate and continuing medical educational programs, will not participate in any UIC-sponsored events in which commercial and pharmaceutical companies provide meals, other types of food, pens, imprinted paper, or any gifts or other materials.

D. The Program will not be involved in, or sponsor, any events in which residents/fellows are involved in which pharmaceutical companies provide meals, other types of food, pens, imprinted paper, or any gifts or other materials that are not educational in value and do not directly improve patient care. Companies may provide educational materials for resident use, so long as the company name does not appear on the item. Other than in GME-authorized, planned activities, students, residents, and fellows will not have contact with commercial or pharmaceutical sales representatives (PSRs) during their normal work weeks.

E. Commercial and pharmaceutical companies may provide educational materials for student or resident use, so long as the company name does not appear on the item.
F. Companies may provide unrestricted educational grants to departments.

G. Speakers for any UIC-sponsored event must disclose any links to commercial and pharmaceutical companies.

H. Graduate Medical Education will provide an educational program for all residents and fellows regarding appropriate interactions with commercial and pharmaceutical companies and the ethics of dealing with possible conflicts of interest, and the rationale behind these. This educational program will include a web-based educational module and approved alternative courses. A similar program will be provided for medical students.

I. All residents and fellows will be required to participate in an educational program regarding appropriate interactions with pharmaceutical companies.

J. Companies may not use official University communication means to advertise or circulate information about events.

K. There will be a progressive system of corrective action for programs that fail to comply with the policy.

Approved: May 2, 2008

Reviewed: November 4, 2011
COM @ Chicago UGME Curriculum Committee
Graduate Medical Education Policy Manual

Guidelines for Management of Potential Conflicts of Interest with Health Care Industry*

I. Introduction

The University of Illinois at Chicago College of Medicine Task Force on Relationships with Industry was established to develop guidelines to manage interactions between health care industry and our faculty, residents and students. The Task Force reviewed the current policies from each regional site, the AMSA PharmFree scoring system, and the AAMC document on Industry Funding of Medical Education June 2008. Topics covered came from the AMSA scoring system and the AAMC document. The task force realizes that there may be some regional differences needed in these guidelines. However, the agreed upon college standards should be adhered to as much as possible at each site. Members of the task force are Janet Jokela (Urbana), Sarah Kilpatrick (Chicago), Mitch King (Rockford), Brian McIntyre (Peoria), Linda Rowe (Peoria), and Mike Warso (Chicago). These guidelines pertain to all salaried faculty, residents, medical students, and graduate students of University of Illinois College of Medicine.

II. Objectives

II.A. It is recognized that interactions between the health care industry and faculty, residents, and students are multi-layered and complex. No set of rules or policies can cover or anticipate all exigencies. Therefore, each situation should be managed with the aim of ensuring that our educational curriculum, research and patient care decisions are independent of industry influence and that they allow appropriate opportunities for faculty and trainees to interact with industry to foster collaborations in a creative, scientific, and conflict free environment. In summary, each interaction should be managed so as to:

II.A.1. Prevent health care vendors from exercising influence over how faculty, residents and students practice medicine / treat patients, especially when such practice or treatment is delivered under the auspices of the U of I COM;

II.A.2. Prevent health care vendors from influencing how faculty, residents and students conduct research;

II.A.3. Prevent health care vendors from influencing the content of the curriculum of the U of I COM;

II.A.4. Prevent quid pro quo arrangements;

II.A.5. Eliminate the actual or apparent endorsement by the U of I COM of any commercial health care product, service or for-profit corporation.

III. Compensation or Gifts

III.A. Personal gifts from an industry representative may not be accepted by any faculty, trainee, student or staff at any College of Medicine site, or at any location when participating in any University-related activity.
III.B. Individuals may not accept compensation, including reimbursement for expenses associated with attending a CME or other activity in which the attendee has no other role. Reasonable honoraria and payment of expenses may be provided for speakers at accredited educational meetings, consistent with guidelines developed by the Accreditation Council for Continuing Medical Education (ACCME) and University policy.

III.C. No gifts or compensation may be accepted in exchange for listening to a sales talk or similar presentation for a commercial interest that produces or distributes health care goods and services.

