



GRADUATE MEDICAL EDUCATION  
Resident/Fellow Handbook  
*July 2022 - June 2023*

**SOUTH GME Office**

*Physical: 17 Davis Blvd, Third Floor #308*

*Mailing: 17 Davis Blvd., Suite 308*

*Tampa, FL 33606*

*Ph: (813) 250-2506*

*Office Hours:*

*(Open physically)*

*Wednesdays, 9am-4pm*

*(Open virtually) Monday-*

*Friday, 8am-5pm*

# CONTACT INFORMATION

*All trainees are required to have a USF e-mail account and read e-mails regularly. This is the official means of communication from USF and the GME Office to residents and fellows*

## **GME OFFICE**

Graduate Medical Education Website.....	<a href="http://GME.health.usf.edu">GME.health.usf.edu</a>
GME Program Directory.....	<a href="#">GME Program Directory</a>
Graduate Medical Education Office.....	(813) 250-2506

## **RESIDENT HELP**

Resident Assistance Program (RAP).....	(813) 870-3344
USF Employee Assistance Program (EAP).....	1-800-327-8705
Ethics Point.....	(866) 974-8411
Diversity, Inclusion & Equal Opportunity - USF Health Office.....	(813) 974-4373
Pagers, Licensure, Certifications, VISAs.....	(813) 250-2319
Compliance Hotline.....	(866) 974-8411
United HealthCare questions.....	(813) 250-2327

## **UNIVERSITY OF SOUTH FLORIDA**

USF Security Office (Staffed 24/7).....	(813) 974-2628
Information Technology HELP DESK.....	(813) 974-6288
Clinical IT Helpdesk.....	<a href="mailto:clinicalhelpdesk@usf.edu">clinicalhelpdesk@usf.edu</a>
USF Health - Medical Health Administration.....	(813) 974-3163
Library USF Shimberg Health Sciences .....	(813) 974-2243
USF Parking Services.....	(813) 974-3990
USF Health - Self Insurance (Malpractice) Program.....	(813) 974-8008

## **AFFILIATED HOSPITAL INFORMATION / GME Offices:**

### Tampa General Hospital

TGH GME Office.....	(813) 844-7413
TGH Security Office (Staffed 24/7).....	(813) 844-7363
MindLab for Online EPIC training access .....	(813)-844-7490
• <a href="https://myaccess.tgh.org/">https://myaccess.tgh.org/</a> (For password resets ONLY)	
• <a href="https://helpdesk.tgh.org/">https://helpdesk.tgh.org/</a> (Help Desk Self-Service site, ONLY accessible off TGH devices)	
• <a href="https://tgh.learn.com">https://tgh.learn.com</a> (MindLab for online Epic training access)	

### James A Haley Veterans' Hospital

GME Office.....	(813) 972-2000 Ext 2197
JAHVA Security Office (Staffed 24/7).....	(813) 974-2000 Ext 7554

IT: PIV Exemptions/Intellispace Access (National IT Help Desk) .....(855) 673-4357

Moffitt Cancer Center

GME Office.....(813) 745-4989

Moffitt Security Office (Staffed 24/7).....(813) 745-8101

IT Help Desk (Moffitt) (Ask to have a ticket put in and directed to Christine Hanna).....(813) 745-4357

Bay Pines VA Healthcare System

GME Office .....(727) 398-6661 x 10194

Johns Hopkins-All Children's Hospital

GME Office .....(727) 767-4106

Johns Hopkins-All Children's Security Office.....(727) 767-3300

John Hopkins-All Children's Help Desk .....(727) 767-4884

Morton Plant Mease/Turley

GME Office .....(727) 467-2502

# Table of Contents

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<b>Contact Information</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>7</b>
<b>Mission Statement</b> .....	<b>7</b>
<b>Institutional Commitment to Diversity Equity &amp; Inclusion (DEI)</b> .....	<b>8</b>
<b>Graduate Medical Education Administration</b> .....	<b>9</b>
<b>Resident Advisory Committee (RAC)</b> .....	<b>10</b>
<b>2022-2023 Housestaff Salary</b> .....	<b>11</b>
<b>Duration of Appointment</b> .....	<b>11</b>
<i>Appointment &amp; Contract</i> .....	<i>11</i>
<b>Drug-Free Workplace</b> .....	<b>11</b>
<b>Benefits</b> .....	<b>12</b>
<i>Health Insurance</i> .....	<i>12</i>
<i>Life &amp; Accident Insurance</i> .....	<i>13</i>
<i>Disability Insurance</i> .....	<i>13</i>
<i>Retirement</i> .....	<i>13</i>
<i>Vision &amp; Dental (Voluntary)</i> .....	<i>13</i>
<i>Malpractice / Self-Insurance Program</i> .....	<i>14</i>
<i>USF Health Libraries</i> .....	<i>16</i>
<i>Payroll</i> .....	<i>16</i>
<i>Wellness</i> .....	<i>17</i>
<i>Resident Assistance Program (RAP)</i> .....	<i>18</i>
<i>Employee Assistance Program (EAP)</i> .....	<i>18</i>
<i>Professionals Resource Network (PRN)</i> .....	<i>18</i>
<i>Educational Funds</i> .....	<i>19</i>
<i>Leave Of Absence</i> .....	<i>19</i>
<b>Initial Appointment Requirements</b> .....	<b>20</b>
<i>Florida State Medical License</i> .....	<i>20</i>
<b>Continued Appointment Requirements</b> .....	<b>20</b>
<i>Evaluation</i> .....	<i>20</i>
<i>Program Evaluation</i> .....	<i>21</i>
<i>Supervision</i> .....	<i>21</i>
<i>Supervision/Attending Notification</i> .....	<i>21</i>
<i>Corrective Action, Discipline and Due Process</i> .....	<i>21</i>

<i>Maintenance Of Licensure, Registration &amp; Certification</i> .....	22
<i>Maintaining A License</i> .....	22
<i>Physicians With Training Licenses – DEA</i> .....	22
<i>Physicians With Full Licenses - DEA</i> .....	22
<i>BLS / ACLS / PALS / NRP / ATLS</i> .....	23
<i>Core Curriculum</i> .....	23
<i>General Core Competencies</i> .....	23
<i>Resident Responsibility as Teachers</i> .....	24
<i>Affiliated Hospitals: Bylaws, Rules &amp; Regulations; Policies &amp; Procedures</i> .....	24
<i>Medical Records</i> .....	24
<i>Media Relations/Social Media</i> .....	25
<i>Compliance &amp; Health Insurance Portability &amp; Accountability Act (HIPPA)</i> .....	25
<i>Clinical Experience &amp; Education Work</i> .....	26
<i>Call Responsibilities</i> .....	26
<i>Moonlighting &amp; Outside Activities</i> .....	26
<i>Attire</i> .....	27
<i>Living Quarters/Laundry</i> .....	27
<i>Meals &amp; Meal Plan Policies</i> .....	27
<i>Hospital Specific Meal Plan Policies</i> .....	28
<b>Requirements for Board Certification</b> .....	<b>29</b>
<b>Crisis Management Plans &amp; Procedures</b> .....	<b>29</b>
<i>Emergency Preparedness</i> .....	29
<b>USF Policies &amp; Procedures</b> .....	<b>30</b>
<i>Disability &amp; Accommodations</i> .....	30
<i>Grievances/Appeals Policy Statement</i> .....	30
<i>Sexual Misconduct / Sexual Harassment</i> .....	30
<i>USF Ombuds Office</i> .....	31
<i>Nondiscrimination</i> .....	31
<i>Public Records</i> .....	31
<i>Pagers</i> .....	32
<i>Equipment</i> .....	32
<i>Identification Policy</i> .....	32
<b>Employee / Occupational Health</b> .....	<b>33</b>
<i>Occupational Exposure And Infectious Employment-Related Injuries And Exposure To Bloodborne Pathogens (BPPS) And Infectious Diseases</i> ...	33
<i>Worker’s Compensation:</i> .....	35
<b>University Services</b> .....	<b>35</b>
<i>Software License</i> .....	35
<i>Parking</i> .....	36

<i>Computer Services/E-mail Communication</i> .....	37
<b>Graduate Medical Education Website</b> .....	<b>38</b>
<b>Major Teaching Affiliates</b> .....	<b>39</b>
<b>Helpful Links</b> .....	<b>40</b>
<b>Attachments</b> .....	<b>41</b>
<i>Attachment 1: Institutional Statement of Commitment</i> .....	41
<i>Attachment 2: GME 200 Eligibility, Recruitment, Selection, and Appointment Policy</i> .....	2
<i>Attachment 3: Sample House Officer Contract 2022-23</i> .....	7
<i>Attachment 4: GME 215 Leave of Absence Policy &amp; Request Form</i> .....	2
<i>Attachment 5: GME 204 Supervision and Accountability of Post-Graduate Residents</i> .....	9
<i>Attachment 6: GME 218 Corrective Action, Discipline and Due Process Policy</i> .....	5
<i>Attachment 7: GME 209 Moonlighting Policy and Form</i> .....	12
<i>Attachment 8: GME 228 Grievance Policy and Procedure</i> .....	4
<i>Attachment 9: Housestaff Benefits Summary</i> .....	6
<i>Attachment 10: Affiliated Hospital Emergency Codes</i> .....	13
<i>Attachment 11: Computer And Application Resources</i> .....	14

# GME Resident/Fellow Handbook Introduction

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July 2022 – June 2023

The USF Health Morsani College of Medicine (“MCOM”) Graduate Medical Education (“GME”) Handbook is provided as a guide to the various requirements, policies and procedures, benefits, and services available and applicable to GME residents and fellows (“Residents”) appointed in USF-sponsored training programs. The Handbook also summarizes the rights and responsibilities of Residents. Information contained in this Handbook is current as of the date published and is for informational purposes only. Please note that the Handbook shall **not** be construed as a contract, unless otherwise incorporated by reference in the House Officer Contract. The requirements, policies and procedures, benefits, services, and rights and responsibilities of Residents described in this Handbook may be changed or discontinued at any time, with or without notice. Residents are encouraged to consult the GME policies and procedures, the current Handbook, contact the GME office, or visit the GME website at [GME.health.usf.edu](https://gme.health.usf.edu) for the most up-to-date information. The terms “Residents”, “Fellows”, “Trainee”, “Housestaff” and “House Officer” in this handbook refers to residents and fellows in training programs through the USF Health Morsani College of Medicine Graduate Medical Education Office and its Affiliated Institutions.

## Mission Statement

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The mission of the Morsani College of Medicine at the University of South Florida is to provide for the education of students and professionals of the health and biomedical sciences through the creation of a scholarly environment that fosters excellence in the lifelong goals of education, research activity and compassionate patient care.

The purpose of the Graduate Medical Education (GME) Office at the University of South Florida Morsani College of Medicine is to provide a structured framework for all the educational programs to guide and supervise residents and fellows.

The USF GME Office values are to provide oversight with integrity, innovation, accuracy, transparency, innovation and collaboration with our GME community. As we achieve these goals, our office will keep attention to detail, responsiveness, and stewardship at the heart of what we do.

The GME Institutional Statement of Commitment can be found as [Attachment #1](#).

### **GME means:**

**GRADUATE or GRADUATED**: Our Residents come from all over the world to enhance and expand their professional knowledge, skills, and attitudes at USF Health. Our learning environment offers rigorous education and broad clinical, research, and professional training in all 6 ACGME core competencies. Our Residents have a balance of supervision and autonomy appropriate for their level of training. Upon completing their program, Residents are ready for independent practice and are ready to serve as physician leaders in their community.

**MEDICAL**: Our Residents work in inter-professional teams to deliver quality, patient centered care in diverse healthcare systems. Our healthcare systems prioritize quality, safety, compassion, and respect. Our training programs provide opportunities to engage in quality improvement, patient safety, and leadership so residents/fellows can positively impact one patient or a population of patients.

**EDUCATION**: Our programs are committed to providing excellent education. We have a community where our residents learn from and educate patients, colleagues, medical students, inter-professional team members, and faculty. Our Residents leave the training program with the skills to be lifelong learners, along with the enjoyment and value for the practice of medicine for years to come.

# Institutional Commitment to Diversity Equity & Inclusion (DEI)



The USF Office of Graduate Medical Education (GME) is committed to training physicians from all backgrounds and cultures and has an interest in developing a diverse community among residents and fellows from all training programs.

USF GME defines diversity not solely limited to race and ethnicity, but also encompass talents, life skills and special attributes.

Our commitment to diversity extends to:

- Enlarging the pool of qualified under-represented minorities and individuals from disadvantaged backgrounds who are interested in pursuing medicine as a career.
- Supporting the holistic review processes by which each applicant's experiences, accomplishments, personal qualities, and potential to enhance the learning environment.
- Retaining admitted minority and disadvantaged medical students and residents through the provision of support services.
- Coordinating diversity in medical education activities involving USF MCOM faculty, staff and residents.
- Create and promote a culturally competent and inclusive environment that fosters and supports a diverse community of faculty, staff, and learners and actively pursues to eliminate systemic racism within its programs.
- Partnering with programs to foster an inclusive learning environment that works toward minimizing health disparities.

USF GME also complies with Florida Statute 760.10(8)(a) and 1000.05(4)(a). Click [HERE](#) to view full statute.

For more information visit our USF GME DEI website

<https://health.usf.edu/medicine/gme/diversity-inclusion-health-equity>

# Graduate Medical Education Administration

GME is directed by the Sr. Associate Dean for GME who oversees the residency and fellowship training programs of the Morsani College of Medicine. Also serving as the Designated Institutional Official (DIO), the Sr. Associate Dean's responsibilities include institutional oversight of 84+ training programs, of which 68 are accredited by ACGME. In addition, the Sr. Associate Dean is the Chair of the Graduate Medical Education Committee (GMEC), which govern the policies and procedures for GME.

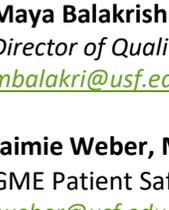
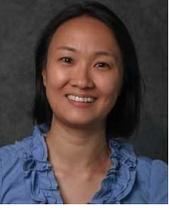
To reach specific departmental staff in GME, see contact information below or visit [GME Staff](#).

## GME Office - Main Line

Tel: (813) 250-2506

Fax: (813) 250-2507

### GME Office

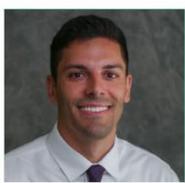
	<p><b>Cuc Mai, MD, FACP</b> ACGME Designated Institution Official (DIO) Sr. Associate Dean GMEC Chair <a href="mailto:cmai@usf.edu">cmai@usf.edu</a></p>		<p><b>Brad Clark, MBA, MS</b> Director Tel: (813) 421-3893 Oversight Management <a href="mailto:bradclark@usf.edu">bradclark@usf.edu</a></p>		<p><b>DeLaura Shorter, MS</b> Assistant ACGME DIO Assistant Director Accreditation Tel: (813) 250-2325 <a href="mailto:ddshorter@usf.edu">ddshorter@usf.edu</a></p>
	<p><b>Patti Taylor, MS</b> Assistant Director Human Resources /Contracts/Payroll Tel: (813) 250-2327 <a href="mailto:ptaylor@usf.edu">ptaylor@usf.edu</a></p>		<p><b>Cherie Dilley, M.Ed.</b> Assistant Director New Innovations Tel: (813) 250-2326 <a href="mailto:cdilley@usf.edu">cdilley@usf.edu</a></p>		<p><b>Maya Balakrishnan, MD, CSSBB</b> Director of Quality &amp; Safety <a href="mailto:mbalakri@usf.edu">mbalakri@usf.edu</a></p>
	<p><b>Hannah Ware, MBA</b> Academic Services Administrator Board of Medicine, Pagors, VISAs Tel: (813) 250-2319 <a href="mailto:hannahf@usf.edu">hannahf@usf.edu</a></p>		<p><b>Aiying Zhen, MA</b> Fiscal &amp; Business Analyst Tel: (813) 250-2328 <a href="mailto:azhen@usf.edu">azhen@usf.edu</a></p>		<p><b>Jaimie Weber, MD</b> GME Patient Safety Liaison <a href="mailto:jweber@usf.edu">jweber@usf.edu</a></p>
	<p><b>Victoria Wales</b> Academic Services Administrator Tel: (813) 250-2295 <a href="mailto:vwales@usf.edu">vwales@usf.edu</a></p>		<p><b>John Scott</b> Administrative Specialist <a href="mailto:John33@usf.edu">John33@usf.edu</a></p>		<p><b>Stephanie Tomlinson, MLIS, AHIP</b> GME Librarian Tel: (813) 974-6449 <a href="mailto:smtomlinson@usf.edu">smtomlinson@usf.edu</a></p>
	<p><b>Janette "JC" Cortez</b> Administrative Specialist Tel: (813) 974-4478 <a href="mailto:janettecortez@usf.edu">janettecortez@usf.edu</a></p>	<p><b>GMEC Sub-Committees</b></p>			<p><b>Gregory Sullivan, MD (Co-Chair)</b> Wellness Committee <a href="mailto:Gregory.Sullivan1@va.gov">Gregory.Sullivan1@va.gov</a> <a href="mailto:ddshorter@usf.edu">ddshorter@usf.edu</a></p>
	<p><b>Luis Llerena, MD (Co-Chair)</b> <b>Jaimie Weber, MD (Co-Chair)</b> CLER Committee <a href="mailto:luisllerena@usf.edu">luisllerena@usf.edu</a>; <a href="mailto:jweber@usf.edu">jweber@usf.edu</a></p>		<p><b>Evita Henderson-Jackson, MD (Chair)</b> Diversity, Equity, Inclusion Committee <a href="mailto:Evita.henderson@moffitt.org">Evita.henderson@moffitt.org</a></p>		<p><b>Brad Clark, MBA, MS (Chair)</b> Research Committee <a href="mailto:bradclark@usf.edu">bradclark@usf.edu</a></p>
	<p><b>Cuc Mai, MD, FACP (Chair)</b> Sr. Associate Dean Program Review Committee <a href="mailto:cmai@usf.edu">cmai@usf.edu</a></p>		<p><b>Sean Dineen, MD (Co-Chair)</b> <b>DeLaura Shorter, MS (Co-Chair)</b> Special Assessment Committee <a href="mailto:sean.dineen@moffitt.org">sean.dineen@moffitt.org</a>; <a href="mailto:ddshorter@usf.edu">ddshorter@usf.edu</a></p>		<p><b>Maya Balakrishnan, MD (Chair)</b> Annual Institution Review <a href="mailto:mbalakri@usf.edu">mbalakri@usf.edu</a></p>

# Resident Advisory Committee (RAC)

## 2022-2023 GMEC RESIDENT ADVISORY COMMITTEE



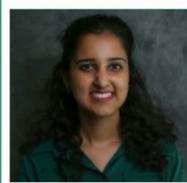
CONNECT WITH  
US ON



Steven Aziz  
Otolaryngology



Autumn Bass  
Emergency Medicine



Sonya Bhaskar  
Gastroenterology



Kristina Gemayel  
Plastic Surgery



Sabrina Khalil  
Ophthalmology



Sen Lu  
Interventional Radiology  
Integrated



Nicholas Mencer  
Cardiology



Sahas Narain  
Ophthalmology



Katherine Reavis  
Psychiatry



Ashton Sequeira  
Cardiology



Savan Shah  
Hematology & Oncology



Taylor Tragesser  
Pediatrics



Timothy Juwono  
Urology  
Immediate Past Chair



Nadia Khalil  
Neurology  
Co-Chair



Krishen Patel  
Gastroenterology  
Co-Chair

The USF Health Resident Advisory Committee (RAC) is a peer-selected group of Residents who represent and advocate for you in the GME Executive Committee. Any Resident from USF MCOM can raise a concern to RAC. For more information see the [USF GME RAC Website](#).

The RAC members for the 2022-23 Academic Year are listed below. Feel free to contact any of the RAC members with any questions or concerns.



## 2022-2023 Housestaff Salary

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Comp Status (CS)	Annual Salary	Bi-Weekly*
CS-1	\$ 57,984.00	\$ 2,221.61
CS-2	\$ 59,993.00	\$ 2,298.58
CS-3	\$ 62,041.00	\$ 2,377.05
CS-4	\$ 64,680.00	\$ 2,478.16
CS-5	\$ 66,983.00	\$ 2,566.40
CS-6	\$ 69,689.00	\$ 2,670.08
CS-7	\$ 72,821.00	\$ 2,790.08
CS-8	\$ 76,950.00	\$ 2,948.28
CS-3 CH**	\$ 62,791.00	\$ 2,405.79
CS-4 CH**	\$ 65,430.00	\$ 2,506.90
CS-5 CH**	\$ 67,733.00	\$ 2,595.13
CS-6 CH**	\$ 70,439.00	\$ 2,698.81
CS-7 CH**	\$ 73,571.00	\$ 2,818.81
		*26.1 PAY PERIODS

**NOTE:** \*Chief stipend is only available to certain programs that are approved by our affiliate sites.

## Duration of Appointment

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### APPOINTMENT & CONTRACT

Please refer to GME Policy [GME-200 – Eligibility, Recruitment, Selection and Appointment](#) (Attachment #2) as well as the House Officer Contract (Attachment #3).

## Drug-Free Workplace (USF 0-610)

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The University of South Florida is a drug-free workplace. USF System policy ([USF 0-610](#)) prohibits the unlawful manufacture, distribution, possession, or use of alcohol or controlled substances on the property of or in connection with any of the activities of the USF System. This policy is inclusive of federal law regarding the unlawful possession or use of controlled substances, most notably, but not limited to, marijuana. No employee/student is to report to work while under the influence of illegal drugs or alcohol. Any employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct. Individuals forging prescriptions or otherwise illegally obtaining controlled substances will be subject to severe disciplinary measures potentially including formal criminal prosecution. Violation of this policy by an employee/student will be reason for evaluation/treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination/expulsion in accordance with applicable collective bargaining agreements, policies and procedures, or referral for prosecution consistent with local, state, and federal law.

The GME Office is committed to creating a professional and safe working environment, which includes a responsibility to the health, welfare, and safety of patients and others at the facilities where Residents train. To achieve this commitment, the GME Office requires that every Resident complete a 10-Panel Urine drug screen as a condition of appointment or as a condition of participation in programs run by affiliated educational sites. GME Policy [GME 198](#) stipulates that Residents must give a truthful and comprehensive self-disclosure of any prior substance abuse and/or treatment as is required for unrestricted licensure by the Florida Board of Medicine as part of this or any employment application, licensing, credentialing, privileging or other training related process. Refusal to undergo any part of the drug screen process will render a Resident ineligible for appointment or continuation or be grounds for disciplinary action, up to and including termination.

A resident may be subject to periodic testing as requested, where there is “reasonable suspicion of drug or alcohol use” or when required as a condition of participation in programs run by educational affiliates.

Residents with alcohol or drug programs are urged to obtain prompt professional help. See additional information below under [PROFESSIONALS RESOURCE NETWORK \(PRN\)](#).

## BENEFITS

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Benefits start on the day you begin your training program. For further information regarding Resident benefits, contact Patti Taylor in the GME office at (813) 250-2327 or via email at [ptaylor@usf.edu](mailto:ptaylor@usf.edu)

### *HEALTH INSURANCE*

Health insurance is provided for Residents through a comprehensive major medical policy from United Health Care Choice Plus Plan. The plan provides coverage for the resident, with dependent insurance coverage available (for a premium cost noted below) for the spouse of an eligible Resident, unmarried children under 19, and unmarried children between the ages of 19 and 25 who are full time students and dependent upon the insured for support. Services under the health insurance plan are provided through United Health Care’s Preferred Provider Organization (PPO) of clinicians who are credentialed and have been approved by the insurance provider and their Preferred Provider Network of hospitals. Residents are expected to use the services of these providers.

Physicians and hospitals participating in the plan may be found by calling United Health Care’s Member Services at **(888) 451-7953** or by visiting [www.unitedhealthcare.com](http://www.unitedhealthcare.com). Visit [www.myuhc.com](http://www.myuhc.com) to sign in for personalized information regarding your healthcare benefits.

For more information on your Health Insurance benefits see the USF GME Benefits page <https://health.usf.edu/medicine/gme/current/stipend-benefits>

***IMPORTANT: DO NOT ENROLL IN HEALTH or LIFE/ACCIDENT INSURANCE THROUGH PEOPLE FIRST. These plans are different and more expensive than the GME provided plans. Enrollment in plans through PeopleFirst will result in cancellation of the GME plan.***

## LIFE & ACCIDENT INSURANCE

A \$50,000 group term life insurance policy is provided for residents by the USF Morsani College of Medicine. Residents have the option to purchase additional insurance at their own expense. This plan is underwritten by United Healthcare.

## DISABILITY INSURANCE

The USF MCOM pays the premium coverage for a Long-Term Disability (LTD) insurance plan designed to provide you with income protection in case of a disability during your training. Coverage is provided through UNUM Insurance Company, and you are enrolled in this plan automatically at the time of hire. Prior to being qualified for disability, you must be continuously disabled for 90 days. The LTD plan provides compensation of 60% (\$3,000 per month max) per month for as long as you are disabled, up to age 67. Residents are required to produce medical confirmation of disability and to terminate their employment in order to be on disability.

## RETIREMENT

### **Basic Retirement Plan**

USF Residents/Fellows are automatically enrolled into the Temporary Employee Retirement Plan (TERP). **Participation in TERP is mandatory.**

- TERP is a defined contribution plan authorized under Section 401(a) of the Internal Revenue Code.
- AIG Retirement Services is the plan administrator for the University of South Florida. Full information is available on the USF HR website: <http://www.usf.edu/hr/benefits/retirement/terp.aspx>
- 7.5% of pretax wages will be taken biweekly with each pay period.
- Please note that, by default, you are enrolled in a low-risk option. However, you may change your designated funds by contacting AIG.

You can access your AIG account, <https://www.aigrs.com> or by calling AIG's toll-free telephone service, at **1-800-448-2542**. This number can also connect you with a Client Service Professional on Monday-Friday between 8 a.m. and 9 p.m. (ET).

### **Optional Voluntary Retirement Plans**

In addition to TERP, USF offers optional opportunities to save for retirement utilizing 403(b) Tax Sheltered Annuities and 457 Deferred Compensation Plans. These programs offer employees the opportunity to save additional money for retirement while reducing current income tax liability. Contributing to a tax-deferred program is voluntary. Contributions are made through payroll tax deduction and forwarded to a participating investment company. For additional information on these voluntary tax-sheltered annuity options – and a list of participating companies, visit <http://usfweb2.usf.edu/human-resources/benefits/tsa.asp>

## Vision & Dental (Voluntary)

**Dental:** As a USF Morsani College of Medicine resident/fellow, you are eligible to enroll in one of three United Healthcare Dental Plans designed to meet your unique needs based on plan usage, flexibility in using network or non-network dentists and cost. The dental plans are divided into three categories: Primary PPO Plan (PPO30), Alternate PPO Plan (PPO20), and DHMO. For PPO Plans, you can receive care from any dentist, but your cost is lower when you use network providers. To find an in-network dentist, go to [www.myuhc.com/dental](http://www.myuhc.com/dental) (be sure to select the applicable plan, i.e. PPO30 or PPO20). You will have an annual deductible to meet before the plan starts paying benefits, and then you pay part of the cost for the services you receive. The DHMO Plan pays benefits only when you use a network provider. There is no deductible or annual maximum. You pay



a fixed copayment for dental procedures listed on the co-payment schedule. These dental plans are voluntary, paid entirely by the employee (you) via payroll deduction.

**Vision:** Affordable vision coverage is available to eligible employees through United Healthcare. The plans cover exams and materials at significantly reduced rates. Vision plans include network and non-network coverage options with allowances towards lenses or contacts every twelve months and frames every 24 months. The plan's Laser Vision correction procedures are offered at discounted rates when performed by Laser Vision Network of America (LVNA) providers. Vision insurance is voluntary, paid entirely by the employee (you) via payroll deduction.

## Malpractice / Self-Insurance Program

As a member of the USF Health Morsani College of Medicine, you are provided with professional liability protection by the USF Self-Insurance Program (SIP). All residents are provided with legal defense and protection through SIP for any action brought against them and/or USF regarding their care of a patient in the course and scope of the residency. **SIP does not provide professional liability coverage during any moonlighting activities.** This coverage is effective from your hire date through your last date of employment. It is claims made coverage, so you are covered for any claim arising out of professional services you rendered while at USF, regardless of when that claim is brought. With claims made coverage, tail coverage is unnecessary at the conclusion of your residency.

USF physicians, including residents, are protected by the doctrine of sovereign immunity. The doctrine of sovereign immunity provides that a USF physician is an agent of the state and generally can only be sued in a lawsuit through the USF Board of Trustees (USFBOT), unless a physician is alleged to have acted outside the scope of USF employment, committed an intentionally tortious or criminal act, or acted with "wanton and willful disregard of human rights or safety § 768.28, Fla. Stat. Thus, in those instances where sovereign immunity protects a physician from liability, the proper defendant is the USFBOT, not the physician personally. Despite the fact that individual physicians *should not be* named in lawsuits, physicians are often still named as parties to lawsuits. However, if that occurs, counsel assigned by SIP will work diligently to get a physician dismissed from a lawsuit as expeditiously as possible. [Please note that each claim in which a resident's care of a patient is at issue will appear on the resident's "claims history," whether or not the resident is formally named in a lawsuit and even if no payment is made].

In connection with the protection provided by SIP, residents have certain significant responsibilities, including full compliance with SIP in the investigation, defense, and settlement of claims. Moreover, it is essential to the proper operation of SIP that residents give immediate notice when they become aware of any event which may expose themselves and SIP to any loss or when they become aware of a claim or lawsuit against them. Timely notice enables SIP to gather information while it is still "fresh" and arrive at an early determination of the merits of the claim or possible claim. If early notification to SIP occurs, steps can be taken immediately to prevent a future claim. Often, that opportunity is lost if SIP does not learn about adverse events until they become the subject of a claim.

For additional information (Coverage Amounts, etc.,) see the FAQs on the Self-Insurance program at: [SIP - FAQs](#) on the GME Webpage.

### **SIP should be contacted immediately in the following instances:**

- If you are served with a summons and Complaint in a lawsuit involving medical negligence or if you receive a "Notice of Intent to Initiate Litigation"
- If you are served with or otherwise receive any notice of a claim or potential claim
- If you have received a subpoena to give testimony at a deposition, trial or hearing

- If you believe there could be a potential claim against you based on a bad outcome or other information, such as a patient telling you he or she intends to sue you
- If you are contacted by a law office requesting a telephone conference, meeting or other information regarding a patient you treated in the past or are presently treating
- If you are served with or otherwise receive a NICA petition or other document related to NICA (Florida's Birth Related Neurological Injury Compensation Plan)
- If you receive any notification regarding impending action or investigation by the Florida Department of Health or Board of Medicine.

**Notification to SIP is imperative so that SIP can appoint counsel to protect both the resident physician and the University's interest.**

Additionally, the following are considered "reportable" and should be reported to the department chair or to the SIP office **(813) 974-8008**, even if the resident physician feels he or she did nothing wrong in the course of caring for the patient:

- Death – unexpected or unexplained;
- Paralysis, paraplegia or quadriplegia;
- Spinal cord injury;
- Nerve injury or neurological deficit;
- Brain damage;
- Total or partial loss of limb, or loss of the use of a limb;
- Sensory organ or reproductive organ loss or impairment;
- Injury which results in disability or disfigurement;
- Any injury to the mother or baby associated with birth;
- Any patient injury resulting from defective or malfunctioning medical paraphernalia;
- Any injury to anatomy not undergoing treatment;
- Any claim by a patient or family member that a patient has been medically injured;
- Any assertion by a patient or family that no consent for treatment was given;
- Any increase in morbidity due to misdiagnosis;
- An unanticipated iatrogenic injury.
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The best guideline to follow is that of medical common sense sustained by an ever-present awareness of the possibility of a claim. *When in doubt, always report and do so promptly.* SIP staff works to protect University physicians. You can contact SIP by phone or email.

USF Self-Insurance Program  
12901 Bruce B. Downs Boulevard  
MDC 43  
Tampa, Florida 33612  
Office (813) 974-8008 | Fax (813) 974-8114  
[usfsip@usf.edu](mailto:usfsip@usf.edu)  
[www.health.usf.edu/SIP](http://www.health.usf.edu/SIP)

Courtney Rice, Esq. (Director of SIP) [clrice@usf.edu](mailto:clrice@usf.edu)

Kate Martin, Esq. (Assistant Director of SIP) [katherineanne@usf.edu](mailto:katherineanne@usf.edu)

## USF Health Libraries

- **Shimberg Health Sciences Library**  
*North campus*
- **The Florida Blue Health Knowledge Exchange**  
*downtown in the new Morsani College of Medicine and Heart Institute building*



To facilitate scholarly research and evidence-based practice, USF Health Residents and Fellows can place requests for articles via document delivery and InterLibrary Loan materials through ILLiad at no cost to them. Simply log into ILLiad, [www.lib.usf.edu/ill/](http://www.lib.usf.edu/ill/) with your USF NetID and specify Shimberg Library (USF Health) to request your materials. Other services and resources available to you at the Shimberg Library and the Florida Blue Health Knowledge Exchange include access to print and electronic resources (e.g. journals, databases, books, media), use of the library computer lab, discounted poster printing (both library sites), and monthly instructional sessions on searching, grant funding sources, EndNote, and more. (Download your free copy of EndNote at

[software.usf.edu](http://software.usf.edu)). Your GME librarian Stephanie Tomlinson - [smtomlinson@usf.edu](mailto:smtomlinson@usf.edu) and the other USF Health librarians also provide complimentary research consultations in person or by email, phone, or Microsoft Teams conferencing. Visit the website for more information and to access our electronic resources, sign-up for classes, view tutorials, and make an appointment with a librarian <https://health.usf.edu/libraries>.

*The USF Health Morsani College of Medicine and the Heart Institute is now located at Water Street in downtown Tampa, which includes the Florida Blue Health Knowledge Exchange.*

## USF Payroll

The University of South Florida operates on a bi-weekly payroll cycle. Each pay period begins on Friday and ends two weeks later on Thursday. You are paid for that pay period one week later on Friday. As a condition of employment, USF requires that all employees enroll in direct deposit through GEMS Self Service.

USF uses the Microsoft Multi-Factor Authentication (MFA) system to add an extra layer of security to your account. You will use 1 single MFA for email, Office 365, and GEMS Self Service. To set up your MFA Authentication, go to <https://aka.ms/MFAsetup>

Once MFA is set up, log onto my.usf.edu using your Net ID and password. Click on Business Systems and select GEMS from the drop-down menu. After you authenticate your login with MFA, Employee self-service options open with several tiles available. Use the Payroll tile to set up or change direct deposit information or W-4 tax withholdings, and access payroll records. Use the Personal Details tile to view and update your personal information including home address and emergency contacts.

## Wellness

Staying physically active is an important key to support wellness, but it can be tough with all the demands placed on a residents' time. In an effort to increase wellness and resiliency during medical training – at locations close to your training sites - the following facilities are available to all USF Health Residents.



<b>USF MCOM</b>	The WELL Fitness Center: offers access to a 12,000 square-foot, full-service, state-of-the-art fitness center located on the USF Health campus, near the Morsani Clinics, Moffitt Cancer Center, and the James Haley VA Hospital. Open M-F, 6:30am to 7:00 pm but may change with COVID restrictions. See additional information at <a href="http://www.health.usf.edu/well/fitness-center">www.health.usf.edu/well/fitness-center</a>
<b>Tampa General Hospital</b>	<p><u>TGH Health and Wellness Center, 1 Davis Blvd, 3<sup>rd</sup> Floor</u>: 6,000 square-foot fitness center, state-of-the-art cardio equipment, cable machine, and free weights. FREE ACCESS for RESIDENTS with a TGH badge. Free unlimited spin classes and group fitness classes, plus discounts on massages, personal training, and Pilates sessions.</p> <p><u>TGH GME Gym, 4<sup>th</sup> FL (J460)</u>: Available 24/7, with access to treadmills, bike and cable machines. No fee, but access is also through your TGH resident/fellow badge.</p>
<b>Moffitt Cancer Center</b>	<p>Moffitt offers on site fitness opportunities, including a walking club and yoga classes. Especially popular with clinicians is the Moffitt Mindfulness class. This group meets Tuesdays from 7:45am to 8:30am for guided meditations that change weekly and are tailored to the centering and balance often needed to continue patient care. The mindfulness classes are in person and by teleconference.</p> <p>Log in to your Moffitt account and visit <a href="https://intranet.moffitt.org/display/HLTHWELL/Education">https://intranet.moffitt.org/display/HLTHWELL/Education</a> to learn more and to register for the Moffitt wellness opportunities.</p>
<b>Morton Plant Hospital</b>	Offers residents the physician discount at the state-of-the-art Fitness Center located in the Cheek-Powell Heart and Vascular Pavilion. This facility offers an assortment of wellness and fitness services, including group and specialty exercise classes, personal training, nutrition information and counseling, childcare, massage therapy services and much more.
<b>James A. Haley Veterans' Hospital</b>	<p>At JAHVAH, all residents &amp; fellows have free access to the Employee Gym, located on the Ground Floor (near the credit union) which is open 24/7</p> <p><b>NOTE: Gym is currently CLOSED due to Covid-19 restrictions.</b></p>
<b>Bay Pines VA Healthcare</b>	At Bay Pines VA, residents have free access to the Staff Gym located in Bldg 37; access granted through the PIV card issues to all residents.

Additional Wellness programs will also be offered to USF MCOM residents on a regular basis. Watch your email for details.

For trainees at the Morsani Clinic on USF campus, a Lactation Room is located on the 4th Floor of Morsani, Room MDH 4112. Check with the GME office of the Affiliated Hospital (see page 2 for contact info) for available rooms at each affiliate as needed, or go to our Wellness Guide at [GME Wellness Guide](#).



[GME Wellness Guide](#).

## Resident Assistance Program (RAP)

The Resident Assistance Program (RAP) is a confidential evaluation, brief counseling, and referral service designed to assist the Resident and family members in finding assistance with a wide variety of personal and professional concerns. This service is voluntary, confidential, and provided as a benefit of the residency program. To access the program, a **Resident may call (813) 870-3344 or 800-343\*4670, numbers reserved specifically for RAP. The first eight (8) visits by the Resident and/or his other family members to RAP are free of charge. (USF GME RAP)**

To receive assistance residents may simply call RAP, 24 hours a day, seven days a week. Additional information is available through the RAP website at [www.woodassociates.net](http://www.woodassociates.net), or the GME website: <https://health.usf.edu/medicine/gme/wellness>

## Employee Assistance Program (EAP)

Residents and Fellows are eligible to use the USF Employee Assistance Program provided by Magellan Health Services in addition to the wellness resources provided by RAP.

The USF EAP provides many additional resources to trainees for wellness and other issues. Check out their website (<https://www.usf.edu/hr/benefits/eap.aspx>) to become more familiar with the resources they offer. They can be reached online or via phone. The phones are staffed 24/7 (**1-800-327-8705**). You will need to identify yourself as a benefits-eligible employee of the University of South Florida.

In addition to the hotline, there are other workshops available through the EAP website.

## Professionals Resource Network (PRN)

The Florida Medical Practice Act (Florida Statute 458; Grounds for Disciplinary Action / Impaired Physicians Act F.S. 458.331), the Legislature, the Department of Business and Professional Regulation, the Board of Medicine, and the medical profession affirm their commitment to public safety by continuing to authorize and support the Impaired Practitioners Program of Florida. The Professional Resource Network (PRN), a part of the program, was established to address the specific needs of an impaired physician. The PRN can be reached by calling **(800) 888-8PRN (8776)**, writing to PRN at P.O. Box 16510, Fernandina Beach, FL 32035, or via their website at

<http://www.flprn.org/contact>. As necessary, Incoming Residents may be referred to PRN in conjunction with their Board of Medicine Application for a training license.

The Impaired Practitioners Program also governs the Professions of Osteopathic Medicine, Pharmacy, Podiatry, and Nursing. The legislation provides in some cases therapeutic alternatives to disciplinary action; in other cases, the legislation allows therapeutic intervention and treatment concurrent with disciplinary action. Recognition that illness and recovery are mitigating factors in Board disciplinary proceedings gives a licensee an opportunity to reenter practice after satisfactorily completing treatment and progressing satisfactorily in recovery, and provides increased incentive for early interventions and treatment.

### Educational Funds ([GME - Educational Funds](#))

Funds are made available for support of resident education. These funds are managed by the individual programs and should clearly relate to the program and/or trainee educational needs, including travel costs for presentations at conferences, books and educational material, board review courses, graduation expenses, and much more.

Please visit the GME webpage on Educational Funds for detailed information

<https://health.usf.edu/medicine/gme/education-funds>

### Leave of Absence

For Leave of Absence information, please see [GME-215 Leave of Absence \(Attachment #4\)](#) The policy includes information on Annual, conference, Sick, Medical/Parental/Caregiver, Military, Bereavement domestic violence leave and Unexcused Absences.

Residents appointed to the USF Morsani College of Medicine shall be entitled to leave according to the provisions outlined in the GME policy on Leave, the Housestaff Handbook and the House Officer Contract and includes Annual, conference, sick, sick leave pool, Medical/Parental/ Caregiver, military, Bereavement, domestic violence, and Family Medical (FMLA) Leaves. The GME policy on leave does not have any additional leave types such as administrative leave. Residents must follow the procedure/guidelines of their training program in requesting and scheduling leave. Program Directors, or their designees, have the final authority to approve leave requests. ***Leaves of absence may extend the duration of training as specified by the American Board of Medical Specialties (ABMS) and time must be made up in order to fulfill the requirements for program completion.*** The Program Director retains final authority in determining whether individual Residents have met the training criteria for program completion. Individuals are not automatically guaranteed re-entry into the training program following leaves of absence and should discuss future arrangements with their Program Director prior to commencing a leave of absence as it may impact completion of their program.