III.D. Faculty, trainees, students and staff are strongly discouraged from accepting gifts of any kind from industry as part of non-professional activities. Individuals should be aware of and comply with applicable policies, such as the:

III.D.1. AMA Statement on Gifts to Physicians from Industry (https://policysearch.ama-assn.org/policyfinder/search/9.6.2%20Gifts%20to%20Physicians%20from%20Industry/relevant/1/)


III.D.3. State of Illinois ethics regulations

III.E. Meals and other gifts or donations funded directly by industry may not be provided at any UIC College of Medicine location, including any site where UIC educational or social activities occur. Vendors and other industry representatives may provide unrestricted funds to departments or divisions for educational programs. The funds will be managed according to the Standards for Commercial Support of the ACCME and University policy.

III.F. No gifts may be accepted in exchange for modifying patient care, such as prescribing a specific medication. Support for research and educational programs must be provided without influence on clinical decision making.

III.G. Free samples, supplies or equipment designated for an individual are considered a gift and are prohibited. Vendors may donate products to a department or division when the intent is for evaluation or education regarding the product, if the University invites the donation, and if there is a formal evaluation process. Sample donations are restricted to the amount necessary to complete the evaluation. Other policies related to the management of samples must comply with the specific policies and procedures of each Medical Center. Faculty must abide by the policies developed at the clinical sites in which they practice.

IV. Industry Support for Educational Programs

IV.A. Commercial support for educational programs must be free of actual or perceived conflict of interest.
IV.B. All educational programs within the College of Medicine must abide by the Standards for Commercial Support established by the ACCME. This requirement applies to all undergraduate, graduate and continuing medical education programs regardless of whether continuing medical education credit is offered.

IV.C. All funds provided by industry or an industry representative to support educational programs must be given to the University as an unrestricted grant. The funds can be provided to the Department, Program or Division, but cannot be given to an individual faculty member, student or staff. This requirement applies to all funds for meals or refreshments, speaker honoraria, or any other expense related to an educational program and includes noon conference, grand rounds and lectures at all UIC sites. Funds that are provided by educational groups or other entities that act as “intermediaries” for industry must also be provided as unrestricted grants.

IV.D. No gifts may be accepted in exchange for listening to a lecture or presentation by a representative of a commercial entity that produces health care or medical goods and services.

IV.E. Vendors may provide educational activities on a UIC site only if they are requested to do so by the department chair or designee. Participants in an educational program may not be required to attend any educational session in which industry representatives disseminate information about their products or services except when such services are provided as part of a contract for in-service or other training as part of an executed purchase decision.

IV.F. The content of all educational programs will be determined by UIC faculty and, when appropriate, the CME office. Industry sponsors of educational programs may not determine the content or selection of speakers for educational programs.

IV.G. These requirements do not apply to meetings governed by ACCME Standards or meetings of professional societies and other professional organizations that may receive partial industry support. Individuals who actively participate in meetings or conferences that are supported in whole or in part by industry, including lecturing, organizing the meeting or moderating sessions should abide by the following requirements.

IV.G.1. Financial support should be fully disclosed by the meeting sponsor.

IV.G.2. The content of the meeting or session should be determined by the speaker. If the sponsor dictates content of a session or talk, the faculty speaker must clearly delineate what information is so dictated.

IV.G.3. The speaker must provide a fair and balanced discussion.

IV.G.4. The speaker must make clear that the comments and content reflects the individual views of the speaker and not the University of Illinois, the UIC College of Medicine or the Department.
IV.H. Faculty, trainees, students and staff should carefully evaluate whether it is appropriate to participate in off-campus meetings or conferences that are fully or partially sponsored by industry because of the high potential for real or perceived conflict of interest.

V. Provision of Scholarships or Other Educational Funds for Students and Trainees

V.A. Industry support for students and trainee participation in education programs must be free of any real or perceived conflict of interest. All educational grants or support of educational programs must be specifically for the purposes of education and must comply with the following requirements.

V.A.1. The College of Medicine, Department, Program or Division must select the student(s) or trainee(s) for participation

V.A.2. The funds must be provided to the Department, Program or Division and not directly to the student or trainee

V.A.3. The Department, Program, or Division must determine that the education conference or program has educational merit

V.A.4. There is no implicit or explicit expectation that the participant must provide something in return for participating in the educational program

V.B. This provision does not apply to regional, national or international merit-based awards that will be considered on a case-by-case basis.

VI. Disclosure of Relationships with Industry

VI.A. Faculty and staff must disclose all financial interests with outside entities in accordance with UIC and University of Illinois policies. The specific disclosure obligation and method is dependent on the activity. The place of disclosure currently is according to university policy.

VI.A.1. Member of the academic staff must complete an annual report disclosing and seeking approval for non-university income producing activity (RUNA). This requires retrospective and prospective disclosure of external activities. Prior written approval from the University is required before undertaking, contracting for, or accepting anything of value in return for consulting or research from any external person or organization. Additional disclosure is necessary whenever a substantial change in external activities occurs or when required by granting agencies. The University Policy on Conflicts of Commitment and Interest is available at: http://tigger.uic.edu/depts/ovcr/research/conflict/RNUA/policy/index.shtml

VI.A.2. All publications must be in compliance with the guidelines of the International Committee of Medical Journal Editors (ss.s.icmje.org)
VI.A.3. Covered individuals must complete situation specific disclosures of potential conflicts of interest when required (e.g. procurement, IRB applications, grant proposals)

VI.A.4. All continuing medical educational activities must be disclosed and resolved as defined by the Office of Continuing Medical Education and the ACCME (http://www.accme.org)

VI.B. Faculty or staff who serve as consultants, members of a speaker’s bureau, have an equity interest in or another relationship with industry for which they receive personal compensation or other support must recuse themselves from deliberations or decision making regarding the selection of products or services to be provided to the Medical Center or College of Medicine (e.g.; selection of drugs to be added to the formulary) by the company. While requests for formulary inclusion of medications can be made by conflicted faculty, these conflicts must be disclosed at the time of the requests. Faculty with such ties to industry shall not participate in decisions regarding the purchase of related items, drugs, procedures in their department unless specifically requested to do so by the purchasing unit and after full disclosure of the faculty member’s industry relationship. Under all circumstances the financial relationship must be disclosed and any conflicts resolved prior to participation in any decision making.

VI.C. Faculty and staff are prohibited from publishing articles that are substantially or completely “ghost” written by industry representatives. Faculty and staff who publish articles with industry representatives must participate in the preparation of the manuscript and shall be listed as authors or otherwise appropriately cited for their contribution. The financial interest of all authors shall be disclosed in accordance with the standards of the journal.

VI.D. Faculty with financial relationships with industry must ensure that the responsibilities to the company do not affect or appear to affect the ability to properly supervise and educate students, residents, and other trainees, nor influence employment decisions for faculty and staff. All such relationships must be disclosed particularly during educational or research activities pertinent to the industry relationship and resolved as defined by ACCME.

VII. Access by Sales and Marketing Representatives to Faculty, Trainees, Staff and Students

Faculty, trainees, and staff at each UIC site must abide by the policies and procedures for each institution (VA, Chicago, Peoria and Rockford institutions) with regard to meeting with industry representatives. In general, representatives are permitted in non-patient care areas by appointment only. Company representatives are not permitted in any patient care areas except to provide scheduled and approved in-service training on devices and other equipment for which there is an executed University contract for these services. Involvement of students and trainees in such meetings should occur only for educational purposes and only under supervision of a faculty member.
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VIII. Provision of Education by COM to faculty and trainees

Medical school curriculum objectives shall be formulated to train students and residents to understand conflict-of-interest and to recognize how industry promotion can influence clinical judgment. Curricular education on managing the relationship between physicians and industry will be developed for at least two years of medical education. Goal is to have this implemented by 2012.

IX. CME

For all CME activities UIC COM follows the Accreditation Council for Continuing Medical Education (ACCME) standards available on their website http://www.accme.org/.

X. College Committee on Conflict of Interest

In 2010 the COM will create the COCI which will include at least 5 faculty members with at least one from Peoria, Rockford and Urbana, who are advisory to the Dean. These faculty members will be appointed by the Dean for three year terms. The initial committee will have staggered terms such that the entire committee does not rotate off in a single year. The charge of the committee will be to review potential conflicts of interest referred to them by the dean or a head and develop guidelines for management. The committee will be staffed by an assistant.

XI. Definition of Significant Financial Interest

XI.A. The current definitions are the same as NIH and are $10k expected in next 12 months for you and family aggregated OR 5% equity for you and family aggregated regardless of value. Royalties paid through the university are excluded.

XI.B. Because this threshold may change, please refer to the following university website to see the most current definition:
http://grants.nih.gov/grants/compliance/42_cfr_50_subpart_f.htm

XII. Relationship to Other University Policies

The guidelines supplement University policies on Conflict of Interest and the requirements of the Department Compensation Plan. Faculty and staff should familiarize themselves with the policies and reporting obligations. If the guidelines and University policies conflict, then the more restrictive of the two will apply. Questions about the policies should be discussed with the department chair and/or administrative staff.