A written request for any leave other than unexpected sick leave must be submitted to the Program Director prior to commencement of leave. Unexcused absences may be subject to loss of pay and disciplinary action.

## Initial Appointment Requirements

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Please refer to GME Policy [GME-200](#) – Eligibility, Recruitment, **Selection** and Appointment) (Attachment #2).

As part of the GME onboarding process, which includes the Florida Board of Medicine licensure and Veterans' Administration process, incoming trainees must provide a negative drug screen provided on the first sample or on retesting of the same original sample. They must also pass a criminal background check and National Practitioner Data Bank search; See Policy No. [GME 199](#) – Background Check for additional details. Failure to meet the entrance requirements will result in the rescinding of any offer of employment. For Residents who transfer from another program, their full and complete training file from their prior program must be provided prior to employment.

### *Florida State Medical License*

The State of Florida requires that all practicing physicians hold a valid Florida medical license in order to provide healthcare services. Resident physicians who are officially enrolled in an accredited post-graduate training program recognized by the State of Florida must hold either a valid, unrestricted license or a valid training registration. Residents without a training license or a full license in the State of Florida may not participate in patient care and will be placed on unpaid leave.

As part of the on-boarding process, Residents who wish to be licensed in the State of Florida are required to file a formal application, pay a licensing fee (GME covers the cost for the training license registration fee), and meet all requirements for licensure set forth by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine. The application materials and specific information on application procedures for State licensure can be obtained from either the Florida Board of Medicine website at <https://flboardofmedicine.gov/> or the Florida Board of Osteopathic Medicine website at <https://floridasosteopathicmedicine.gov/>

## Continued Appointment Requirements

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### *Evaluation*

Each Resident shall be evaluated during and at the conclusion of each rotation or educational assignment, in writing, according to written criteria and procedures established by the individual program and ACGME's six core competencies and program specific milestones. This evaluation process shall objectively assess the knowledge, skills, and attitudes demonstrated by the resident associated with program-based milestones. There shall also be a 360-degree evaluation of the Resident's professional attitudes and core competencies by colleagues, supervisors, and others. At least semi-annually, the Program Director or designee must meet with each resident and review their documented evaluation of performance, including progress along the specialty-specific Milestones and when applicable the specialty-specific Case Logs. Resident summative evaluation shall represent the collective input of the program's clinical competency committee and will assess the resident's readiness to progress to the next year of the program, if applicable. All evaluations shall be communicated to the Resident in a timely manner and attempts should be made by the Resident to remedy any deficiencies noted by the faculty's evaluation of the Resident where appropriate. A record of each evaluation is maintained in the New Innovations trainee file and is accessible by the Resident for review.

The decision to approve completion of training shall be made using a Final Evaluation Form. Each program shall provide a written final evaluation for each Resident who completes the program. The Final evaluation shall include a review of the Resident's performance using the specialty-specific Milestones, and when applicable the specialty-specific Case Logs. The Final Evaluation Form shall verify that the Resident has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice. This Final evaluation shall remain a part of the Resident's permanent record maintained by the institution in New Innovations.

## Program Evaluation

Residents shall be offered the opportunity to confidentially in writing evaluate the quality of the curriculum and the extent to which the educational goals of the program have been met. This evaluation shall occur no less than once a year. Additionally, Residents shall be given the opportunity to evaluate the teaching faculty as to their effectiveness in supporting the goals established by the program.



## Supervision (GME Policy [GME-204](#))

Please refer to **GME-204 – Supervision** ([Attachment #5](#)) for additional information.

Copies of the scope of practice for each residency can also be obtained from the GME Website ([Scope of Practice](#)), the education office of each affiliated hospital, from the program's residency coordinator, or thru Procedure Logger in New Innovations.

## Supervision/Attending Notification

Each resident must know the limits of his/her scope of authority and the circumstances under which he/she is permitted to act with conditional independence. Each resident should review the specific progressive supervision policy for their program as well as the USF GME Supervision Policy. In each training program, there will be circumstances in which all Residents, regardless of level of training and experience, must verbally communicate with the appropriate supervising faculty member. Program must identify and put in writing, these circumstances when verbal communication with supervising faculty is necessary.

## Corrective Action, Discipline and Due Process (Policy No. [GME-218](#))

Please refer to [GME-218](#) for additional information ([Attachment #6](#)).

## Maintenance Of Licensure, Registration & Certification

### *Maintaining a License*

The State of Florida requires that all physicians hold either a valid unrestricted Florida medical license, or a resident registration (training license). Providing care to patients without a current full, unrestricted or training license in the State of Florida is “practicing medicine without a license” and violates state law. A lapse in licensure can result in suspension without pay and progressive disciplinary action, up to and including dismissal. As noted in the House Officer Contract, all trainees are responsible for maintaining an active and verifiable State of Florida license or registration as a physician in training. You can check the status of your license by going to:

<https://apps.mqa.doh.state.fl.us/MQASearchServices/HealthCareProviders> and entering your information into the search fields.

### *Physicians With Training Licenses – DEA*

Physicians with a training license are not eligible for a DEA certificate and therefore must use a hospital-specific registration number issued by the Board of Medicine. The institutional DEA number is not valid for activities outside the scope of practice of the training program. Prescriptions for controlled substances must be written or countersigned by a Florida-licensed physician with a valid DEA number.

### *Physicians With Full Licenses - DEA*

Residents with an unrestricted (full) license to practice medicine in Florida may apply for registration with the Drug Enforcement Agency (DEA) and receive a DEA number. The DEA number allows a resident to prescribe controlled substances for patients. Application forms can be found at [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov). Only physicians licensed in the State of Florida who hold a valid DEA registration may write prescriptions. **Physicians may not write prescriptions for themselves or for members of their immediate family; similarly, residents and fellows are not authorized to write prescriptions for other residents and fellows.** Prescriptions are legal documents and must comply with Florida requirements. All practitioners must register for access to the Florida Prescription Monitoring Program, E-FORCSE. See additional info at <https://www.floridahealth.gov/statistics-and-data/e-forcse/>. The U.S. Department of Health & Human Services, Office of Inspector General has also issued two Toolkits related to controlled substance in the State of Florida. See below for additional information:

1. **Toolkit for Calculating Opioid Levels and Identifying Patients At Risk of Misuse or Overdose: R and SQL** [Toolkit With R and SQL Programming Code] <https://go.usa.gov/xvG92>
2. **Toolkit: Using Data Analysis To Calculate Opioid Levels and Identify Patients At Risk of Misuse or Overdose** [Toolkit With SAS Programming Code] <https://go.usa.gov/xvG9g>

## BLS / ACLS / PALS / NRP / ATLS

Prior to beginning their term of employment in a USF affiliated institution, all Residents are required to hold current BLS certification. Residents in all specialties and subspecialties, except pediatrics and pediatric subspecialties, are required to hold ACLS certification. Those in pediatrics and pediatric subspecialties are required to hold PALS certification. Family Medicine, Emergency Medicine and Internal Medicine/Pediatrics are required to have both ACLS and PALS. Residents in Neonatology, Family Medicine, OB/GYN, Med/Peds, Emergency Medicine, and Pediatrics are also required to hold current certification as a Neonatal Resuscitation Provider (NRP). NRP renewal requirements are department-specific and not mandated by GME, with the exception of Pediatrics, Med/Peds, and Neonatology. Residents must successfully complete re-certification courses as applicable for each certification type.

Advanced Trauma Life Support (ATLS) is a requirement of the following programs: Emergency Medicine, General Surgery, Neurosurgery, Orthopedic Surgery, Otolaryngology, Plastic Surgery, Urology, Vascular Surgery, Surgical Critical Care. Certification is valid for four years and must only be renewed by those residents continuing to practice on trauma rotations after the expiration of initial ATLS certification.

Failure to maintain current certifications as required may result in disciplinary actions.

## Core Curriculum

The Accreditation Council for Graduate Medical Education (ACGME) requires that institutions who sponsor Graduate Medical Education training programs assure the development of personal programs of education. Furthermore, the ACGME requires that Residents have an adequate knowledge and understanding of core concepts in several key areas such as fatigue mitigation. Each Resident shares in the responsibility for the development of an ongoing program that includes these critical areas of education which may not directly link with the curriculum of your chosen specialty. Please recognize the importance of this area and integrate it into your ongoing program of self-study.

## General Core Competencies

Trainee performance will be evaluated on ACGME core competencies and specialty specific milestones. Trainees should discuss with their Program Directors how each core competency is evaluated and effects program expectations. Each core competency is described below. In addition, trainees should consult the ACGME website for additional details concerning the core competencies and milestones.

<ul style="list-style-type: none"><li>• Provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.</li></ul> <p><b>Patient Care</b></p> 	<ul style="list-style-type: none"><li>• Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.</li></ul> <p><b>Medical Knowledge</b></p> 	<ul style="list-style-type: none"><li>• Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence and to continuously improve PC based on constant self-evaluation.</li></ul> <p><b>Practice-Based Learning &amp; Improvement</b></p> 	<ul style="list-style-type: none"><li>• Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.</li></ul> <p><b>Interpersonal &amp; Communication Skills</b></p> 
	<ul style="list-style-type: none"><li>• Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.</li></ul> <p><b>Professionalism</b></p> 	<ul style="list-style-type: none"><li>• Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.</li></ul> <p><b>System Based Practice</b></p> 	

## Resident Responsibility as Teachers

It is important to note that creating an appropriate learning environment for medical students is the shared responsibility of faculty, staff, medical students, and residents. The learning environment includes formal learning activities *and* the attitudes, values, and informal “lessons” conveyed by individuals who interact with the medical student. Residents who supervise or teach medical students and who serve as teachers or teaching assistants must be familiar with the educational objectives of the course or clerkship rotation and be prepared for their roles in teaching and assessment. Clerkship/rotation directors must provide rotation objectives and clear guidance about the Residents’ roles in teaching and assessing medical students.

Residents and fellows are required to (1) be familiar and compliant with the MCOM Professionalism policy, [Professional Behavior and Values Policy](#), (2) know how to report unprofessional behavior, [Student Professional Behavior reporting form](#), and

be familiar and compliant with the MCOM student mistreatment policy and reporting process ([Student Mistreatment Policy](#); [Student Mistreatment Reporting Form](#)). Professionalism is grounded in the fundamental values of honesty, integrity and fairness and is an essential part of the practice of medicine. All MCOM faculty, residents, students, and staff are expected to conduct themselves in a professional manner and contribute to creation of a culture that is supportive of learning. Mistreatment, bullying, discrimination, harassment, and sexual harassment are prohibited at MCOM. The College forbids any retaliatory action against reporters who present grievances in good faith.

## Affiliated Hospitals: Bylaws, Rules & Regulations; Policies & Procedures

Each affiliated institution maintains Bylaws, Rules and Regulations pertinent to the practice and conduct of the Medical Staff providing care within the facility. Residents are expected to comply with the Bylaws, Rules and Regulations pertinent to them while rotating through that institution. Additionally, the institution has established administrative policies and procedures that are critical to the maintenance of the hospital’s licensure, accreditation and certifications. Residents are also expected to comply with these policies and procedures where applicable.

## Medical Records

Timely completion of medical records is an ongoing responsibility for physicians. Accurate, legible and timely entries are mandatory for appropriate patient management, continuity of care, billing and coding procedures and appropriate self-management program. Physicians, including Residents, may be restricted from managing patients or having operating room access because of delinquent medical records. Documentation of patient evaluations and treatment must be completed at the time the service is performed. In addition, physicians are required to sign all documentation of patient evaluations and treatment.

## Media Relations/Social Media

Calls for information on USF Health matters, research stories, and information on the Morsani College of Medicine should be referred to the USF Health Communications Office at **(813) 974-3300**. Photography or filming on campus of any matters concerning the Morsani College of Medicine should be appropriately approved and coordinated through the Communications Office. **Photography involving patients and intended for purposes of medical care, education, or research, for public release or personal use, shall be taken only at such times and under such conditions as approved by the patient's attending physician and only after the patient has expressed his/her informed consent in writing. ALL Residents and Fellows are also mandated to NOT post pictures of patients or any patient-related material on any social media site.**

See the USF Health policy ([HIPAA and Social Media Use](#)) related to HIPAA and Social Media Use for additional guidelines on Federal and State laws concerning patient protected health information.

## Compliance & Health Insurance Portability & Accountability Act (HIPAA)

The USF Health MCOM places high priority on "compliance" with the laws, rules and, regulations applicable to maintaining excellence in teaching and patient service. Because Residents must play an integral role in providing and documenting patient services, they are expected to become knowledgeable about the regulated aspects of patient billing, resident participation in providing patient care, and resident supervision. Information regarding compliance and related training requirements will be made available during your on-boarding process and other venues, to include departmental grand rounds.

As part of this informational process, USF Health has established a compliance and quality improvement program, called the Professional Integrity Program (PIP), with a focus on doing the right things well, that includes related training, monitoring, and corrective action. The goals of the program are to:

- Coordinate professional integrity activities within the USF Health and in coordination with USF as a whole;
- Ensure an institutional perspective;
- Use the Federal Guidelines for effective compliance programs as a basis for the program;
- Implement an "early warning" process for emerging compliance/integrity issues;
- Raise awareness about legal and ethical issues and obligations; and
- Through quality improvement activities and applying best practices, ensure our teaching, research and patient care activities are legally sound and reflect our professional integrity.

The PIP promotes a culture of professional integrity wherein every member of the USF Health community demonstrates integrity in all they do, and the right thing is done even when it involves a short-term cost.

All Residents are required to comply with HIPAA and to immediately report privacy breaches to the Professional Integrity Office. If you have questions or wish to report a concern or potential problem regarding the Code of Conduct, Standards of Conduct, Billing Integrity or HIPAA Privacy Topics, you may contact:

USF Health Helpline:  
(813) 974 2222

PIO Email: [piohelp@health.usf.edu](mailto:piohelp@health.usf.edu) or

EthicsPoint: (USF Hotline) at [EthicsPoint Hotline](#)

### *Clinical Experience & Education Work Hours* (Policy No. [GME-208](#))

Reporting clinical experience and education work hours is a required part of residents' employment at the University of South Florida. Residents are required to log work hours no less than monthly, accounting for all hours in New Innovations by the 5th day of each month. Failure to record work hours can result in disciplinary action, up to and including dismissal. All Residents are responsible for adhering to the ACGME limits established for clinical experience and education work hours. Work Hours are defined as all clinical and academic activities related to the training program, i.e., patient care, administrative duties related to patient care, the provision for transfer of patient care, time spent in-House during call activities and scheduled academic activities such as conferences.

More restrictive work hour requirements may have been set forth by various Residency Review Committees ("RRC"). Where required, each program shall adopt the Clinical Experience and Educational Work Hours policies (noted above) as mandated by the ACGME or the RRC for a particular specialty.

### *Call Responsibilities* (Policy No. [GME-208](#))

Each program maintains a schedule of on-call activities for nights and weekends. Some programs have in-hospital call responsibilities while others allow Residents to take call from home. In either case, individuals who are on-call are expected to be immediately available and ready to work during the entire period of assigned call. Residents who are scheduled to take night call and are not available or do not execute their responsibilities are subject to adverse action.

### MOONLIGHTING & OUTSIDE ACTIVITIES (Policy No. [GME-209](#))

Please refer to GME Policy #[209](#) Moonlighting ([Attachment #7](#)).

In addition to the USF Health GME Moonlighting Policy, all USF Health employees are subject to State Law, and the University Regulation and Policies ([USF #0-027](#)) which provide specific guidance regarding Outside Activity and Conflicts of Interests. The University requires that annual disclosures are to be made by each employee as provided for by Regulation and Policy. Residents participating in Moonlighting and/or outside activities will need to log into [www.my.usf.edu](http://www.my.usf.edu) and complete eDisclose for Outside Activity (OA) as indicated on the Moonlighting Approval Form. Additional documentation may be required if moonlighting at an affiliated institution. Residents may not bill or supervise in their area of training during moonlighting/OA.

Moonlighting/OA employment malpractice insurance coverage is not provided by GME as part of the USF Health Self Insurance Program and is the responsibility of the resident participating in moonlighting/OA. Use of an affiliated hospital's institutional DEA number is not valid for activities outside the scope of practice for the program.



### *Attire*

Appropriate standards of professional attire are required for all physicians, healthcare professionals, Residents, and medical students. This standard of dress is intended to encourage patients' confidence in their physicians and to help patients and families recognize physicians, Residents, and students as members of the healthcare team.

While in contact with patients, all Residents shall wear appropriate "clinical attire". Clinic attires includes identification, a white coat with Morsani COM patch, along with a shirt and tie for men and properly coordinated attire for women. A suit coat may be substituted for a white coat. Residents may not wear shorts, cutoffs, jeans, or similar casual clothing, e.g., T-shirts, jerseys while in contact with patients. Footwear shall be clean and appropriate to the occasion. No flip-flops, sandals, or heavy boots shall be permitted.

Scrub clothing will be provided as appropriate for specific patient care areas. Staff in these areas shall, upon leaving the area for short periods of time, wear designated protective cover garments or white lab coats. Persons entering a sterile area, e.g., operating room, shall don a new set of clean scrubs. Disposable accessories, e.g., masks and shoe covers, must be properly discarded upon leaving areas at any time and replaced upon re-entry. **Hospital scrub clothing shall not be removed from the facility. Personnel outside the hospitals with hospital-provided scrub clothing shall be subject to disciplinary action.**

### Living Quarters/Laundry

Neither the University nor the affiliated hospitals provide housing or laundry for residents. Residents who are assigned to take in-hospital calls will receive suitable quarters for sleep and study. Neither the University nor the affiliated hospitals provide sleeping facilities for family members during call hours.

### Meals & Meal Plan Policies

The ACGME requires that the sponsoring institutions (hospitals) make available adequate food facilities that are accessible to the residents during the assigned duty hours. Residents who are assigned to take in-hospital call will receive an allotment for meals at the affiliate institutions. **This service is a privilege, not a requirement of the affiliated hospitals.** See hospital specific policies below. **Please note that meal gratuities are for the Resident only and are not to be extended to other individuals. Abuse of meal privileges could result in their loss.**



### *Hospital Specific Meal Plan Policies*

- Bay Pines VA Healthcare Center: (a) Meals are provided without charge to authorized residents who serve as Officer of the Day/House Staff before/after medical center administrative working hours of 8:00am – 4:30pm, Monday through Friday. Residents performing these duties under the fee basis program or as part of their work schedule are excluded, (b) Meals are limited to the evening meal and breakfast the following morning (when the tour of duty includes the previous night). On weekends and federal holidays, the noon meal is also provided. Meals are served in the Building 100 training room or may be furnished “to go” upon request. Medical/surgical staff are responsible for notifying Nutrition and Food Services at extension 5417 if a late meal is required because of an emergency. All residents requesting meals must first sign in on the sign-in sheet. Any unauthorized meals will be charged to the individual resident at the prevailing guest rate for the current fiscal year.
- James A. Haley Veterans’ Hospital: Meals are provided without charge to authorized residents, interns, and medical students performing assignments after the hospital administrative working hours of 8:00am -4:30pm, Monday through Friday, under the following criteria: (a) those medical teams on published “on-call” schedules (Resident must be in-house) and residing in “on-call” quarters overnight; and (b) those medical teams that are in the hospital through a meal period due to an emergency. Note that regular VA staff physicians cannot be authorized meals without charge. The fee basis admitting residents are not entitled to gratuitous meals. Meals included would be dinner before overnight call or breakfast the morning after overnight call; a dinner box meal may be requested via menu sheet in the 7N quarters break room (these sheets are picked up at 4:00 PM daily). If a resident requires a hot meal tray (including holidays and weekends), he or she may call extension 7040 before 7:30 PM to request it. Authorized medical team personnel will sign for the meal in the appropriate section on the sign-in sheet in the main kitchen when picking up their tray before 8:00 PM for a dinner meal, and after 6:00 AM for a breakfast meal.
- Moffitt Cancer Center: Each resident taking in-house call will receive two (2) meals (dinner & breakfast) for each call period, worth up to \$7 per meal. Meal cards will be placed in the call rooms by the Moffitt GME office. Contact MCC GME at (813) 745-1867 with questions.
- Morton Plant Hospital: Provides meals for residents who are on inpatient rotations or night float, either in the physician lounge or provided with \$10 per meal in the cafeteria.
- Tampa General Hospital: Meal “debit” cards are issued once when trainees are on-boarded. After the initial meal card, replacement are \$25. Trainees will electronically sign an acknowledgement for receipt of the meal card and agree to abide by the TGH Meal Card Guidelines. Abuse of the meal card privilege will result in the meal card being voided of funds for the balance of the year for non-adherence to the meal card guidelines. Modifications may be made once a year in January. Contact the GME Office at **(813) 250-2506** or your Education Coordinator with questions.