XIII. Other University documents


* For purposes of these guidelines, industry refers to any proprietary entity that produces health care and medical goods and services.
The COM intends to further explore the best sites for disclosure of significant financial relationships with industry.

Policy 40. Disaster Plan

40.01 Objective

A. The College of Medicine is committed to providing residents/fellows with a complete, high-quality educational program. In the event of a disaster or interruption in patient care that has the potential to interrupt their training, arrangements will be made to enable residents/fellows currently in the program to complete their educational program in the least disruptive manner.

40.02 Procedure

A. In the event of a disaster or interruption in patient care that would cause residents/fellows to be displaced from their scheduled training programs and/or training sites, temporary training sites will be arranged for the displaced residents/fellows.

1. The DIO will immediately communicate with the program directors to determine their needs. The residents/fellows will also be informed that an emergency has occurred.

2. The DIO will communicate with the ACGME Institutional Review Committee's Executive Director to inform them of the situation that has occurred and to request assistance in placement of affected residents/fellows for continuation of their training.

3. The DIO will continue to communicate with the IRC Executive Director to discuss due dates for program reconfigurations and transfer decisions.

4. Program directors and residents/fellows will be kept informed and will be instructed to contact their respective RRCs with information or requests for information.

5. The DIO will work with the program directors of affected programs to identify programs that are willing and able to accept transferred residents/fellows.

6. Residents/fellows who transfer temporarily will be informed initially and continually by the program director about the estimated duration of the transfer.

7. The institution will continue to pay resident stipends and benefits through the end of each resident's current Resident Agreement or until the resident has been placed in an alternative training site, whichever comes first.

B. Documentation of resident/fellow demographics, licensure, ECFMG certification, and other training information is maintained in New Innovations, a comprehensive resident database located on a secure remote server. Any program that accepts a transferring resident/fellow will be asked to submit all
evaluations to the GME Office to be uploaded through the New Innovations program to allow continuity for the trainees when they return to UIC.

C. In the event that the disaster renders UIC incapable of reestablishing the training environment within a reasonable period of time, the DIO and respective program directors will arrange for permanent transfer of the trainees to suitable programs.

D. UIC will also, to the best of its ability, offer to accept temporary and/or permanent transfers of trainees displaced by disasters at other ACGME-accredited institutions.

Approved: June 5, 2009
Graduate Medical Education Committee

Reviewed: November 4, 2011
August 3, 2012
Policy 41. Educational Resources for Pain Medicine Training Program

41.01 Background
A. The University of Illinois at Chicago College of Medicine, through sponsorship by the Department of Anesthesiology, 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.

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

41.02 Purpose
A. 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.

41.03 Monitoring and Compliance
A. The program will perform an annual review of program effectiveness. The Designated Institutional Official (DIO) and the GME Committee (GMEC) will monitor educational resources committed to the pain medicine training program through the Annual Program Review, the Internal Review process, and the Annual Survey of Residents' Educational and Clinical Experiences.

B. If difficulties in the distribution of resources committed to pain medicine training are identified, the DIO will meet with members of the program involved to assess the issues and to recommend corrective action. The DIO will report these findings to the GMEC, which may meet with the pain medicine training director and other hospital/institutional officials. If an effective remedy is not found, the matter will be referred to the Senior Associate Dean for Educational Affairs and the Dean of the College of Medicine for resolution. The Dean's recommendations will be forwarded for approval to the GMEC. The final decision on how to implement recommendations rests with the DIO.

C. Any request for program changes in pain medicine will be reviewed through customary GMEC processes.

Approved: December 2, 2011
Graduate Medical Education Committee
Policy 42. Professionalism

In accordance with the ACGME Core Competency requirement for Professionalism, this policy is written to facilitate programs and their residents/fellows in meeting professionalism standards for the practice of medicine. (Throughout this policy, the term "resident" applies equally to residents and fellows.)

42.01 Institutional

A. Each program must have a program-level policy that describes the manner in which the program provides professionalism education to the resident.

B. Residents are required to fulfill all obligations that the GME Office, residency programs, and hospitals deem necessary to begin and continue duties as a resident, including but not limited to:

1. Attending orientations, receiving appropriate testing and follow-up, if necessary, for communicable diseases, fittings for appropriate safety equipment, necessary training, and obtaining of badges. Some of these activities may occur prior to the resident appointment start date.