## Requirements for Board Certification

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Requirements for Certification by the ABMS. Each Board of the American Board of Medical Specialties has individual requirements that residents should become familiar with. A summary of each set of Board requirements is available in the AMA publication “Graduate Medical Education Directory,” which is published each year and which is available in your Program Director or coordinator’s office. In addition, important information regarding requirements and applications is available on the <http://www.abms.org/> website, with links to the individual websites for each Board. Listed on the website is a summary of the current requirements. **Please note that many Boards have a requirement for a minimum number of weeks worked for a year of training to qualify for Board Certification.** A resident who is concerned about his or her eligibility should meet with the Program Director and/or contact the appropriate Board for information.

## Crisis Management Plans & Procedures

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### *Emergency Preparedness*

In order to ensure the safety of self and others in the event of a life-threatening situation, all residents are expected to familiarize themselves with the action plans and procedures of USF Health and the individual affiliated institutions.

At the time of a weather-related condition or other emergency, all official notifications regarding University operations will be released through the USF Website and on our toll-free information line at **(800) 992-4231**. See the [USF Hurricane Guide](#) for additional information.



When a hurricane or tropical storm approaches, USF officials maintain communication with local and state agencies to monitor the storm’s track. Official notifications will be updated as changes occur or there are cancellations to report. The fastest way to get emergency information is by subscribing to AlertUSF on a cell phone. To register visit [AlertUSF](#).

### Links To Major Affiliate Institutions’ Emergency Preparedness Resources

- [Bay Pines VA Emergency Response & Information](#)
- [James A. Haley VA Emergency Response & Information](#)
- [Tampa General Hospital Hurricane Information](#)
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**Hospital Emergency Codes:** For a chart of Hospital Emergency Codes please see [Attachment 10](#) in the Handbook.

## USF Policies & Procedures

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It is important that Residents familiarize themselves with the policies, rules, and regulations of the University of South Florida, USF Morsani College of Medicine GME, as well as those of the affiliated institutions where training will occur. Information regarding policies, rules and guidelines for each of the affiliated hospitals is provided at their specific hospital orientation. General USF and MCOM policies and procedures are included here, but specific questions and procedural issues should be directed to the GME Office.

### Disability & Accommodations ([USF 0-108](#))

It is the policy of the University of South Florida System (USF System) to comply fully with the requirements of the Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008 and all other federal and state laws and regulations prohibiting discrimination and assuring accessibility on the basis of disability. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the USF System, or be subjected to discrimination or lack of access by the USF System, as provided by law. For more information, please see the full policy link above or on the GME website.

### Grievances/Appeals Policy Statement (Policy No. [GME-228](#))

Please refer to [GME Policy 228 \(Attachment #8\)](#) for information.

### Sexual Misconduct / Sexual Harassment ([USF 0-004](#))

The USF System strives to provide a work and study environment for faculty, staff and students that is free of discrimination and sexual harassment, including sexual violence. Sexual harassment, including sexual violence, is prohibited within the USF System, and complaints of such conduct are to be filed with one of two designated offices within the USF System: specifically, the Office of Diversity, Inclusion and Equal Opportunity (DIEO) or the Office of Student Rights and Responsibilities (OSRR). The designated office will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System.

Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning to the application of Title IX may be referred to the Title IX Coordinator, the Title IX Senior Deputy Coordinator, or to any of the University's Title IX Deputy Coordinators. The most up-to-date information on the University's Title IX Coordinator and Deputy Coordinators can be found in the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at <http://www.usf.edu/diversity/>.

The Title IX Coordinator is:

Jenessa Smith, Deputy Title IX Coordinator  
4202 E. Fowler Avenue, ALN 172, Tampa, Florida 33620  
(813) 974-6092; [jenessasmith@usf.edu](mailto:jenessasmith@usf.edu)

Discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, gender identity and expression, sexual orientation, or veteran status are also prohibited. (Please see USF System Policy Number [0-007](#), Diversity & Equal Opportunity: Discrimination & Harassment).

EthicsPoint is also available as a way for trainees to anonymously report any concerns related to any form of harassment, misconduct, fraud, abuse, and other violations of USF policies, including financial improprieties or medical ethics concerns. It is fully anonymous and does not require a USF log in to report an issue.

Go to [ETHICS POINT](#) to report concerns, or to your Program Director or the Office of GME.



**We're Listening:**  
Give Us Feedback

**1. Comments about a trainee, faculty, or a residency/fellowship training program**  
Click the Qualtrics link to complete an anonymous evaluation. Qualtrics Survey Link:  
[https://usfhealth.ar1.qualtrics.com/jfe/form/SV\\_4p0g26fy12V8b13](https://usfhealth.ar1.qualtrics.com/jfe/form/SV_4p0g26fy12V8b13)

**2. Concerns about a trainee's Care at a Clinical Site**  
For patients and inter-professionals to provide feedback on residents and fellows, click the Qualtrics Survey Link:  
[https://usf.ar1.qualtrics.com/jfe/form/SV\\_cZHYRYU568tW](https://usf.ar1.qualtrics.com/jfe/form/SV_cZHYRYU568tW)

**3. Concerns with Care at a Clinical Site**  
Please refer to the event reporting system where the patient care occurred:  
<http://health.usf.edu/~media/Files/Medicine/GME/current/Reporting%20Patient%20Safety%20Events.ashx>

**4. Concerns about sexual misconduct**  
Click the link to get more information and report an incident of sexual misconduct or harassment to the USF Diversity Inclusion and Equal Opportunity office:  
<https://www.usf.edu/title-ix/gethelp/files-report.aspx>

**5. Concerns with Professional Integrity, HIPAA, or Code of Conduct**  
1. Report all HIPAA privacy related breaches or incidents in the PrivacyPro Solutions:  
<https://usf.privacypro.solutions.com/report/privacy>, or  
<mailto:privacy@usf.edu>, or  
2. Please contact the USF Health Professional Integrity via phone (813) 874-2222 or email at [usfhp@usf.edu](mailto:usfhp@usf.edu), or  
3. Please contact the USF Hotline at EthicsPoint to make a confidential report:  
<https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html?locationid=1>.

[https://health.usf.edu/~media/Files/Medicine/GME/current/We\\_Are\\_Listening.ashx](https://health.usf.edu/~media/Files/Medicine/GME/current/We_Are_Listening.ashx)

## USF Ombuds Office

As an additional resource for Residents, the USF Ombuds Office provides an independent, impartial, informal and confidential resource to the USF community. Established in January 2016, the Ombuds Office can assist in conflict analysis and resolution, help facilitate communication, and provide informal mediations to all USF Faculty and Staff. Contact the Ombuds Office by phone (**813-974-7777**) or via e-mail at [OMB@usf.edu](mailto:OMB@usf.edu). Additional information is available thru the website at <https://www.usf.edu/ombuds/>.

## Nondiscrimination

USF prohibits discrimination against any employee based on race, color, sex, religious creed, national origin, age, veteran status, handicap, political affiliation, or marital status. Any discrimination concerns should be reported to the Program Director or the Office of Graduate Medical Education.

## Public Records

As a State agency, USF operates under Florida's "Government in the Sunshine" policies. All documents of any form made or received in connection with the transaction of any University business, other than those specifically exempted, are considered to be Public Records open for inspection by anyone who requests them and are available for copying upon payment of the cost of duplication. University documents that are specifically exempt from these requirements include student records, medical records, evaluative personnel records, and certain sponsored research records. Additional information and advice about the University's Public Record Policies can be obtained from the GME Office or the University's Office of the General Counsel.

Note: Any document, paper, letter, map, book, tape, photo, film, sound recording, data processing software or other material, regardless of physical form, characteristics, or means of transmission (which may include electronic mail, SMS & MMS messaging, as well as, other digital messaging, communication, and distribution platforms), made or received pursuant to law or ordinance or in connection with the transaction of official USF business used to perpetuate, communicate, or formalize knowledge. For more information see [USF Policy 0-106](#)



## Pagers

The assignment of pagers is made by the GME Office. The individual retains the same pager as he or she rotates from hospital to hospital. At times, individuals may be asked to carry a second pager, e.g., a trauma pager at Tampa General, a code pager, etc., but should continue to carry his or her individual paging device.

Residents are prohibited from loaning or transferring to any other person the pager assigned to them, and are individually responsible for his/her assigned pagers. For difficulties with pagers, residents should notify the USF GME Office at **(813) 250-2319**. In the event of loss, theft or careless damage to the point that it cannot be repaired, pagers must be replaced at the resident's expense in the amount of \$75.

**Pagers are the property of USF and must be returned upon termination of employment.**

Each Resident is issued a pager when he or she begins training at the USF MCOM and affiliated institutions, with the exception of certain programs/specialties. Family Medicine (Morton Plant Hospital) Residents are issued cell phones through the GME office at Turley Family Health Center – for questions call **(727) 467-2502**.

Pagers can be exchanged through the GME Office and after hours at Tampa General Hospital communications office.

## Equipment

All equipment and materials, unless specifically issued to or purchased by Residents, are the property of the affiliated institution or Morsani College of Medicine Department. Institutional equipment should be identifiable by an owner's mark or control number. Residents are prohibited from utilizing affiliated institution or University equipment outside of the setting for which its use is intended, including personal use. Note that Residents are individually responsible for any and all assigned equipment.

## Identification Policy

All Residents will obtain a USF photo ID card and are required to wear this ID at all times while on duty. This card will allow access to USF clinic locations, and allow for participation in campus activities and benefits. The USF ID Badge is obtained from the USF Tampa Campus, in the Card Center, located in the Student Services Building (SVC), 1<sup>st</sup> Floor, Room 1032, and reachable by phone at **(813) 974-2357** or via e-mail at [idcard@usf.edu](mailto:idcard@usf.edu).

While there is no charge for the initial card, replacement cards are \$15 and can only be purchased with VISA or MasterCard. Current hours of operation are Monday - Fridays from 9:00 am to 5:00 pm.

Please note that identification cards specific to the affiliated institutions (i.e., a PIV card at the VA Hospitals) may also be required during rotations at their sites. Your Education Coordinator or the GME Office can assist if this is a mandate of the affiliated site.

## Employee / Occupational Health

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### Occupational Exposure and Infectious Employment-Related Injuries and Exposure to Bloodborne Pathogens (BBPs) and Infectious Diseases

USF Health Residents are required to complete appropriate communicable disease screening, immunizations and training in BBP exposure prevention and management. For questions related to COVID-19 in the work environment, please contact the Medical Health Administration (MHA) office at [mha@usf.edu](mailto:mha@usf.edu) or via phone at **(813) 974-3163**.

#### **Additional Annual Requirements include:**

- **TB Screening** (This Screening will be provided at no cost to you through the Medical Health Administration (MHA) office or from our clinical affiliates), and,
- **INFLUENZA Vaccination will be required each year** (This vaccine will be provided for you at no cost beginning as soon as the vaccine is available each year through the USF Medical Clinic/Medical Health Administration (MHA) office or from our clinical affiliates).

**Documentation should be directed to [mha@usf.edu](mailto:mha@usf.edu).**

In addition, trainees must follow each Clinical Facility's BBP Exposure Protocols and comply with USF Morsani College of Medicine's Blood Borne Pathogen Exposure Policy and Procedure (GME-310).

As a USF Employee, all Residents are required to follow state and federal regulations for Worker's Compensation as well as the policies/procedures for the affiliated healthcare facility. Many subsequent benefits, including long-term treatment and disability compensation depend upon prompt reporting of any employment-related injury or illness. Failing to report an injury or exposure to USF within 7 days could result in denial of coverage for the incident.

#### Requirements include:

- For an exposure at a USF Clinic, contact the USF Medical Health Administration (MHA) office at **(813) 974-3163** immediately for evaluation. Do not let the patient leave before their blood is drawn for testing.
- For exposures at a clinical affiliate location: Immediately Report to the Clinical Affiliates' Employee/Occupational Health Services for evaluation (See contact information below). Residents/Fellows reporting a BBP exposure are required by law to complete baseline lab testing.
- After Hours Incidents: Contact the Nursing Supervisor or report to the Emergency Room as directed
- Notify the USF Medical Health Administration (MHA) Office of the incident within 48 hours at **(813) 974-3163**.
- Notify your supervisor or department designee of all occupational injuries and/or exposures.
- Complete Facility reports as required and the USF Report of Injury or Illness and Supervisor's Report.

Exposure Contacts at USF and USF Affiliates - Employee Health Services (EHS)	
<b>John Hopkins All Children's Hospital:</b> Contact: Occupational Health Office 727-767-4190 *After hours: Page evening/night nursing supervisor	James A. Haley Veterans' Hospital: Contact: Occupational Health 813-972-2000 x 7628 or 7046 After hours: Go to emergency room
Bayfront Medical Center: Contact: Employee Health Coordinator 727-893-6189 *After hours: Go to emergency room	Morton Plant Mease Hospitals: Contact: 727-825-6225 *After hours: Go to emergency room
<b>Bay Pines VA Hospital:</b> Contact: Occupational Health 727-398-6661 x5212 *After hours: Go to emergency room	<b>Shriners Hospital:</b> Contact: 813-972-2250 *Ask for the Clinic Supervisor After hours Contact 813-974-2201 for ID Fellow
<b>Florida Hospital - Tampa:</b> Contact: Occupational Health 813-615-7840 *After hours: Go to emergency room	<b>Tampa General Hospital:</b> Contact: Employee Health 813-844-7649/4525/4526/4527 *After hours: Page evening/night nursing Supervisor -Genesis                      -Health Park -Specialty Clinic            -Medical Examiner's Office -Hyde Park Medical Building
<b>Hillsborough County Health Department:</b> Contact: 813-307-8015 x6402 or 813-307-8015 x3103	<b>H. Lee Moffitt Cancer Center:</b> Contact: Employee Health 813-745-4276 *After 4:30pm page evening/night nursing coordinator
<b>For Exposure at any of the USF Health locations:</b> Contact: Medical Health Administration 813-974-3163; if no answer, page 813-216-0153. After hours, contact the ID Fellow "on call" at 813-974-2201. If no answer, call TGH at 813-844-7000 and ask to speak to the ID Fellow "on call" USF Medical Clinic; USF Morsani Center; USF South Tampa Center; USF Psychiatry Center, Eye Institute, USF Health Laboratories, and all other outpatient sites.	

Questions regarding occupational exposure or infectious employment-related injuries should be referred to the USF

Medical Health Administration Office at (813) 974-3163 / [mha@usf.edu](mailto:mha@usf.edu)



**For Additional Information regarding USF Clinical Affiliate Employee/Occupational Health Department Contact Information and for Bloodborne Pathogen and other Infectious Disease Exposures, visit the MHA Website: [www.usfmha-idexposure.com](http://www.usfmha-idexposure.com)**

## Worker's Compensation:

The University of South Florida provides a safe and healthy work environment. USF's Workers' Compensation program is intended to provide medical treatment, disability leave and supplemental wages, as necessary, to eligible employees in the event they experience a work-related injury or illness.

All work-related injuries or illnesses are to be reported by the supervisor or department designee immediately by telephone to AmeriSys **1-800-455-2079** to report the work-related illness or injury.

**Employee's Responsibility:** When a work-related incident occurs, the employee must report all injuries or illnesses to his/her supervisor or department designee immediately (no exceptions).

**Supervisor's (or Department Designee's) Responsibility:** When an employee reports a work-related injury or illness, take prompt action to:

- 1) Ensure the individual receives necessary medical attention. In case of emergency, call **911 or immediately** send the employee to a hospital emergency room.
- 2) With the injured or ill individual, immediately call **Amerisys at 1-800-455-2079** to report the work-related injury or illness so the employee can receive appropriate care. In case of emergency, call Amerisys as soon as practicable.
  - a. Have the following information ready when you call Amerisys to report an injury:
    - i. Injured/ill employee's home address and phone number
    - ii. Injured/ill employee's date of birth and social security number
    - iii. Injured/ill employee's date of employment and salary
    - iv. Injured/ill employee's location code
- 3) Complete the **Consolidated Injury/Illness Report** within 24 hours.
- 4) Take action to correct any safety hazards to prevent the same or similar injury or illness from occurring again.

If you have question on how to report a work-related injury, contact the USF Worker's Compensation Office at [workcomp@usf.edu](mailto:workcomp@usf.edu).

## University Services

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### Software License

As USF employees Residents have access to free software license. Software available includes Microsoft Office, Endnote, and Adobe Acrobat.

You can download them from this site: <https://software.usf.edu/all-software>

Please remember that these are only to be used by USF employees and should be removed upon your separation from the University.

## Parking

Parking on the USF campus is rigidly restricted. Parking permits are required 24/7/365 for parking during Grand Rounds, department meetings or conferences, and medical clinic rotations. No parking is permitted in the patient lots or reserved areas, where offenders are subject to fines and towing. Purchase of a USF campus permit is the Resident's responsibility. Starting in July, 2022, permits will be virtual and you will no longer be provided a physical permit; your license plate will become your parking permit. Parking Services requires that your license plate and vehicle information is up-to-date on the parking portal AND your vehicle is parked with your plate facing out.

USF campus permits can be purchased online thru the Parking & Transportation Website at [www.usf.edu/parking](http://www.usf.edu/parking) or in person at the main office at the intersection of USF Holly Drive and USF Plum Drive. Payment may be made with VISA or MasterCard only. Once payment of your virtual permit is received, you will receive an e-mail confirmation and be cleared to park on campus immediately.

Various permits are available on an annual or semester basis; please refer to your rotation schedule when making a decision about what type of permit to purchase. Additional information and rates can be viewed at [www.usf.edu/parking/permits](http://www.usf.edu/parking/permits).

Parking arrangements at each of the Affiliated Institutions are defined for Residents and must be strictly respected.

- **TGH Parking:** Residents and Fellows are assigned to the TGH EMPLOYEE PARKING GARAGE which is located across the hospital main campus. Your TGH ID badge will give you access to the garage and parking is FREE. Please note that Residents and Fellows are NOT ALLOWED to park in the designated Physician parking area.
- **Moffitt Cancer Center:** In order to park in the surface lots around Moffitt Cancer Center, which sits on the USF Main Campus, USF residents and fellows are required by USF Parking and Transportation to purchase a parking permit. The permit type is determined by USF Parking and residents and fellows must park in designated lots/garages according to the designated parking permit. Alternately, trainees rotating at Moffitt Cancer Center may park on the roof of the McKinley Campus garage and shuttle to the Magnolia Campus (USF permit not required to park at McKinley). For those trainees who are working after standard business hours (on call or night float), parking is allowable in the blue or gold garage adjacent to Moffitt. However, any vehicle parked prior to 5:00 pm or after 7:00 am is subject to parking violations. During normal business hours, the blue and gold garages are by designated permit only.

- **JHACH Parking:**
  - **Residents** are to park in the garage off of 9th Ave South. Parking tags will be distributed during orientation or on the first rotation date. Residents may park in the North garage (visitors' garage) for evening/night/weekend shifts. The resident must park on the 3rd floor or higher when using the North garage and must display the parking tag.
  - **Fellows** are permitted to park in either the garage off of 9th Ave South or in the North garage (visitors' garage) for all shifts. The fellow must park on the 3rd floor or higher when using the North Garage and must display the parking tag. **Note:** Security closely monitors the garages and will tow cars that are non-compliant.
- **James A Haley Veterans' Hospital:** USF residents and fellows rotating at JAHVA must register all privately-owned vehicles with Police Service in order to park on the hospital premises in designated employee parking areas. Registration can be accomplished with Parking Attendants in Freedom and Liberty lots as well as Levels 4-6 of the Parking Garage, and also the Romeo Lot. Residents will be issued a decal with Red numbers and Students/Trainees a decal with Blue numbers. Residents will be allowed to park in the gated/controlled areas (Doctors only parking) located on the third floor of the parking garage. Failure to adhere to parking and traffic regulations may result in imposed fines and/or towing. Walk-ins are welcome at the PIV/ID Office located at Building 42, but only 1 person can be in the office at a time and must wait outside to receive their Red/Blue decals. Anyone present at the PIV/ID Office will need to be screened and have masks on. Vehicle registration and driver's license are required upon entry. Office hours are Monday-Friday 6:00 am- 3:30 pm, closing daily between 11:30 am-12:30 pm for lunch. If there are any changes due to COVID-19, we will have to conform to those changes.
- **BayPines VA:** For your first day at BayPines, park in Lot 16 and then proceed to the Office of Education in Bldg 20. After orientation, your respective service coordinator will advise you where to park as there are various parking lots throughout the facility.

## Computer Services/E-mail Communication

The USF computer resources are maintained to support the USF Health Morsani College of Medicine and has established an extensive intranet throughout the College and affiliated hospitals. This network provides email and Internet access, Medline searches, personal information in GEMS, access to online periodicals, as well as access to an educational database. In order to access the network, all incoming Residents must obtain a USF email account from Health IS prior to starting their training.