2. Completing required GME, program, and hospital administrative functions in a timely fashion and before established deadlines. (Examples include medical records, mandatory on-line curricula, mandatory surveys, or other communications.)

C. All program directors and faculty are responsible for education, monitoring, and providing exemplary examples of professionalism for residents.

42.02 Program

Each program must do the following:

A. Facilitate the development of habits of conduct that demonstrate sensitivity, compassion, integrity, respect, and trust, through the use of an organized curriculum.

B. Emphasize the importance of maintaining the patient's dignity and confidentiality at all times.

C. Emphasize the need for residents to commit to carrying out professional responsibilities and to adhere to ethical principles.

42.03 Resident Expected Behaviors

Each resident must do the following:

A. Demonstrate respect for patient privacy and confidentiality.

B. Respect the sanctity of the healing relationship.
C. Respect patient autonomy and the right of a patient and family to be involved in care decisions.

D. Respect individual patient concerns and perceptions.

E. Respect the diversity of opinion, genders, and ethnicities in the workplace.

F. Demonstrate respect for peers and other members of the health care team by maintaining open communication at all times.

G. Respect the systems that are in place to provide and improve the quality and safety of patient care.

H. Complete all medical records in a timely manner.

I. Maintain predetermined conference attendance and procedure logs.

J. Comply with all requirements as set forth in the GME Policy & Procedures Manual, and all other University requirements.

Approved: December 6, 2013
Graduate Medical Education Committee

Reviewed: June 6, 2014
Policy 43. Transition of Patient Care

43.01 Purpose

A. The purpose of this policy is to establish protocol and standards within the University of Illinois Hospital & Health Sciences System (UI Health), its clinics, residency and fellowship programs for the orderly transfer of responsibility for a patient's care from one physician to another, and to define a safe process to transfer important information, responsibility, and authority from one provider to another.

43.02 Definition

A. A "handoff" or "transition of care" is defined as the communication of information to support the transfer of care and responsibility for a patient or a group of patients from one provider to another. This is best done as a face-to-face encounter between providers, but it can be conducted over the telephone so long as both parties have access to an electronic or printed version of the sign-off sheet or summary. The handoff/transition of care is an interactive communication process for passing specific, essential patient information from one caregiver to another. Throughout this policy, the term "handoff" shall be used to indicate a handoff or transition of care. Handoffs occur regularly in conjunction with (not limited to) the following conditions:

1. Transfer of patient care related to shift change or rotation changes for residents/fellows (hereinafter referred to as "residents")

2. Transfer of patient care temporarily or long-term for any reason (e.g., cross-coverage for didactics or during vacations)

3. Changes in level of patient care, including admissions from the Emergency Room to inpatient, outpatient to inpatient admissions, or admissions from a procedural/diagnostic area

4. Discharge to another institution, facility, care setting, or provider

43.03 Policy

A. All programs must have in place a standardized process that includes both verbal and written/electronic communication of patient care-related information that facilitates continuity of care and promotes patient safety. An essential element must be the opportunity for all parties involved to ask and respond to questions, and to clarify information during these transitions.

43.04 Procedure

A. Handoffs should be carried out in a consistent manner facilitated by a standardized handoff form. The form's content should be specific to the type of patient care being provided. The handoff process should include, at a minimum:
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1. Patient's name, date of birth, medical record number and location

2. Identification of the admitting and supervising physician, along with contact information

3. Diagnosis, condition and level of acuity of the patient

4. Hospital course of treatment and pertinent historical data

5. Medication list and history of any known allergies

6. Vitals and important or outstanding labs to be monitored during absence or transition

7. Identification of any specific protocols/resources/treatments in place that need to be completed in the near future

8. Description of anticipated care plan for next 24 hours of care

9. Identification of any anticipated problems, or changes in patient's condition that may require intervention, along with suggested actions to be taken, if known

10. Do Not Resuscitate (DNR status) or health care directives documented in the medical record

11. Any other clinical information that is considered integral to the provision of evidence-based, effective and safe care

B. Each program must include handoffs as part of its curriculum. Residents should be shown how to organize and integrate the information listed in 43.4.A. into either the SBAR or I-PASS framework. The Program Director will determine which framework serves the program best.

C. Each program must ensure that its process includes opportunities to observe both the behavior of the receiving clinician and the reporting clinician, as each has a responsibility to the patient.

1. The process must be facilitated by a supervising attending physician or, at a minimum, a senior resident, until such time as competency is determined for any individual resident.

2. An opportunity for verification of the received information through repeat back or read back as deemed appropriate for the situation.

3. An opportunity for the receiving clinician to ask pertinent questions and requisite information from the reporting physician

4. An opportunity to observe and reinforce that the process is conducted discreetly so as to preserve confidentiality, and in a way that is free from distractions such as telephones, cell phones, hand-held electronic
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devices, or disruptive third-party conversations

D. Each program must ensure that residents demonstrate competency in performance of tasks related to handoffs. Some suggested methods include:

1. Direct observation of a handoff session, with use of a checklist by a supervising clinician skilled in this task, to provide feedback

2. Direct observation of a handoff session by a more senior supervising resident already certified as competent in performing the process

3. Evaluation of written handoff materials by either of the above supervisory chains of command

4. Use of case-based simulation OSCE

5. Mini-CEX for knowledge and skill assessments

6. Evaluation of adverse events and root cause analysis to define causational relationship to quality of handoff process (e.g., survey, reporting on MIDAS or hotline, trigger tool, chart review with stimulated recall)

43.05 Responsibilities

A. The transferring resident or attending MUST:

1. Comply with policy and procedures for handoffs

2. Resolve discrepancies and concerns in a timely manner

3. Remain in the hospital until an effective handoff has occurred with the attending or resident coming onto the service. Supervision as required must be in attendance

B. The receiving resident or attending MUST:

1. Review the handoff form or receive verbal handoff (free of distraction)

2. Resolve any questions with transferring resident or attending prior to acceptance of patient

C. The Program Director MUST:

1. Ensure that schedules and assignments minimize the number of transitions in caring for patients

2. Evaluate each resident for competency attainment in performing handoffs through direct observation and documentation in the resident's file

3. Ensure that a standardized process is in place and familiar to all residents
and attending supervisors

4. Ensure that the learning environment has the requisite materials and infrastructure to support the process (e.g., forms, computers, telephones)

5. Ensure that all are familiar with HIPAA requirements and the need to preserve patient confidentiality and privacy

6. Ensure that a process is in place for any necessary remediation

Approved: April 4, 2014
Graduate Medical Education Committee
Policy 44. Annual Program Evaluation Committee and Program Evaluation Committee

44.01 Purpose

The Annual Program Evaluation (APE) process is intended to promote a meaningful way for program leadership to review and analyze program data. The purpose of this policy and procedure is two-fold:

A. To establish a template (attached) for composition and responsibilities related to the requirement for individual Program Evaluation Committees (PEC); and

B. To define the GMEC’s responsibilities associated with oversight of ACGME-accredited programs by establishing a formal, systematic process to annually evaluate the educational effectiveness and monitor improvements as mandated by the ACGME and recommended by the GMEC.

44.02 Policy

A. In accordance with the ACGME Common Program Requirement (CPR) V.C., Program Evaluation and Improvement, each ACGME-accredited program will establish a PEC. The PEC is required to meet a minimum of one time per year.

B. In accordance with the ACGME Institutional Requirement (IR) I.B.4.a).(4), as well as its overall responsibility to maintain effective oversight, the GMEC will review all annual evaluation and improvement activities documented by the PEC. This review will function as a component of the Annual Institutional Review (AIR).

44.03 Procedure

A. Each ACGME-accredited program will retain within its policies a written statement of the PEC’s responsibilities that are in agreement with the approved PEC description (see attached). This description outlines the responsibilities, procedures and membership in accordance with the ACGME and GMEC requirements.

B. Through the PEC, each ACGME-accredited program will conduct an annual formal, systematic evaluation of the curriculum and will render a full report (Annual Program Evaluation/APE) in the format prescribed by the Designated Institutional Official (DIO) for each academic year (CPR V.C.2.).

The APE report will address, but not be limited to, the following:

1. Resident/fellow performance;
2. Faculty development;
3. Graduate outcomes;
4. Program quality; and
5. Progress on the previous year’s action plan(s).

C. The APE report and a written action plan for improvement must be completed and submitted to the Office of Graduate Medical Education by the last business day in August, or in compliance with an alternate date as established by the DIO.

D. The GMEC and any officially designated subcommittees and/or representatives will review the APEs and corresponding action plans with respect to program performance and trending. The GMEC will, in addition, conduct an overview across programs.