**All residents are required to maintain a current USF email account because this is the method used to communicate with MCOM Residents. Email communication will not be sent to any other email addresses.** Residents must complete an acceptance of responsibility form to obtain network access.

**Note: All residents/fellows completing a rotation at JHACH will be expected to use the "jhmi.edu" e-mail for communication. The medical records department will only use the jhmi.edu e-mail to notify the trainee of outstanding orders for signature.**

The IS department's website (<http://health.usf.edu/is/index.htm>) offers helpful information, technical support, network maintenance and education programs. The support desk hotline can be reached by calling **(813) 974-6288, option 2.**

## Graduate Medical Education Website

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A website created exclusively for the GME Office facilitates communication, provides access to essential documents, and serves as a repository for educational information regarding topics of interest to all Residents.

Please visit the website, <https://health.usf.edu/medicine/gme>, for comprehensive information of GME policies and procedures, forms, educational funds, wellness, and patient safety and quality improvement resources.



## Major Teaching Affiliates

### Johns Hopkins All Children's Hospital

501 Sixth Ave. S., St. Petersburg, FL 33701 | (727) 898-7451

President: Alicia Schulhof, MHA

Vice Dean and Physician-in-Chief: George Jallo, MD

Medical Education Contacts: Jennifer Maniscalco, MD

Risk Manager Contact: Janette Pennywell

Employee Health Contact: Mara Garcia, RN

Link: <https://www.hopkinsallchildrens.org/Locations/Campus-Maps>



### Bay Pines VA Medical Center

10000 Bay Pines Blvd., Bay Pines, FL 33744

Mailing Address: P.O. Box 5005, Bay Pines, FL 33744 | (727) 398-6661

Director: Paul Russo

Chief of Staff: Elamin Elamin, MD

Medical Education Contact: Kimberly Cao, MD

Risk Manager Contact: Ken Massingill

Employee Health Contacts: Lisa Uy, MD and Diane Purdum, RN

Link: <https://www.va.gov/bay-pines-health-care/locations/cw-bill-young-department-of-veterans-affairs-medical-center/campus-map/>



### James A. Haley Veterans' Hospital

13000 Bruce B. Downs Blvd., Tampa, FL 33612 | (813) 972-2000

Hospital Director: David K. Dunning, MPA

Chief of Staff: Colleen E. Jakey, MD

Medical Education Contact: David M. Whitaker, MD

GME Contact: Sonia Rivera

Risk Manager Contact: Peter Ciampa

Employee Health Contacts: Rachel H. Williams, MD

Link: <https://www.va.gov/tampa-health-care/>



### Moffitt Cancer Center

12902 Magnolia Dr., Tampa, FL 33612 | (813) 745-4673

President and CEO: Patrick Hwu, MD

Chief Academic Officer: Jonathan Zager, MD

Chair GME: Odion Binitie, MD

Vice Chair GME: Evan Wuthrick, MD

GME Contact: Christine Hanna

Risk Manager Contact: Wanda Lane

Employee Health Contact: Debra Daniel

Link: [Moffitt Campus Map](#)



## Morton Plant Hospital

P.O. Box 210, 300 Pinellas St., Clearwater, FL 33756 | (727) 462-7000

President: Lou Galdieri

Executive VP & CMO: Nishant Anand, MD

Medical Education Contact: Elizabeth Lawrence, MD

GME Contact: Sue Tovar @ Turley Family Health Ctr: (727) 467-2502

Risk Manager Contact: Gill Small

Employee Health Contact: Lisa Bailey

Link: [Morton Plant Hospital Campus Map](#)



## Tampa General Hospital

1 Tampa General Circle, Tampa, FL 33606 | (813) 844-7000

President and CEO: John Couris

Chief Medical Officer: Peggy Duggan, MD

Medical Education Contact: Alyssa Arrieta

Patient Safety Contact: Nicole Justice, Pt Safety Dir.

Employee Health Contact: JoAnn Shea, ARNP

Link: [TGH Campus Map](#)



## USF Health

12901 Bruce B. Downs Blvd., MDC02 Tampa, FL 33612

(813) 974-2196

**Dean/Senior Vice President:** Charles Lockwood, MD

**Medical Education Contact:** Cuc Mai, MD

**GME Contact:** Brad Clark, MBA, MS

**Employee Health Contact:** Sheryl Chewning, RN

**Link: North Campus:** <http://health.usf.edu/North Campus>



## Helpful Links

- Accreditation Council for Graduate Medical Education (ACGME): [www.acgme.org](http://www.acgme.org)
- American Medical Association (AMA): [www.ama-assn.org](http://www.ama-assn.org)
- Educational Commission for Foreign Medical Graduates (ECFMG): [www.ecfm.org](http://www.ecfm.org)
- Florida Board of Medicine (MD): <http://flboardofmedicine.gov/>
- Florida Board of Osteopathic Medicine (DO): <http://floridasosteopathicmedicine.gov/>
- Florida Department of Health Medical Quality Assurance: [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa)
- Florida Medical Association (FMA): [www.fmaonline.org](http://www.fmaonline.org)
- Medical Insurance Plan – Preferred Providers: [www.phcs.com](http://www.phcs.com)
- New England Journal of Medicine: [www.nejm.org](http://www.nejm.org)
- Shimberg Health Sciences Library: <http://library.hsc.usf.edu/> USF Health Home Page: [www.health.usf.edu](http://www.health.usf.edu)
- USF Health Division of Research Integrity & Compliance: [www.research.usf.edu/cs/](http://www.research.usf.edu/cs/)

# Attachments

## Attachment 1: Institutional Statement of Commitment



### INSTITUTIONAL STATEMENT OF COMMITMENT

#### UNIVERSITY OF SOUTH FLORIDA

#### MORSANI COLLEGE OF MEDICINE

The University of South Florida Morsani College of Medicine (MCOM) authorizes the Senior Associate Dean for Graduate Medical Education (GME) to function as the Designated Institutional Official (DIO). The DIO, in conjunction with the duly appointed Graduate Medical Education Committee (a committee appointed by the Faculty Council of the College), will function as the operating officer responsible for all graduate level training programs to include ACGME-accredited programs, programs accredited by other organizations, and unaccredited fellowships, within all of the USF-affiliated hospitals. The DIO reports directly to the Vice Dean for Educational Affairs, MCOM, and is formally responsible for all training activities in graduate medical education. The DIO works collaboratively with the directors of Undergraduate Medical Education, Research, and Continuing Professional Education in order to assure continuity and integration between the three principle components of medical education.

The University commits to provide the necessary resources, i.e., financial, educational, and human resources, for the conduct of the training programs to ensure the residents' professional, ethical and personal development, for the maintenance of an appropriate, centralized Office of Graduate Medical Education. Under the direction of the DIO, the Office of GME ensures continuous oversight of all graduate medical education programs sponsored by USF Health Morsani College of Medicine. In the absence of the DIO, s/he will name an appropriate designee that will have signatory authority for all GME documents, and provide administrative oversight and assistance to the staff of the Office of Graduate Medical Education.

  
\_\_\_\_\_  
Charles J. Lockwood, M.D., M.H.C.M.  
Senior Vice President, USF Health  
Dean, Morsani College of Medicine

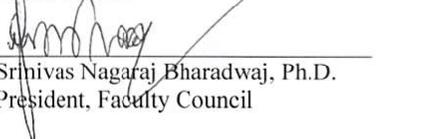
4/9/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cuc Mai, M.D., FACP  
Senior Associate Dean, Graduate Medical Education  
Designated Institutional Official

4/3/2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cuc Mai, M.D.  
Chair, GMEC

4/3/2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Srinivas Nagaraj Bharadwaj, Ph.D.  
President, Faculty Council

4/13/18  
\_\_\_\_\_  
Date



**USF Health – Morsani College of Medicine  
GME POLICY & PROCEDURE**

<b>Title: Eligibility, Recruitment, Selection, and Appointment Policy</b>	GME-200
Page 1 of 5	Previously GME - 201, 202, 203, 225

**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) Programs and residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** As required by Section IV.B.1 of the ACGME Institutional Requirements, the Sponsoring Institution must have written policies and procedures for Resident eligibility, recruitment, selection, and appointment, consistent with ACGME Institutional and Common Program Requirements. Additionally, the Sponsoring Institution must monitor each of its programs for compliance.

**Policy:** **Appointment Eligibility**  
Program directors must comply with the criteria for Resident eligibility for appointment to USF GME programs as defined by this policy, ACGME Institutional [IR IV.B.2] and Common program [CPR III.A] requirements and American Board of Medical Specialties (“ABMS”) certification requirements as applicable.

Appointment Eligibility criteria include:

- Graduate from one of the following:
  - United States or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME)
  - United States college of osteopathic medicine accredited by the American Osteopathic Association (AOA)
  - Medical school outside the United States or Canada with:
    - a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) and have a passing score for Step 1, Step 2, and Step 3, as applicable, of the United States Medical Licensing Examination (USMLE), or hold a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the program is located,
    - be a U.S. citizen, a legal permanent resident, or hold a visa which provides eligibility to work in the U.S. Typical visas are J-1 (requires Steps 1 and 2 of USMLE and ECFMG certification) and H1-B (requires departmental approval, Steps 1, 2 and 3 of USMLE, ECFMG certification, and a Florida medical license)

- Meet Florida Board of Medicine licensure requirements
- All applicants must also meet program eligibility requirements as defined by the ACGME's respective Review Committee (for accredited programs) or the board or accrediting body requirements that will allow a resident to practice within the program's scope of practice (for non-accredited programs).

Fellowship Eligibility Exceptions:

- An ACGME Review Committee may allow exceptions to the fellowship eligibility requirements ([Eligibility Decisions](#) by Review Committee)
  - Exceptional candidates may also be eligible for appointment in non-standard or non-accredited programs.
- Exceptional candidates must meet all the following additional qualifications and conditions:
  - Evaluation by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and
  - Review and approval of the applicant's exception qualifications by the GMEC; and
  - Satisfactory completion of the USMLE Steps 1, 2, and 3, and;
  - Verification of ECFMG certification
- Applicants accepted through this exception into ACGME accredited programs must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

**Recruitment and Selection**

Selection: Programs select eligible applicants on the basis of program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs will not discriminate with regard to race, color, religion, national origin, sex, age, gender identity or expression, sexual orientation, disability, genetic information or protected veteran status. Programs must abide by applicable USF hiring policies.

Program Application: All Programs are required to use the Electronic Residency Application Service (ERAS®) or other centralized application service if available in their specialty to receive and accept applications to the Program. Programs in disciplines that do not use a centralized service may have applicants apply directly to the program using the [Non-Match Candidate Application Form](#) or other similar application document.

Notification of Terms, Conditions, Benefits and Program Aims: Programs must ensure each interviewed applicant is informed in writing, by hard copy, or by electronic means of the terms, conditions, and benefits of their appointment either in effect at the time of the interview or that will be in effect at the time of the applicant's appointment. This includes: stipend; vacation time, sick time, and other leave of absences; and professional liability, hospitalization, health,

disability and other insurance accessible to Residents and their eligible dependents. The program's aims must also be made available. All terms, conditions, and benefits of appointment are described in the Resident Contract, which is available prior to the start of training.

Board Eligibility: Programs are further required to provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examinations [CPR II.A.4.a).(9)].

Selective Service Registration (Male Applicants Only): As part of the Program, a Resident maybe required to rotate through a VA hospital for additional learning opportunities. As a federal requirement of working at a federal agency, males must have registered with the Selective Service System when they were between the ages of 18 to 26 years. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. Male for this purpose is defined as those individuals born male on their birth certificate regardless of current gender. Only male, non-US citizens on a student or visitor visa are exempt from registration. Though exempt from registration, these males are required to request a Status Information Letter issued from the Selective Service office. Failure to meet these requirements may lead to termination of this contract.

NRMP Match: Program directors and administrators are required to review the terms and conditions of the [Match Participation Agreement](#) each year and comply with applicable Match policies, including the All In Policies for the [Main Residency Match](#) and applicable [Fellowship Matches](#) and the Waiver and Violations policies.

Transfers: In accordance with ACGME Common Program Requirement III.C.1., before accepting a Resident who is transferring from another Program, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring Resident. The Program Director must confirm with the respective ABMS certifying board the amount of credit that can be applied from prior program to the current one.

### **Initial Appointment**

Residents must successfully complete the credentialing and employment processes established by the GME Office prior to commencement of training in a USF GME program. Initial appointment to a Program is conditional and contingent upon successful completion of the credentialing and employment processes and procedures. Residents are responsible for ensuring timely submission of all required documentation to the GME Office prior to commencement of training or appointment renewal.

A Resident's initial or continued appointment will be set at the level and compensation associated with the minimum required experience needed to enter or continue in the program and align with the program's required scope of

practice for each year of training. In no case will the compensation status level be set higher than the PGY level. If there are questions as to the appropriate appointment level for a resident, this should be resolved prior to appointment acceptance.

Programs and Residents must also comply with the credentialing and employment requirements of all affiliated training sites for the program. Fellowship programs must review milestones from residency training once available from the residency program. Advanced Match specialties must receive proof of successful completion of a prerequisite year of training.

In addition to meeting all eligibility requirements, Residents must meet and/or complete the following prior to initial appointment.

- Possess an active State of Florida Board of Medicine unlicensed physician in training or a full and unrestricted license to practice medicine in Florida.
- Pass background check and drug screen as defined in GME Policy 199A and 199B
- Have current certification in ACLS/PALS/NRP/ATLS, as based upon program and/or affiliated hospital requirements.
- Complete all required onboarding documentation and modules in the electronic Residency Management System, New Innovations.
- Meet all USF Human Resources requirements for employment.
- Complete online and classroom-based training (e.g. - HIPAA, electronic medical record).
- For Residents entering a Fellowship training program – Provide documentation from core residency program director certifying one's ability to progress to the fellowship level.

Additional appointment requirements may be required by specific training programs, the GME Office, or affiliated training sites. Communication of additional appointment documentation will come via the GME Office or directly from the program.

The program will provide Resident names and basic demographic information to GME Office or download ERAS applications into the electronic Residency Management System, New Innovations.

#### Resident Contract

All Residents enrolled in residency training programs at the USF MCOM are employed as Temporary employees with the University of South Florida. To further define the benefits, rights, and policies and procedures that apply to all residents, the USF MCOM GME creates a separate House Officer contract.

It is the policy of the USF MCOM that there be an annual House Officer contract in place for each Resident. House Officer contracts are issued for a maximum of one (1) year in duration. Residents appointed to a training program will receive a contract specific to that Resident in accordance with ACGME requirements. All

contracts must be signed by the Resident, Program Director and DIO.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	07/2021	06/2005; 08/2008; 10/2011; 02/2021; 12/2021	200, 201, 202, 203, 225

## ATTACHMENT 3: Sample House Officer Contract 2022-23

### UNIVERSITY OF SOUTH FLORIDA MORSANI COLLEGE OF MEDICINE

#### HOUSE OFFICER CONTRACT

2022-2023

This House Officer Contract (hereinafter “Contract”) is made and entered into by and between the University of South Florida Board of Trustees, a public body corporate of the State of Florida for and on behalf of the University of South Florida Morsani College of Medicine, (hereinafter “University”), and «First\_Name» «Last\_Name» (hereinafter “House Officer” or “Resident”). In consideration of the mutual promises and conditions set forth in this Contract, University and House Officer agree as follows:

**House Officer accepts appointment to the University’s House Officer Training Program (hereinafter “Program”) as a <<Status>> with a compensation status of <<CS>> in the Specialty, «Specialty», from «Start\_Date» through «End\_Date» (hereinafter “Contract Year”).**

University strives to maintain a high-quality Graduate Medical Education (“GME”) Program that provides fair and equitable access to individuals who meet the specified qualifications. **House Officer understands that any failure to meet and maintain initial and continued appointment requirements as more fully set forth in this Contract, the GME Resident/Fellow Handbook (hereinafter “Housestaff Handbook”), University Policies and Regulations, GME policies, or requirements of USF, an affiliate site, the Florida Board of Medicine may result in a revocation, termination, or non-renewal of this Contract.**

The current Housestaff Handbook can be found here:

<https://health.usf.edu/-/media/Files/Medicine/GME/current/GME-Resident-Handbook.ashx>

GME Policies can be found here:

<https://health.usf.edu/medicine/gme/policies>

University Policies and Regulations can be found here:

<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

- A. **Residents' Responsibilities:** Residents are expected to conduct themselves as professionals in all situations. As such, Residents are expected to dress appropriately, use appropriate language, refrain from actual or perceived harassment, and interact with patients, families, students, and co-workers in a congenial and constructive manner. As mature adults with professional responsibility and standing, Residents must be committed to safety, quality and excellence in all aspects of their activities and are expected to positively represent the University and its affiliates in all activities, both within and outside of the workplace.

Among a Resident’s responsibilities in the Program are the following:

1. Complete all on-boarding, credentialing, and privileging processes and maintain credentialing and privileges for the University and all Program affiliate sites for the duration of the Program. Failure to meet these requirements of the University or an affiliate site may lead to termination of this Contract.
2. As part of the Program, a Resident may be required to rotate through a VA hospital for additional learning opportunities. As a federal requirement of working at a federal agency, males must have registered with the Selective Service System when they were between the ages of 18 to 26 years. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. Male for this purpose is defined as those individuals born male on their birth certificate regardless of current gender. Only male, non-US citizens on a student or visitor visa are exempt from registration. Though exempt from registration, these males

are required to request a Status Information Letter issued from the Selective Service office.

3. Developing a personal program of self-study and professional growth with guidance from the teaching staff.
4. Participating in safe, compassionate, and cost-efficient patient care under supervision commensurate with level of advancement and responsibility and advising all patients at an appropriate time of their status as a trainee.
5. Participating in all the educational activities of the Program and, as required, assuming responsibility for teaching and supervising other students and Residents.
6. Nurturing and maintaining a positive learning environment for all learners, including being familiar with student mistreatment and professionalism policies (<https://usf.app.box.com/s/p3h59twhexw2xfk9g4zpsluws1jl7ue6>) and reporting ([https://usf.az1.qualtrics.com/jfe/form/SV\\_b335ltulGplIH9A](https://usf.az1.qualtrics.com/jfe/form/SV_b335ltulGplIH9A)) procedures.
7. Participating in all required orientations, continuing education, educational modules, and safety seminars at USF and affiliated institutions. Maintaining current BLS/ACLS/PALS/NRP/ATLS certification, as applicable. **Resident is solely responsible for ensuring certifications are current and not expired.**
8. Participating in institutional programs and activities involving the medical staff and adhering to established practices, procedures, policies, and medical staff by-laws of the University and its affiliates.
9. Participating in institutional committees and councils, especially those that relate to patient care review activities and residency oversight activities.
10. Maintaining an active and verifiable State license or registration as a physician in training (training license) as required by the State of Florida as described in the Housestaff Handbook. Active and verifiable State license or registration as a physician in training must be obtained on or before the start date of this contract year and renewed at regular intervals. Submission of an application to the State licensing board is not considered an active and verifiable State license or registration as a physician in training until such license or registration has been granted by the State licensing board and can be verified with the State licensing board on the website or through written documentation from the State licensing board. **Resident is solely responsible for ensuring the State license or registration as a physician in training is current and not expired.**
11. Complying with the scope of practice documents pertinent to the Program and obtaining an appropriate level of supervision for all patient care activities.
12. Timely paying all financial obligations to the University and returning any University or affiliate property at the end of training (e.g. pagers, keys, etc.). Residents agree that, in the event they have any unpaid financial obligation(s) to the University, the University is authorized to withhold issuance of the certificate of Program completion until all such financial obligations are paid in full.
13. Complying with the applicable requirements of this Contract, all GME policies including but not limited to the Housestaff Handbook and all requirements, policies, and procedures of the University and its affiliates.
14. Residents may be subject to foreign influence screening under Section 1010.35, Florida Statutes. Additional information regarding applicability of these screening requirements is available at: <https://www.usf.edu/hr/employment-resources/hiring/foreign-influence-screening.aspx>.
15. Providing the GME Office with written notification of any change in status that may affect Resident's status or ability to perform in accordance with the terms of this Contract, including but not limited to authorization to work in the United States, education, license, visa, and fitness for duty.
16. Report any convictions that occur during the Resident's employment in accordance with [USF Policy 0-615](#).
17. Demonstrate and maintain authorization to work in the United States without interruption and notify the program and GME office in writing with any changes to status to include expiring work authorization documents.
18. Demonstrate fitness for duty including a health assessment, background check, and drug screen and periodically undergo re-testing/screening and other testing and screenings as may be deemed appropriate by University and its affiliates.
19. Failure to pass USMLE Step III prior to April 1 of the PGY-2 year will result in non-renewal of the Resident's appointment for the PGY-3 year.
20. Notify the Program Director of a consensual relationship in which there is an actual or perceived power difference according to [USF Policy 1-022](#).

- B. Duration of Appointment: While it is generally anticipated that Residents who have met all requirements of their Program and conducted themselves appropriately will be allowed to complete the Program to which they were accepted, this Contract is for a maximum of one (1) year. Appointments may be renewed annually and continued retention in the Program depends on satisfactory performance/training progress, including adherence to acceptable professional behavior, as well as the continuation of requisite funding for the Program and the best interests of the Program. A Resident's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the Resident's educational and professional achievement, competence and progress as determined by the Program Director and teaching faculty. However, no appointment shall create any rights, interests, or expectancies of continuation beyond the term of the appointment itself. At the completion of each academic year, performance will be reviewed and the recommendations for continuation communicated by the Program Director or designee. Unsatisfactory progress or performance may result in academic probation, non-promotion, suspension, dismissal or nonrenewal ([GME Policy 218](#)). In addition, acceptance into an initial residency at the University does not ensure acceptance into subsequent advanced training programs, nor does it ensure transfer into another training program at the University.
- C. Compensation: The University agrees to compensate the House Officer during the above appointment period under this Contract at the rate of «**Comp Amt**» per annum. All Residents will receive financial support from the University as stipulated in this Contract. All Residents at comparable levels will be compensated according to the same schedule. Any exception to this policy must be approved in writing by the University's Morsani College of Medicine Dean or his designee ([GME Policy 200](#)). All Residents are offered the same benefits package (see I.2.).
- D. Conditions for Re-appointment: Each Resident shall be evaluated according to the requirements set forth in the ACGME Common Program Requirements (Section V) in addition to the USF GME Evaluation Policy ([GME Policy 206](#)). Promotion to the next level of training is determined by the training program criteria for promotion and renewal ([GME Policy 207](#)). In order to be re-appointed for the next year of residency training, a Resident must be in good standing with the University. Re-appointment requires satisfactory progress in the Program, Program-specific continuing education as required, State license or registration as a physician in training, BLS/ACLS/PALS/NRP/ATLS certification, and passage of USMLE Step 3 prior to the PGY-3 year. Re-appointment is subject to approval by the Program Director and Designated Institutional Official (hereinafter "DIO").
- E. Continuation: House Officer agrees and understands that continuation in the Program is dependent upon satisfactory performance in accordance with professional and patient care standards, Program criteria, the criteria and requirements of the Accreditation Council for Graduate Medical Education ("ACGME"), and compliance with the conditions and requirements of this Contract.
- F. Grievance and Due Process Procedures: Residents are provided full protection against unfair treatment through a formal grievance procedure. Specific directions for filing a grievance are found in the Housestaff Handbook and GME Policies. Residents are advised that defined time intervals apply to most grievances and delay beyond these prescribed times may exclude the possibility of filing a grievance ([GME Policy 228](#)). Due Process procedures and the right of the Resident to initiate the appeal procedures are contained in the Corrective Action, Discipline, and Due Process Policy ([GME Policy 218](#)).
- G. Physician Impairment and Substance Abuse: The University and its affiliates are Drug Free Workplaces. No Resident may report to work while under the influence of illegal drugs and/or alcohol. Physician impairment and substance abuse will be handled in accordance with the Housestaff Handbook and the GME Physician Impairment and Substance Abuse policy ([GME Policy 304](#)).
- H. Policies on Gender or Other Forms of Harassment: The University publishes specific guidelines and policies regarding all forms of harassment ([USF Policy 0-007](#)). These guidelines and policies are consistent with state and federal laws and rules. Sexual harassment, in particular, as well as all other forms of harassment, is inconsistent with the role of a professional and is not tolerated by the University. Residents with knowledge of harassment are encouraged to promptly report such activity to the Office of the Dean of the University's College of Medicine, the Office of GME, their Program Director or the USF Ethics Point Hotline at:  
<https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html?locationid=-1>
- I. Insurance:

1. Liability coverage: Pursuant to § 768.28, Fla. Stat., state employees (such as USF College of Medicine faculty and residents) may not be held personally liable or named as a party defendant in professional malpractice suits for damage suffered as a result of any negligent act in the scope of their employment or their educational program, except in a few limited circumstances (e.g. intentional harm or reckless disregard of patient safety). In light of the benefits of immunity provided by law, Residents, while performing their duties must identify themselves at all times as University Residents. Accordingly, Residents must wear their University-issued ID badge at all times while participating in the Program. [The USF Health Self Insurance Program](#) does not provide professional liability protection for moonlighting or any activities outside of the University Resident trainee appointment. Professional liability protection for incidents occurring outside the scope of a Resident's University function is not provided. Please refer to the [Housestaff Handbook](#) for additional information or [GME Policy 211](#).
  2. Health, Disability, and Life Insurance. Benefits eligibility begins on the first date of the Program. As a component of their benefits, all Residents are offered the disability, life and comprehensive health insurance plan obtained for the University's College of Medicine GME program. Residents should refer to the [Housestaff Handbook](#) to familiarize themselves with the conditions of these plans, including but not limited to: deductibles; co-payments for non-participating physicians/institutions; and benefits for dependents.
  3. Other Benefits: Other benefits such as retirement, vision, and dental are detailed in the [Housestaff Handbook](#).
- J. Leave Policies: A comprehensive leave policy is outlined in the [Housestaff Handbook](#) and [GME Policy 215](#).
1. Effect of Leave on Program Completion: Residents anticipating the need to request leave beyond board limits, compensated or uncompensated, should discuss the impact on their Program completion prior to commencing the leave. Repeat of training and/or make up time required to fulfill criteria for completion of residency is determined by the Program Director consistent with the standards of the American Board of Medical Specialties (ABMS), <http://www.abms.org>. Residents are not automatically entitled to additional training beyond the prescribed amount in order to meet board requirements.
- K. Requirements for Board Certification: Each Board of the ABMS has individual requirements that Residents should become familiar with. A summary of each set of Board requirements is available in the AMA publication "Graduate Medical Education Directory," which is published each year and which is available in your Program Director or coordinator's office. In addition, important information regarding requirements and applications is available on the <http://www.abms.org/> website, with links to the individual websites for each Board. Listed on the website is a brief summary of the current requirements. Please note that many Boards have a requirement for a minimum number of weeks worked for a year of training to qualify for Board Certification. A Resident who is concerned about his or her eligibility should meet with the Program Director and/or contact the appropriate Board for information.
- L. Clinical Work and Education Hours (Duty Hours): Residents will not work more than (80) hours per week (averaged over a four (4)-week period, depending on specialty), inclusive of all in-house call activities and all approved moonlighting. Residents must be scheduled for a mandatory 24 hours off per 7-day period free of duty every week (when averaged over a four (4)-week period, depending on specialty). At home call cannot be assigned on these free days. Residents/fellows are required to log their work hours online at least monthly, no later than the 5<sup>th</sup> day of the following month. For complete Duty Hour rules refer to the USF GME Policy on Clinical Experience and Education Work Hours of Residents: [GME Policy 208](#).
- M. Moonlighting and Outside Activities: House Officers are not required to engage in Moonlighting. House Officers may not accept employment or engage in moonlighting or outside activity, compensated or uncompensated, which may interfere with the full performance of clinical responsibilities, interfere with house officer achievement of the educational goals or objectives, or adversely affect patient safety. Moonlighting or outside activity must be within the limits of the ACGME-mandated workweek. Any proposed moonlighting or outside professional activities must be reported in writing to and approved in advance by the Program Director and the DIO using the approved Moonlighting/Outside Activity Request Form and reported in the USF e-Disclose system, ([GME Policy 209](#)). The USF Health Self Insurance Program does NOT provide professional liability protection for Residents participating in

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

- N. Counseling and Psychological Support Services: A Resident Assistance Program (RAP) is provided to all Residents as a benefit of their participation in the Program. Services include rehabilitation, alcohol and drug abuse, grief and loss, financial, and other counseling. Residents are advised to consult the Housestaff Handbook for a full description of this benefit. Currently, eight (8) visits per year are prepaid. More information is available in the [Housestaff Handbook](#) , [GME Policy 227](#), or the [RAP website](#).
- O. Residency Closure/Reduction: Changes in public policy as well as changes in federal funding may, in the future, require adjustments in the number of Residents in existing programs or could even result in the closure of a program. In the event the University intends to reduce the size of or close a residency program, the University will inform affected Residents as soon as possible and make every effort to allow Residents already in the program to complete their education. If any Residents are displaced by the closure of a program or a reduction in the number of Residents, the University will assist the Residents in identifying a program in which they can continue their education ([GME Policy 217](#)).
- P. Complete Contract: This Contract is contingent upon the completeness and accuracy of the appointment documents prepared and submitted by you. Falsification of any of the appointment documents, or failure to meet eligibility requirements constitutes cause for non-appointment or termination. This contract constitutes the entire agreement between the parties and supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties. Incorporated herein are policies that govern University Residents. In signing this Contract, you agree to fully comply with all such policies and provisions and indicate your acceptance of this position. The University may unilaterally modify its policies and procedures, or the [Housestaff Handbook](#) at any time. This Contract may be unilaterally amended to comply with ACGME Standards, Medicare/Medicaid billing or eligibility requirements or any applicable state or federal law or regulation.

By signing below, I agree to the terms of this contract. In addition, I attest that I have reviewed the [Housestaff Handbook](#) and [GME Policies and Procedures](#) as published on the [GME website](#).

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House Officer

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Program Director

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Cuc Mai, M.D.  
Sr. Associate Dean, Graduate Medical Education  
Designated Institutional Official (DIO)

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**USF – College of Medicine**  
**GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Leave of Absence Policy</b>	GME-215
Page: 1 of 5	

**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** The purpose of this policy is to establish guidelines for leaves of absence (“LOA”) in accordance with the federal law, state law, and institutional policies. This policy is also consistent with ACGME Institutional Requirements IV.H.1. Each USF MCOM GME program may supplement this policy with written procedures regarding application and use of LOA.

**Policy:** LOA generally and broadly refers to Residents requests to take leave from work to manage any of a variety of personal and family needs: personal or family illness, pregnancy, military service, etc.

Residents MUST follow the procedure/guidelines of their training program in requesting and scheduling LOA. Failure to follow departmental and program policies may result in the request being rejected. Each Resident must submit a leave request in writing to their Program Director. Program Directors, or their designees, have the final authority to approve LOA requests. The total time allowed away from a GME program in any given year or for the duration of the GME program will be determined by the requirements of the applicable specialty board and will be tracked by each program. **Board requirements override USF MCOM GME permitted LOA with the exception of federally protected time.**

LOA in excess of board allowance will cause training period to be extended. Extension of training is at the discretion of the Program Director and subject to availability of funding and space in the program. Residents are encouraged to refer to the specialty board for specific details. Programs should refer to GME policy 218 for extension due to remediation.

All leave is to be used during the year it is accrued and may not be carried over from one appointment year to the next. No payment for unused leave days will be made upon a Resident voluntarily or involuntarily leaving the program during the contract period.

Leave Categories and Allocations:

Annual Leave: All Residents will receive up to twenty (20) weekdays of annual leave. Annual leave is pro-rated for Residents beginning or ending off-cycle.

Annual leave must be used for any time away from the program not covered by other leave benefits below, including board exams, Step 3, interviews, etc.

Conference Leave: A Program Director may authorize paid leave for a Resident in good standing to present at local, regional, or national educational meetings. Such paid leave is limited up to five (5) days each year, is not considered part of the Resident's annual leave, and may not be carried forward to subsequent years. Conference leave must be preapproved at least eight (8) weeks in advance with additional approval from the VA DEO if the absence involves a VA rotation.

Sick Leave: Residents will each be allocated up to ten (10) days of sick leave at the beginning of each appointment year. Sick leave is to be used in increments of no less than a full day for any health impairment that disables an employee from full and proper performance of duties when the Resident is scheduled to work (including illness caused or contributed by pregnancy when certified by a licensed physician). Residents may be required after three (3) full or partial days of absence for medical reasons (consecutive or non-consecutive days) in any 30-calendar day period, to provide a medical certification from the Resident's physician before any additional absence for medical reasons will be approved. A Resident who is discovered to have obtained sick leave pay under false pretenses is subject to disciplinary action, up to and including termination per GME Policy 218.

A Resident suffering from a medical situation necessitating use of sick leave without prior approval must notify the Program Director as soon as possible.

Health related appointments may be used in half-day increments as needed.

Sick Leave Pool: Sick Leave pool is available for extended illness of the Resident and may be used by Residents who are required to discontinue work because of medical needs. Such use may be allowed only after exhaustion of sick leave and annual leave, up to a maximum of forty-five (45) days per individual over the course of the program. Pre-approval must be obtained by the Program Director and the DIO. The use of the Sick Leave Pool is not available for maternity leave. Residents sent for mandated fitness for duty assessment are only required to exhaust their sick leave balance and 10 days of medical leave prior to utilizing Sick Leave Pool.

Continuation of salary is at the discretion of the Chair of the Department for Residents on extended LOA (exceeding the total of leave available). Benefits, however, will not continue for more than six (6) months.

Medical/Parental/Caregiver: All Residents will receive medical/parental/caregiver leave per qualifying event up to max of ten (10) days per year, with the exception of first-time leave. For **first time** medical/parental/caregiver leave, Residents will be given at minimum six (6) weeks of cumulative leave with one (1) week of Annual leave reserved for use

outside of the six weeks (utilizing available annual, sick, and medical/parental/caregiver leave balances). The Leave of Absence form must be completed and submitted for approval to both the Program Director and DIO for Medical/Parental/Caregiver leave requests.

Residents can use medical/parental/caregiver leave to cover absences related to parental leave (birth, adoption, placement for adoption, or fostering), a personal illness/injury, or immediate family member's illness/injury. For purposes of this policy, immediate family includes spouse, domestic partner, grandparents, parents, stepparents, brothers, sisters, children, and grandchildren of both the Resident and the spouse.

Eligibility for medical leave will require a medical certification from the Resident's physician and will be approved under the same conditions provided under the Family Medical Leave Act (FMLA). Prolonged leave due to serious illness, injury, or pregnancy is to be used in conjunction with FMLA. Parental leave can be taken after delivery or adoption of a child and within 90 days of the event. Eligibility for caregiver leave will require a medical certification from the Resident's family member's physician and will be approved under the same conditions provided under the Family Medical Leave Act (FMLA).

When possible, Residents should seek advanced approval from the Program Director to ensure optimal planning time for schedules and discuss impact on board edibility. Residents can elect to take annual leave and sick leave collectively with medical/parental/caregiver leave.

Military: USF GME follows The USF Systems leave policies/procedures tied to military leave qualification and procedures. Reference USF Attendance and Leave Guide for more information.

Bereavement Leave: In the event of death in the immediate family, the Resident may be granted up to three (3) days of Bereavement Leave to attend the funeral and assist in estate settlement. A miscarriage is included in this definition of death in the immediate family. The Leave of Absence form must be completed and submitted for approval to both the Program Director and DIO for Bereavement leave requests.

Domestic Violence Leave: Residents may be provided one (1) day per contract year if the Resident or a family or household member is a victim of domestic violence. Except in cases of imminent danger to the health or safety of the Resident or to the health or safety of a family or household member, Residents seeking Domestic Violence leave must provide the program advanced notice of the leave. Domestic Violence leave does not require written approval or documentation.

Unexcused Absence: If a Resident does not show up for assigned hours, including night call, without notifying the chief resident or Program Director,

the absence will be considered unexcused and subject to progressive discipline up to and including dismissal. Unexcused time will be taken as leave from the Resident's leave entitlement. Per the USF Attendance and Leave Guide, a Resident who fails to report to work for three (3) consecutive days without notification is considered to have abandoned their position.

Holiday Policy: GME Residents follow the holiday schedule of the program and training site where the Resident rotates at the time.

### **Procedure**

#### Responsible Party

#### Action

Resident

Agrees to abide by the LOA procedures set forth in this policy, in the Housestaff Handbook, in the House Officer Contract, and by the programs as applicable.

Know and follows program's approval and notification procedures and board eligibility requirements.

Submits the appropriate LOA Form requesting leave to the Program Director. A LOA for medical reasons may require documentation from a physician stating that the resident has a serious medical condition that will impact training and the estimated amount of time away from the training program.

Program Director

Develops procedures for LOA approval and documents when and how annual leave can be taken in ACGME block schedule, as applicable.

Advises Resident and GME Office of approval or disapproval.

Maintains accurate records of the amount of all LOA Residents have used and reports use of leave accurately in New Innovation.

Knows and ensures Residents are meeting board eligibility requirements

Follows disciplinary process for Residents who have unexcused leaves or misuse of sick leave.

Office of GME

Obtains DIO signature and returns completed LOA form to Resident and Program Administrator if the request is not for annual or sick leave.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	07/2022	07/2003; 06/2005; 08/2008; 01/2011; 05/2011; 07/2013; 3/2014; 02/2022	N/A

# GME REQUEST FOR LEAVE OF ABSENCE



[Wellness Guide](#)

[Benefits Summary](#)

All interns, residents, and fellows requesting a leave of absence, including parental/medical/caregiver, FMLA, bereavement, military, or sick leave pool, must complete this form. This form is not required for annual leave, regular sick leave, or conference leave.

Employee Name: \_\_\_\_\_ Phone#/Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Program: \_\_\_\_\_

On Visa?  Yes  No

I UNDERSTAND THAT MOONLIGHTING OR LOCUM TENENS ACTIVITY WHILE ON A LEAVE OF ABSENCE IS NOT ALLOWED.

**Action Requested:**

New Leave of Absence  Extension of Previous Leave Request  Revision **Today's Date:** \_\_\_\_\_

**Reason for Leave Request:**

Parental/Medical/Caregiver  Bereavement  Military  Sick Leave Pool (Must attach Sick Leave Pool Form)

Other (Must identify) \_\_\_\_\_

NOTE: FMLA does not entitle an employee to leave with pay. However, accrued and unused leave (such as annual or sick) may be used to provide continuation of pay and benefits during an FMLA designated leave. If no paid leave is available, employees on FMLA designated leave will be unpaid. Employees must request FMLA through the USF Division of Human Resources (<http://www.usf.edu/hr/benefits/attendanceleave/fmla.aspx>) and attach HR approval to this Request for Leave of Absence form.

Applied for FMLA?  Yes  No

**Expected Leave Dates:** Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**I REQUEST LEAVE TO BE:**

With pay (must identify leave type, start date and end date), using accrued leave time

Parental/Medical/Caregiver Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of days \_\_\_\_\_

Annual Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of days \_\_\_\_\_

Sick Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of days \_\_\_\_\_

Bereavement Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of days \_\_\_\_\_

Without pay Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Employee Acknowledgement**

I understand and accept a leave of absence as stated above. I also understand that additional leave time could result in my training being extended, and have discussed this with my Program Director.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

**Required Signatures (listed in order in which the signatures must be obtained)**

### Program Administrator (PA) Verification and Leave Details

# of days already used this academic year: \_\_\_\_\_ Annual \_\_\_\_\_ Sick \_\_\_\_\_ Parental/Medical/Caregiver

All previous leave time has been accurately entered in the New Innovations Assignment Scheduler  Yes  No

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: PA is responsible for accurately entering the leave documented on the form in New Innovations.**

### Program Director Approval

By signing below, I attest that I have reviewed the days above being requested and approve the leave of absence. I further attest that I have reviewed ACGME and Board policies related to the leave and considered if an extension of training will/may be necessary in order to meet board eligibility requirements and have discussed it with the trainee.

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Will this leave extend training?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

Email completed form to [ptaylor@usf.edu](mailto:ptaylor@usf.edu)

**Please note that this leave is not approved until the document has been fully executed by GME**

### GME Approval

\_\_\_\_\_  
**DIO, Graduate Medical Education**

\_\_\_\_\_  
**Date Signed**

It is the responsibility of the Program Director/Program Administrator to notify and/or provide a copy of the approval form to the Departmental Payroll Certifier.

Attachment 5: GME 204 Supervision and Accountability of Post-Graduate Residents

**USF - College of Medicine**  
**GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Supervision and Accountability of Post-Graduate Residents</b>	No.: GME-204
Effective Date: 1/1/99	Approved: 4/10/2019

**Scope:** Applies to all USF Health Morsani College of Medicine (MCOM) residency and fellowship programs in all clinical disciplines.

**Background:** Supervision in the setting of graduate medical education provides safe and effective care to patients; ensures each resident and fellow (herein after resident) development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine; and establishes a foundation for continued professional growth. [CPR VI.A.2.a)]. Although the attending physician is ultimately responsible for the care of the patient, every physician shares in the responsibility and accountability for their efforts in the provision of care [CPR VI.A.2.a)].

**Policy:** As required by section II.B.4 of the ACGME Institutional Requirements, the sponsoring institution must oversee and ensure that supervision of residents and fellows are consistent with the institutional and program specific policies.