E. Summaries of the reviews and recommendations will be provided to the individual Program Directors and Department Heads and presented at the GMEC meetings.

Approved: December 2, 2016
Graduate Medical Education Committee
Name of Committee: Program Evaluation Committee (PEC)

Overall Purpose:
The Accreditation Council for Graduate Medical Education (ACGME) requires that each ACGME-accredited program has a Program Evaluation Committee (PEC) appointed by its director (Common Program Requirements/CPR V.C.). The PEC is to function in compliance with both the common program and program specific requirements with the primary goal of overseeing curriculum development and program evaluations for its respective graduate medical education training program. The ACGME mandates that each program has a written description in accordance with the following:

Responsibilities and Duties

1. Actively participates in:
   a. Planning, developing, implementing, and evaluating educational activities of the program;
   b. Reviewing and making recommendations for revision of competency-based curriculum goals and objectives;
   c. Addressing areas of non-compliance with ACGME standards;
   d. Identifying needs to foster continual quality improvement and program outcomes; and
   e. Reviewing the program annually using evaluations of faculty, residents, and others as specified by the ACGME’s requirements for the Annual Program Evaluation (APE) process.

2. Conducts and documents a formal, systematic evaluation of the curriculum at least annually.

3. Renders a full written report (APE) in accordance with the GMEC/DIO established protocol for the relevant academic year and submits to the GME Office.

4. Monitors and tracks each of the following areas:
   a. Resident performance;
   b. Faculty development;
   c. Graduate performance, including performance of program graduates on the certification examination;
   d. Program quality; and
   e. Progress on the previous year’s action plan(s).
5. Reviews recommendations from the Clinical Competency Committee (CCC).

6. Prepares a written plan of action to document initiatives to improve performance in one of more of the areas listed above and delineates how they will be measured and monitored.

7. Documents in writing (meeting minutes) the review and approval of this action plan by teaching faculty.

8. Provides this approved action plan to the GMEC through inclusion with the APE.

Meeting Frequency:

Bi-annually; annually, at minimum (even when no trainees are enrolled in the program)

Reporting Relationship and Protocol:

The PEC, as an ACGME Common Program Requirement mandated committee, reports to the Program Director. Prior to the program review meeting, input from the CCC will be obtained and relevant data and summaries collected and organized by the program’s administrative staff in order to facilitate the PEC’s evaluation process. Additional meetings may be scheduled, as needed, to continue to review data, discuss concerns and potential improvement opportunities, and to make recommendations. Each PEC meeting must be conducted as a separate entity with attendance and minutes documented for inclusion in the Annual Program Evaluation.

Composition:

1. Program administrator

2. Two core faculty members, at minimum (with total number appropriate in proportion to size of the program)

3. One resident or fellow, at minimum (unless there are no trainees enrolled in the program)

Term of Office:

Indefinite, with review and re-appointment, as needed.

Program Evaluation Committee (PEC)
Template for Use by Residency Programs - GMEC approved December 2, 2016.
Graduate Medical Education Policy Manual

Policy 45. Accommodation for Disabilities

45.01 Summary

A. The University of Illinois at Chicago (UIC) is committed to the full inclusion and participation of persons with disabilities in all aspects of university life. Consistent with the Illinois Human Rights Act, the American with Disabilities Act, and other state and federal law, UIC will provide reasonable accommodations to qualified applicants, candidates, and employees with known disabilities on an individualized basis and will expand coverage to include requests based on medical conditions that may not meet the legal definitions of “disability” or “handicap.”

B. UIC will notify all applicants, candidates, and employees of their responsibilities and the procedures the University will follow in processing accommodation requests. It is the responsibility of each and every applicant, candidate, and employee with a disability or handicap to submit a request for an accommodation pursuant to established procedures. UIC has no obligation to accommodate disabilities of which it is unaware or disabilities or handicaps not covered by federal or state law.

C. Requests based on medical conditions not qualifying as disabilities or handicaps under state or federal law may be granted or denied at UIC’s discretion. By considering a request or granting a requested accommodation based on a medical condition, UIC is not considering or regarding the employee as having a disability as defined by the Americans with Disabilities Act, or a handicap as defined by the Illinois Human Rights Act.

D. UIC maintains a policy on Americans with Disabilities Act Employee Accommodation. For a complete description, procedures, and forms see Policy OAE-1100-002.

Approved: January 5, 2018
Graduate Medical Education Committee