In accordance with the requirements set forth by the ACGME, it is the policy of the MCOM office of Graduate Medical Education that programs, in partnership with their Sponsoring Institutions, must define, widely communicate, and monitor a structured chain of responsibility and accountability as it relates to the supervision of all patient care [CPR VI.A.2.a)]. Programs must meet the following requirements:

Each patient must have an identifiable and appropriately credentialed and privileged attending physician (or licensed independent practitioner as specified by the applicable Review Committee) who is responsible and accountable for the patient's care. [CPR VI.A.2.a).(1)].

Residents and faculty members must inform each patient of their respective roles in that patient's care when providing direct patient care [CPR VI.A.2.a).(1).(b)]. This information must also be available to residents, faculty members and other members of the health care team [CPR VI.A.2.a).(1).(a)].

Residency Programs must establish schedules which assign qualified faculty physicians, residents, or fellows to supervise at all times and in all settings residents of the Residency Program who provide any type of patient care. The type of supervision to be provided is delineated in the curriculum's rotation description.

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. [CPR VI.A.2.d).(3)]

USF MCOM requires all residency and fellowship training programs to develop and maintain a policy on resident supervision. Program policies must meet the educational objectives and patient care responsibilities of the training program, and must comply with the requirements regarding supervision of residents according to specialty-specific Program Requirements, the Common Program Requirements, and the Institutional Supervision and Accountability Policy. Program must also consider hospital medical staff and regulatory requirements. In addition, the policy must also address:

- Any Review Committee specific conditions and the achieved competencies under which PGY-1 residents' progress to be supervised indirectly with direct supervision available.
- A comprehensive list of all specific circumstances and events in which residents must communicate with appropriate supervising faculty members.
- Address faculty members' responsibilities for supervision

#### Levels of Supervision:

The program must demonstrate that the appropriate level of supervision in place for all residents is 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. [CPR VI.A.2.b). (1)].

To promote oversight of resident supervision while providing for graded authority and responsibility, the program must use the following classification of supervision [CPR VI.A.2.c)]:

- Direct: The supervising physician is physically present with the resident and the patient.
- Indirect Supervision with Direct Supervision Immediately Available: The supervising physician is physically present in the hospital or other site of patient care, and is immediately available to provide Direct Supervision.
- Indirect Supervision with Direct Supervision Available: the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by means of telephonic and/or electronic modalities, and is available to provide Direct Supervision.
- Oversight: The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.

Initially, PGY-1 residents must be supervised either directly, or indirectly with direct supervision immediately available. Each Review Committee may describe the conditions and the achieved competencies under which the PGY-1 resident progresses from having direct supervision to indirect supervision with direct supervision available [CPR VI.A.2.e). (1)].

### **Procedure**

#### Responsible Party

#### Action

Program Director

Develop and maintain a program specific supervision policy that includes; any review Committee specific conditions and the achieved competencies under which PGY-1 residents' progress to be supervised indirectly with direct supervision available, a comprehensive list of all specific circumstances and events in which residents must communicate with appropriate supervising faculty members, and addresses faculty members' responsibilities for supervision. The program policy should be reviewed regularly by the Program Evaluation Committee (PEC). The policy must be shared with faculty and residents.

Ensures direct supervision is provided to the resident when appropriate by a senior provider who is physically present and competent for the applicable procedure or activity.

Evaluates each resident's abilities based on specific criteria guided by the milestones [CPR VI.A.2.d).(1)].

Sets guidelines for circumstances and events in which residents must communicate with appropriate supervising physicians [CPR VI.A.2.e)].

Faculty

Faculty members must understand and comply with program specific supervision policy in addition to hospitals medical staff regulatory guidelines

Faculty, in conjunction with the program director, will assure that residents are provided an appropriate level of supervision at all times and at all clinical sites. Faculty supervision assignments should be of sufficient duration to assess the knowledge and skill of each resident.

In every level of supervision, the supervising faculty member must review and sign progress notes, procedural and operative notes, discharge summaries and documentation on patient care documentation which include history and physicals as per the medical staff rules and regulatory guidelines.

Faculty must delegate portions of care to residents based on the needs of the patient and the skills of each resident [CPR VI.A.2.d).(2)] and in accordance with hospital and/or departmental policies.

Resident

Understands the limits of his/her scope of authority, the circumstances under which he/she is permitted to act with conditional independence [CPR VI.A.2.e).(1)].

Follows the guidelines for circumstances and events in which residents must communicate with appropriate supervising faculty members.

Document in the medical record the name of supervising physician.



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Senior Associate Dean, Graduate Medical Education/DIO

c:p&p\supervision.resident

Effective: 1/1 /1999

Revised: 8/2008; 10/2011; 12/2018; 4/10/2019

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**USF Health – Morsani College of Medicine  
GME POLICY & PROCEDURE**

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 1 of 7	

**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** In accordance with ACGME Institutional Requirements, the Sponsoring Institution must have a policy that provides Residents with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion, or dismissal [IV.C.1.b)].

**Policy:** This policy establishes procedures leading up to and including corrective and disciplinary action and the subsequent right of the Resident to initiate the appeal procedures outlined below. This policy and the procedures provided herein comprise the exclusive remedies available to Residents appealing academic probation, suspension, non-renewal, non-promotion, or dismissal.

This policy does not and is not intended to constitute an employment contract or alter any House Officer Contract, nor is it intended to create for Residents any legally enforceable contractual right.

**Procedure**

Following the receipt of information that the Resident is deficient in any of the six ACGME core competencies (patient care, medical knowledge, practice based learning and improvement, systems based practice, professionalism, and interpersonal and communication skills) or in the case of misconduct, policy violation, neglect of duty, violation of the House Officer Contract, failure to comply with House Staff Handbook, failure to maintain a valid license to practice medicine, threat to patient safety, or any other malfeasance, misfeasance, or misconduct the following procedures shall be implemented until the deficiency is corrected or the Resident is terminated from the program.

If a department chair, program director, the Graduate Medical Education Committee (“GMEC”) chair, the Clinical Competency Committee (“CCC”) or the Senior Associate Dean of GME/DIO (“DIO”) deems a Resident’s performance or conduct to be deficient, the Program Director should implement an Educational Improvement Plan (“EIP”) or administer a written warning. An EIP or a written warning may be given in the following circumstances:

**EDUCATIONAL  
IMPROVEMENT PLAN**

Action

An EIP is designed to give the Resident notice of need for improvement and to develop a plan towards improved performance. The EIP is imbedded in the evaluation framework of each program through evaluations and semiannual assessments.

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 2 of 7	

A written record of the date and content of the EIP, as well as any underlying situation precipitating specific improvement shall be maintained in the Resident's file. This process is not considered discipline and is part of the ordinary educational process for all Residents. An EIP is not subject to appeal or grievance.

**WRITTEN WARNING**

A written warning is appropriate when a prior EIP has not resulted in satisfactory performance or the needed improvement or when the initial misconduct or performance inadequacy indicates the need for action stronger than an EIP. The Program Director shall notify the GME Office of an intent to issue a written warning to the Resident. The written warning should note the unacceptable conduct or action that caused the warning, as well as the program's improvement expectations and corrective action to resolve the deficiency. The Office of the General Counsel will review the document(s) prior to distribution to the Resident. The Resident shall sign a copy of the written warning to acknowledge receipt. The Resident will receive a copy of the written warning. A copy of the written warning will be placed in the Resident's file and a second copy will be sent to the DIO. A written warning is not considered discipline and is part of the ordinary educational process for all Residents. A written warning is not subject to appeal or grievance.

If the EIP and/or written warning corrective actions fail to resolve an issue, or in cases of serious or repeated misconduct or policy violations, a program director may administer discipline as set forth below. In certain cases, and at the discretion of the Program Director, academic probation, suspension, non-promotion, non-renewal or dismissal may be appropriate without an EIP or written warning. A Resident's appointment in the residency program may be conditioned, suspended or terminated in the following circumstances:

**ACADEMIC PROBATION**

Academic Probation is appropriate in circumstances that include, but are not limited to: Failure to meet the academic expectations of the training program; a lapse in complying with the responsibilities of the program, the House Staff Contract, GME policies and procedures, USF policies, policies of Affiliated Institutions, or other serious misconduct and/or performance problems.

The Program Director shall notify the GME Office of intent to place the Resident on Academic Probation. The Program Director meets with GME Office to:

1. Ascertain the validity of the action with regard to the issues.
2. Construct a statement that outlines the conditions of Academic Probation, due process and right to appeal within fourteen calendar days of receipt of the Notice of Academic Probation.

The statement shall identify: (1) the areas of deficiency and the reason(s) for the decision to place the Resident on

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 3 of 7	

Academic Probation; (2) the improvements that must be achieved by the Resident during the Academic Probation period (remediation plan or remediation steps); and (3) the length of the Academic Probation period, including (i) the date the Academic Probation began and will end; or (ii) the date by which the Resident will be re-evaluated or his/her status reconsidered. The Office of the General Counsel will review the draft document(s) prior to distribution to the Resident.

The Academic Probation notification shall be in writing and signed by the Resident. Copies of the Academic Probation notification shall be placed in the Resident's file and in his/her administrative file located in the GME Office. The Resident may appeal the decision through the procedures set forth below.

Upon successful completion of Academic Probation, the Program Director will notify the Resident and the GME Office and document the completion of Academic Probation in the Resident's file. If the Academic Probation is not completed successfully, a Resident may be continued on Academic Probation, may be suspended, dismissed, non-renewed or non-promoted.

Academic Probation occurring during training will be noted in all letters of reference, training verification, and credentialing requests.

## SUSPENSION

A Program Director may impose immediate suspension with or without pay for some or all of the Resident's duties and training for circumstances including, but not limited to: Violations of policies, rules and laws; misconduct; recurring administrative lapses and/or performance problems, including but not limited to failure to provide patient care consistent with expectations; disregard for patient safety or welfare; failure to work in a collegial manner with others, failure to obtain or renew Resident's license for the practice of medicine, or conduct of a Resident that is reasonably likely to threaten the safety or welfare of patients or others. The time during which a Resident is suspended will not be counted toward completion of the training time required to be eligible for board examination(s).

The Program Director should notify the GME Office of intent to suspend the Resident. The Program Director meets with GME Office to:

1. Ascertain the validity of the action with regard to the issues.

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 4 of 7	

2. Construct a statement that outlines the suspension, due process and right to appeal within fourteen calendar days of receipt of the Notice of Suspension.

The statement shall identify: (1) the reason(s) for the decision to suspend the Resident; (2) the improvements that must be achieved, or issues that must be addressed by the Resident during the suspension; (3) the effective date of the suspension and the end date if the end date is not indefinite due to the need to investigate or for other reasons; (4) any specific duty or requirement the Resident must fulfill in order to return to the program; (5) whether the Resident will be paid while on suspension; and (6) the fact that the suspension will not be counted toward completion of the training time required to be eligible for board examination(s). The Office of the General Counsel will review the draft of the document(s) prior to distribution to the Resident.

The suspension notification shall be in writing and signed by the Resident. Copies of the suspension notification shall be placed in the Resident's file and in his/her administrative file located in the GME Office. The Resident may appeal the decision through the procedures set forth below.

Upon completion of the suspension, the Program Director will notify the Resident and the GME Office and document the completion of suspension in the Resident's file. Following a suspension, a Resident may have the suspension continued, be put on probation, dismissed, non-renewed or non-promoted.

A suspension period occurring during training will be noted in all letters of reference, training verification, and credentialing requests.

**DISMISSAL, NON- RENEWAL OR  
NON- PROMOTION**

A Program Director may initiate a dismissal, non-renewal or non-promotion recommendation for circumstances including, but not limited to: Violations of policies, rules and laws; misconduct; recurring administrative lapses and/or performance problems, including but not limited to failure to provide patient care consistent with expectations; disregard for patient safety or welfare; failure to work in a collegial manner with others, failure to obtain or renew Resident's license for the practice of medicine, or conduct of a Resident that is reasonably likely to threaten the safety or welfare of patients or others.

The Program Director shall consult with the DIO to draft the notice of dismissal, notice of non-renewal or notice of non-

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 5 of 7	

promotion. The Office of the General Counsel will review the draft of the document(s) prior to distribution to the Resident.

The notification of dismissal, non-renewal or non-promotion shall be in writing. Copies of the notification shall be placed in the Resident’s file and in his/her administrative file located in the GME Office. The dismissal, non-renewal or non-promotion will be noted in all letters of reference, training verification and credentialing requests.

If a Resident is dismissed, non-renewed or non-promoted, the Resident may appeal the decision through the procedures set forth below.

Notwithstanding the above, any dismissal for failure to pass Step III may not be appealed.

**APPEAL PROCEDURE**

The Appeal Procedures set forth below apply only to a Resident who has received a written notice of academic probation, suspension, dismissal, non-renewal, or non-promotion.

STEP 1: Resident has fourteen calendar days from the receipt of a notice of academic probation, suspension, dismissal, non-renewal, or non-promotion to file an appeal by filing a written letter of appeal regarding the decision to the DIO, with a copy to the Program Director. The written letter of appeal must include all documentation or objective evidence that the resident wishes to have considered during the appeal process.

STEP 2: An ad hoc appeal committee (“Appeal Committee”), consisting of at least three people who are either core faculty, program directors or chairpersons, will be designated by the DIO. Appeal Committee members cannot be within the same specialty division as the Resident and will meet to review documents and hold an Appeal Meeting with the Resident within fourteen calendar days following the appointment of the Appeal Committee.

**Appeal Meeting Procedure:**

1. The Resident will be given written notice of the time and place of the Appeal Meeting with the Appeal Committee.
2. The GME office will provide all material in the Resident’s file to the Appeal Committee, including the Resident’s letter of appeal.
3. The Appeal Committee will review the documentation or objective evidence that the Resident

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 6 of 7	

- included in the written letter of appeal.
4. The Appeal Committee will permit the Program Director to attend the Appeal Meeting or speak to the committee prior to the appeal meeting.
  5. All Committee members should be present throughout the Appeal Meeting. The Resident must appear at the Appeal Meeting.
  6. The Resident may bring an advisor to the Appeal Meeting, who can assist the Resident, however, the advisor will not be allowed to represent the Resident during the Appeal Meeting, address the Appeal Committee directly or observe the deliberation of the Appeal Committee.
  7. The Resident may examine his/her residency/fellowship file prior to the Appeal Meeting.
  8. The Resident may make an oral presentation to the Appeal Committee at the Appeal meeting.
  9. Although evidence may be presented, this meeting is not a legal proceeding, does not follow the rules of law or of evidence, and is not subject to laws relating to the conduct of legal proceedings.
  10. A member of the GME Office shall be present during the Appeal Meeting
  11. After presentation of evidence, the Appeal Committee will meet in closed session to consider the appeal. The Appeal Committee may recommend upholding or rejecting the discipline, or may recommend alternative actions, which may be more or less severe than the initial action.
  12. The Appeal Committee's recommendation must be submitted to the DIO within fourteen calendar days of the Appeal Meeting and copied to the GME Office.
  13. Because the Appeal Committee is advisory to the DIO and is not serving as the institutional official, the Appeal Committee's written recommendation is not subject to appeal, cross-examination or negotiation.

**STEP 3.** The DIO will review the Appeal Committee's recommendations and make the following determinations:

1. Whether the trainee was provided due process according to this policy,
2. Whether applicable University, Department, and/or Health System policies were fairly and appropriately applied, and
3. Whether there is sufficient evidence to support the discipline or other action recommended by the Appeal Committee.

The DIO may uphold or reject the initial discipline, may uphold or reject other actions recommended by the Appeal

<b>Title: Corrective Action, Discipline and Due Process Policy</b>	GME-218
Page 7 of 7	

Committee, or may recommend alternative actions. The decision of the DIO will be submitted to the Resident and the Program Director within fourteen calendar days of receipt of the Appeal Committee's recommendation. The decision of the DIO is final and not subject to further appeal.

Notwithstanding any other provision in this policy, no Resident shall be entitled to more than one appeal and one Appeal Meeting of the same disciplinary action.

Timeline: Recognizing that it is in everyone's best interest to resolve disputes expeditiously, it is difficult to meet or enforce strict timelines. Every effort will be made to expedite each step in the appeal process, but emphasis will be placed on fairness rather than speed.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO

**EFFECTIVE DATE: 1/01/99**

**REVIEWED, REVISED, APPROVED:** 07/30/2003; 6/05; 2/14/07; 8/2008; 3/2010; 9/2011; 10/2012; 6/13/18, 6/10/20; 2/10/21



**USF Health - Morsani College of Medicine GME POLICY  
& PROCEDURE**

<b>Title: Moonlighting Policy</b>	GME-209
Page 1 of 4	(previously GME-208-B)

**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** This policy is for the review of moonlighting and all outside activities (hereinafter “moonlighting/OA”), which may include Internal and External Moonlighting or additional non-clinical work outside of their training program. The USF MCOM is committed to establishing protocols and standards to ensure the well-being of the resident who train at USF MCOM and its affiliated hospital, by ensuring that these trainees maintain a safe working environment and get adequate rest from their clinical duties. Residency training is a full-time educational experience, and the special nature of residency training requires extensive clinical activity and availability to patients at times other than the regular workday. Extramural paid activities must not interfere with the resident's educational performance, clinical responsibilities and/or rest periods.

**Policy:** The USF MCOM and the University of South Florida are committed to providing the highest quality work environment for physicians in training to master their chosen disciplines. Residents appointed to a program are expected to achieve the goals and objectives of the educational program. Any professional, patient care or medical practice activities performed by residents outside of the educational program (“moonlighting/OA”) must not interfere with the resident's achievement of the goals and objectives of the educational program or adversely affect patient safety. In accordance with the ACGME requirements, residents must not be required to engage in moonlighting/OA and all internal and external moonlighting/OA must be counted towards the 80-hour maximum weekly hour limit [(defined by the ACGME as 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting/OA) CPR VI.F.1.]. Oversight of duty hours and total work hours is the responsibility of the program, the Graduate Medical Education Committee and the Office of Graduate Medical Education. In a limited number of circumstances and consistent with the provisions set forth below, residents may engage in moonlighting/OA during their period of appointment with annual approval from their program, GME Office and the USF eDisclose system.

The eDisclose system enables employees to meet their annual Florida Code of Ethics for Public Officers and Employees (FCOE) disclosure and acknowledgement responsibilities; likewise, eDisclose enables supervisors, managers, and senior managers to meet their review responsibilities for employee disclosures of nepotism and outside activity. As an integral part of the

Moonlighting review/approval process, the resident must log-into my.usf.edu and complete the eDisclose for Outside Activity (“OA”) Process.

#### Provisions for Moonlighting/OA:

1. Residents seeking approval to moonlight and who engage in moonlighting/OA must be individually and fully licensed for the unsupervised medical practice in the state where the moonlighting occurs.
2. PGY-1 residents are not permitted to moonlight or engage in OA.
3. Residents holding a J-1 Visa are expressly prohibited from moonlighting/OA under federal regulations.
4. Residents holding an J-1 Visa may only engage in moonlighting/OA if his/her visa specifically grants permission to the Resident for these purposes.
5. Residents must complete and sign an "Moonlighting Privileges Request Form" each new academic year. The Program Director and Senior Associate Dean of Graduate Medical Education must review, approve and sign the form before the resident begins moonlighting/OA. A copy of the form will be placed in the Resident's program file.
6. Residents must be in good standing as defined by the Program Director and the program's Clinical Competency Committee with regards to performance in all ACGME competencies and compliance with all institution's and program's policies.
7. Residents who have received verbal warning, written warning, probation, suspension, or extension of training are prohibited from engaging in any moonlighting/OA during the period of remediation.
8. A Program Director or Senior Associate Dean of Graduate Medical Education has the discretion to permit, prohibit, limit, or revoke permission for moonlighting/OA as s/he deems appropriate. The Program Director and Senior Associate Dean of Graduate Medical Education's decision concerning this approval/non-approval is not subject to appeal.
9. Any approval by a Program Director and Senior Associate Dean of Graduate Medical Education allowing a resident to moonlight is valid for the academic year in which it is granted, unless limited or revoked sooner. Approval of moonlighting/OA requires that all hours worked in such employment combined with all USF training hours be in compliance with the duty hour limitations set forth by the ACGME, regardless of the accreditation status of the program. The resident is responsible for reporting and logging all hours worked, including all internal and external moonlighting/OA hours, on a bi-weekly basis. Residents who are moonlighting and have been found to be in violation of the ACGME duty hour rules or fail to report any hours worked, whether regular duty hours or internal or external duty hours, will be deemed to have voluntarily relinquished their moonlighting/OA approval and may be subject to other disciplinary action up to and including termination.
10. Regardless of the total number of hours worked, recurring episodes of excessive fatigue, interference with the resident's achievement of the goals and objectives of the educational program, or any adverse effect on patient safety shall trigger reevaluation of the approval to accept supplementary employment and may result in the rescission of approval for moonlighting/OA activities.
11. Residents may not engage in moonlighting/OA during regular duty hours or while on call. Residents may not accept outside employment or engage in other outside activity that may interfere with the full and faithful performance of their clinical duties.
12. Residents are not allowed to moonlight or do locum tenens activity during an approved leave of absence unless pre-approved by the Program Director and the Senior Associate Dean of Graduate Medical Education.
13. USF does not cover the malpractice or professional liability by the USF Health Self Insurance Program of the trainee for any activity related to moonlighting/OA outside of the official training program. Any professional liability (malpractice) insurance for moonlighting/OA, whether such moonlighting/OA is internal or external, is the sole responsibility of the resident. Residents must either purchase sufficient malpractice

insurance to cover his/her moonlighting/OA activities or obtain written assurance from the hiring institution or entity that it will provide malpractice insurance and workers' compensation coverage.

14. Use of an affiliate hospitals DEA number is not valid for activities outside the scope of the residency training program.
15. It is the responsibility of the institution or entity hiring a resident for moonlighting/OA activity to confirm whether the resident is individually and fully licensed for the unsupervised medical practice in the state where the moonlighting/OA occurs and that the resident has obtained adequate liability coverage for professional or medical malpractice.
16. Violation of this moonlighting policy may include disciplinary action up to and including dismissal.
17. Program Directors should review the Resident's moonlighting/OA scope of practice with the Resident. Program Directors should only allow a moonlighting/OA scope of practice that applies to the trainee's past/current level of training not their expected level at the end of training program. In addition, Program Directors should verify any additional limitations set forth by the specialty ACGME RRC and comply with these limitations.

### **Procedure**

#### Responsible Party

Resident

#### Action

Requests written approval (on an annual basis) for any moonlighting/OA via the GME Moonlighting Privileges Request Form. Has a full Florida license and ensures adequate professional (medical) malpractice liability coverage for such activities. Completes the USF eDisclose form through [my.usf.edu](http://my.usf.edu).

Complete the eDisclose for Outside Activity ("OA") Process, which includes:

Step 1: Employee Creates new disclosure and submits

Step 2: Supervisor Reviews and makes a recommendation to the next reviewer

Step 3: Manager Reviews and makes a recommendation to the next reviewer

Step 4: Senior Manager Reviews and makes a determination

Step 5: Employee Acknowledges the review determination

Resident

If moonlighting/OA will occur at an affiliate site, additional documentation of moonlighting hours may be required. If not completed in a timely fashion, moonlighting/OA privileges may be rescinded.

Notifies program, Program Director and Office of Graduate Medical Education when moonlighting activity is terminated.

Program Director

Notifies resident of approval or denial of moonlighting request and documents in writing that decision in the resident file.

Ensure moonlighting will not interfere with residency training and that moonlighting, once approved, is counted in the total weekly duty hour limits for patient care activity as set forth by the ACGME.

Monitors resident for any stress and fatigue or any other interference moonlighting/OA has on training.

GME Office

Permits, prohibits, limits, or revokes permission to moonlight.

Resident

Notifies program, Program Director and Office of Graduate Medical Education when moonlighting activity is terminated. Seeks approval to moonlight on an annual (academic year) basis.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO

Effective: 8/1/2002

Reviewed, Revised, Approved: 6/2005; 8/2008; 2011; 6/2014; 10/2015; 6/2017; 8/2019

Originally policy GME-208-B

**Application Instructions**

1. Complete the entire application to obtain approval for any moonlighting or outside activities (“Moonlighting/OA”)
2. Initial and sign where indicated
3. Obtain signature from your Program Director
4. Submit completed form to the GME Office for processing by
  - a. Email to [ptaylor@usf.edu](mailto:ptaylor@usf.edu)
5. Wait for email from GME to you and your PD indicating approval before agreeing to work moonlighting/OA shifts. **You are not approved to moonlight/OA until you receive approval via a fully executed copy of this form returned from GME.**
6. Log into [my.usf.edu](http://my.usf.edu) to complete [eDisclose](#) for Outside Activity (OA). You will receive a DISC# from the system and must include this number with your signature on page 3 of this application.

**Personal Information**

House Staff Name: \_\_\_\_\_ PGY Level \_\_\_\_\_ Training Program: \_\_\_\_\_

Are you a US citizen?  Yes  No If not, what is your visa status? \_\_\_\_\_

Medical License Number \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Federal DEA Number \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Moonlighting/OA Information**

Separate from my responsibilities as a house officer at USF Health Morsani College of Medicine, I request approval to be employed for the period of: Begin date of Moonlighting/OA: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of Moonlighting/OA: \_\_\_\_/\_\_\_\_/\_\_\_\_ (cannot be past 6/30 for programs that start 7/1; or 7/31 for programs that start 8/1)

*Approval is granted for only 12 months or less during a single academic year (July 1 to June 30; or August 1 to July 31)*

Moonlighting/OA Employer (one employer per form): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number and Email Address: \_\_\_\_\_

Nature/Description of the proposed Moonlighting/OA activity: \_\_\_\_\_

Location/Service of Moonlighting/OA activity (one per form): \_\_\_\_\_

Estimated number of hours per shift: \_\_\_\_\_ Estimated number of shifts per month: \_\_\_\_\_

I am requesting to moonlight/OA as (select one)  Resident  Attending\* (if you select ‘Attending,’ also complete the following):

\*(A) Are you credentialed as an “Attending” at this site?  Yes  No (B) Will you be billing?  Yes  No

Professional Liability Insurance: (NOTE: USF’s malpractice insurance does **not** cover moonlighting/OA activities)

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Limits of Coverage \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Achieving the goals and objectives of the educational program must be the highest professional responsibility of the house officer. Moonlighting/OA is not a right, many programs do not allow moonlighting/OA, and any moonlighting/OA must be voluntary. Trainees requesting permission to moonlight/OA must be a PGY 2 or higher, and must be in good standing.

### Acknowledgement of USF GME Moonlighting/OA Policy

By completing this form, I \_\_\_\_\_ [Print name], a trainee in \_\_\_\_\_ [Program], attest to the following statements. **IMPORTANT!** You must **initial** each statement to indicate that you have read, agree, and understand.

\_\_\_\_ I have read and understand the GME policies and procedures relating to duty hours and moonlighting/OA, including the moonlighting/OA policy, GME-208-A, and the ACGME requirements relating to moonlighting/OA and duty hours, including hours free of duty requirements.

\_\_\_\_ I have received approval by both my Program Director and the Designated Institution Official PRIOR to beginning any moonlighting/OA activity. **\* If moonlighting/OA will occur at an affiliate site, additional documentation of moonlighting/OA hours may be required. If not completed in a timely fashion, moonlighting/OA privileges may be rescinded.**

\_\_\_\_ I will record all moonlighting/OA hours in New Innovations.

\_\_\_\_ I will adhere to ACGME duty hours standards, including hours free of duty requirements, and I understand that both internal and external moonlighting/OA count towards my overall limit of 80 hours per week averaged over a four-week period.

\_\_\_\_ I must request and receive annual approval to moonlight/OA, and I will report all moonlighting/OA sites to both my program and to the Graduate Medical Education office. I understand that despite receiving annual approval, my program director or the GME office may terminate my right to moonlight/OA at any time.

\_\_\_\_ I agree that if I moonlight/OA without express written approval or fail to comply with any GME policies and procedures or any ACGME duty hours standards, I will be subject to disciplinary action up to and including termination from the program.

\_\_\_\_ I agree to eliminate moonlighting/OA if it interferes with my training, including education and/or patient care. I agree to stop all moonlighting/OA activities if it contributes to undue fatigue.

\_\_\_\_ I understand that this activity is apart from my assignment and in no way related to my employment as a graduate medical trainee of the University of South Florida. I understand that the University of South Florida is not responsible for and does not provide medical professional liability coverage, disability insurance or workers' compensation coverage for non-programmatic professional activity.

\_\_\_\_ I agree that the University of South Florida has no obligation, responsibility, or liability whatsoever for any injury or harm which I may incur or which may befall me during my performance of or a result of this outside activity.

\_\_\_\_ I hereby release, forever discharge, and waive any and all claims I may have now or in the future arising out of or connected with my outside employment activities against the University of South Florida and the State of Florida, and any all officers, agents, employees, underwriters and insurers, all individually and in their respective official capacities.

\_\_\_\_ I attest that I am not paid by the military.

\_\_\_\_ I attest that I have filed this activity in the USF eDisclose System.

\_\_\_\_\_I understand that I am only covered by NICA for deliveries performed in conjunction with my training and I do not have NICA coverage through USF for any outside moonlighting/OA activities.

**Signature of Trainee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**USF eDisclose DISC#** \_\_\_\_\_

**Program Director Approval – Obtain before submitting to GME**

I certify that this trainee is in good standing. I will monitor this trainee to ensure moonlighting/OA does not negatively impact his/her medical education and training and that the 80 hour duty hour limit is not exceeded. I may withdraw this permission if adverse effects are noted.

\_\_\_\_\_  
**Signature of Program Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Final Approval – Completed by GME Office**

\_\_\_\_\_  
**Moonlighting/OA Employer Acknowledgement (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of GME DIO** \_\_\_\_\_ **Date** \_\_\_\_\_



**USF Health - Morsani College of Medicine  
GME POLICY & PROCEDURE**

<b>Title: Grievance Policy and Procedure</b>	GME-228
Page 1 of 2	

**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** In accordance with Section IV.D of the ACGME Institutional Requirements, USF MCOM must have a policy that outlines the procedures for submitting and processing Resident grievances at the program and institutional level and that minimizes conflicts of interest. In addition, and in accordance with Section IV.B.2.e of the ACGME Institutional Requirements, the House Officer Contract must include a reference to this grievance policy

**Definition:** A grievance shall not be used to question a rule, procedure, or policy established by an authorized faculty or administrative body. Rather, it shall be used by a Resident who believes that a rule, procedure, or policy has not been followed or has been applied in an inequitable manner. An action may not form the basis of a grievance if the resident merely challenges the judgment of the faculty as medical educators in evaluating the performance of the resident.

**Policy:** A Resident who wishes to address a grievance related to his/her clinical work environment may utilize the procedure outlined below. This grievance procedure does not cover: (1) controversies or complaints related to GME 218 (See GME 218); (2) sexual misconduct/sexual harassment (See USF 0-004); (3) alleged violation of the Americans With Disabilities Act (See USF 0-108); or (4) alleged discrimination (See USF 0-007). Only Residents currently training in a residency or fellowship program may utilize the Grievance Procedures. A former Resident is not eligible to utilize this Grievance Procedure. Once a Resident has utilized the process outlined in the procedure, he/she cannot re-initiate the process for the same issue.

Residents and program directors are encouraged to resolve differences through collegial discussion and negotiation. However, the procedure as set forth provides for those instances in which assistance in resolving conflict is needed.

USF MCOM prohibits retaliation against any individual who, in good faith, reports a grievance or participates in the review or resolution of a grievance under this policy.

## Procedure

### Addressing a Grievance

A Resident who has a grievance shall:

- Step 1: The grievance letter must be presented to the program director within 1 month of the event giving rise to the grievance, and include the following information:
  - A factual description of the grievance, the policy or procedure that may have been violated, the date in which the grievant(s) first became aware of the alleged violation, and the remedy sought.

The Program Director will meet with the Resident at a mutually agreeable time within 14 calendar days of the receipt of the grievance letter. Thereafter, allowing a reasonable amount of time for the Program Director to fully review and consider the matter, a written decision will be provided to the Resident regarding the grievance, and provide a copy to the DIO.

- If the Resident is not comfortable presenting the grievance letter to the Program Director, the grievance letter can be sent to the GME Director and the GME Director will fill the role of the Program Director as it pertains to Step 1 in addressing a grievance. In such instance, the grievance letter must provide specifics describing the reason(s) why the grievance letter was not presented to the Program Director.
- Step 2: If the Resident does not believe the grievance has been satisfactorily resolved in Step 1, the Resident may submit a grievance letter directly to the DIO within seven (7) calendar days of receipt of the Program Director's decision. The DIO (or his/her designees) may meet with the Resident at a mutually agreeable time within 14 calendar days of receipt of the grievance letter. The DIO will review and consider the case in consultation with the Department Chair, and within a reasonable amount of time, issue a written decision to the Resident regarding the grievance, and provide a copy to the Program Director. The decision of the DIO is final.
- Residents also have the option of utilizing EthicsPoint, a confidential hotline available 24/7, to report issues anonymously. Reports can be made by calling (866) 974-8411 or using this link [Click Here for Link](#).
- Grievance letters may be delivered to the Program Director or the DIO via electronic mail. Written decision may likewise be supplied to the Resident via electronic mail.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO Effective:

5/12/2010

Reviewed, Revised, Approved: 2/10/2021



## USF GME HOUSE STAFF BENEFITS

### Health Insurance

#### United Health Care Three Tier Choice Plus

Resident portion of coverage is paid for by the USF Morsani College of Medicine (MCOM). Coverage starts on your first day of work. Dependent elections can be added at a low cost of \$75 per month for spouse only; and \$100 per month for spouse and/or eligible dependent child(ren). Dependent coverage is payroll deducted.



- **Tier 1 (USF MCOM Physicians and Affiliated Hospital Sites)**
  - Co-Payment: None
  - Deductible: None
  - List of MCOM (Tier 1) Providers: <http://health.usf.edu/doctors/>
- **Tier 2 (UHC Provider)**
  - Co-Payment: \$10/\$20 per outpatient visit
  - Deductible: \$250
  - List UHC (Tier 2) Providers: [www.myuhc.com](http://www.myuhc.com)
- **Tier 3 (Out of Network Provider)**
  - Co-Insurance: 20% after deductible
  - Deductible: \$500

### Disability Insurance

#### UNUM Insurance Company

The USF MCOM pays the premium for a Long-Term Disability (LTD) plan designed to provide you with income protection in case of a disability during your training. You will be enrolled in this plan automatically at time of hire.



Your LTD pays a benefit amount of 60% to a maximum of \$3,000 per month after a period of disability of 90 days.

Once disability coverage is active, you will receive your monthly benefit for as long as you are disabled, up to retirement age.

There is also an optional individual disability insurance program available. For details, visit the USF GME website: <https://health.usf.edu/medicine/gme/current/stipend-benefits>

# Life and Accident Insurance

## United Healthcare

A \$50,000 group term life insurance policy is provided to you by United Healthcare and paid for by the USF MCOM. You also have \$50,000 of AD&D coverage.

# Retirement

## Basic Retirement Plan

USF Residents/Fellows are automatically enrolled into the Temporary Employee Retirement Plan (TERP). **Participation in TERP is mandatory.**



- TERP is a defined contribution plan authorized under Section 401(a) of the Internal Revenue Code.
- **AIG Retirement Services** is the plan administrator for the University of South Florida. Full information is available on the USF HR website: <http://www.usf.edu/hr/benefits/retirement/terp.aspx>
- 7.5% of pretax wages will be taken biweekly with each pay period.
- Please note that, by default, you are enrolled in a low risk option. However, you may change your designated funds by contacting AIG.
- You can access your AIG account, <https://www.aigrs.com/> or by calling AIG's toll free telephone service, at 1-800-448-2542. This number can also connect you with a Client Service Professional on Monday-Friday between 8 a.m. and 9 p.m. (ET).

## Optional Voluntary Retirement Plans

In addition to TERP, USF offers optional opportunities to save for retirement utilizing 403(b) Tax Sheltered Annuities and 457 Deferred Compensation Plans. These programs offer employees the opportunity to save additional money for retirement while reducing current income tax liability. Contributing to a tax-deferred program is voluntary. Contributions are made through payroll tax deduction and forwarded to a participating investment company. For additional information on these voluntary tax-sheltered annuity options – and a list of participating companies, visit <http://usfweb2.usf.edu/human-resources/benefits/tsa.asp>.

## Dental Insurance Plans

As a USF Morsani College of Medicine resident/fellow, you are eligible to enroll in one of three United Healthcare Dental Plans designed to meet your unique needs based on plan usage, flexibility in using network or non-network dentists and cost. The dental plans are divided into three categories: Primary PPO Plan (PPO30), Alternate PPO Plan (PPO20), and DHMO.

For PPO Plans, you can receive care from any dentist, but your cost is lower when you use network providers. To find an in-network dentist, go to [myuhc.com/dental](http://myuhc.com/dental) (be sure to select the applicable plan, i.e. PPO30 or PPO20). You will have an annual deductible to meet before the plan starts paying benefits, and then you pay part of the cost for the services you receive.

The DHMO Plan pays benefits only when you use a network provider. There is no deductible or annual maximum. You pay a fixed copayment for dental procedures listed on the co-payment schedule.

These dental plans are voluntary, paid entirely by the employee (you) via payroll deduction.



## Vision Insurance Plans

Affordable vision coverage is available to eligible employees through United Healthcare. The plans cover exams and materials at significantly reduced rates. Vision plans include network and non-network coverage options with allowances towards lenses or contacts every twelve months and frames every 24 months. The plan's Laser Vision correction procedures are offered at discounted rates when performed by Laser Vision Network of America (LVNA) providers.



Vision insurance is voluntary, paid entirely by the employee (you) via payroll deduction.

## Transportation Services

USF Health and GME are committed to the safety, well-being, and fatigue mitigation of all our residents and fellows. To that end, we offer a variety of transportation service options, such as taxi vouchers, Uber or Lyft reimbursements.

For additional information on transportation service options, go to: [health.usf.edu/medicine/gme/current/taxi-services](http://health.usf.edu/medicine/gme/current/taxi-services).



## Wellness



Wellness programs are offered to USF MCOM residents on a regular basis. Watch your email for details on these programs.

Staying physically active is an important key to support wellness, but it can be tough with all the demands placed on a residents' time. In an effort to increase wellness and resiliency during medical training, the USF MCOM offers access to a 12,000 square-foot, full-service, state-of-the-art fitness

center located on the USF Health campus. The WELL Fitness Center is located near the Morsani Center for Advanced Healthcare, Moffitt Cancer Center, and the James Haley VA Hospital. The [Well gym](#) is a free benefit (considered a taxable fringe benefit by the IRS).

For residents and fellows who are working on the south side of Tampa, Tampa General Hospital (TGH) offers a 5,000 square-foot fitness center at no charge to USF residents/fellows.



In addition, there is a free gym in the newly renovated resident/fellow lounge located on the 4<sup>th</sup> floor of TGH.



## Resident Assistance Program/USF EAP

As a resident/fellow at USF Health, your well-being is important to us, both on and off the job. The Resident Assistance Program (RAP), available 24/7/365 is a service established through non-University providers to assure privacy and freedom from interaction with colleagues or supervisors. RAP is committed to assisting residents and fellows in any area of their personal and professional life so that they may go through training in a balanced, growth producing manner. Your contact with RAP is confidential and provided within the parameters of professional ethics and applicable state/federal laws.

You and/or each of your dependents are provided up to eight (8) visits per year at no charge. For additional information on this benefit, visit the GME website: <http://health.usf.edu/medicine/gme/current/resident-assistance-program> or call 800-343-4670.

In addition, residents and fellows are now eligible to use the USF Employee Assistance Program (EAP) provided by Magellan Health Services in addition to the wellness resources provided by RAP. For more details, visit <https://www.usf.edu/hr/benefits/eap.aspx>

## Payroll

The University of South Florida operates on a bi-weekly payroll cycle. Each pay period begins on Friday and ends two weeks later on Thursday. You are paid for that pay period one week later on Friday. As a condition of employment, USF requires that all employees enroll in direct deposit through GEMS Self Service.

USF uses the Microsoft Multi-Factor Authentication (MFA) system to add an extra layer of security to your account. You will use 1 single MFA for email, Office 365, and GEMS Self Service. To set up your MFA Authentication, go to <https://aka.ms/MFAsetup>

Once MFA is set up, log onto my.usf.edu using your Net ID and password. Click on Business Systems and select GEMS from the drop down menu. After you authenticate your login with MFA, Employee self-service options open with several tiles available. Use the [Payroll tile](#) to set up or change direct deposit information or W-4 tax withholdings, and access payroll records. Use the [Personal Details tile](#) to view and update your personal information including home address and emergency contacts.

## Shimberg Library

To facilitate the research needs of USF GME Residents and Fellows, you can place requests for automated article scans, document delivery, and Inter-Library Loan materials through ILLiad at no cost. Simply log into ILLiad, <http://www.lib.usf.edu/ill/>, with your

USF NetID, and specify Shimberg Health Sciences Library, to request your materials. Other benefits/services/resources available to you at the Shimberg Library include Library resources (e.g. journals, databases, books, media), a GME librarian, use of the library computers at both Shimberg Library at USF Main Campus and the Florida Blue Health Knowledge Exchange, located at the Morsani College of Medicine Downtown, and more! Log on for additional information, <https://health.usf.edu/libraries>.



## Resident and Fellow Leave Information

**Annual Leave.** All USF GME Residents and Fellows receive up to twenty (20) weekdays of annual leave per contract year. Annual leave is pro-rated for trainees beginning off-cycle.

**Sick Leave.** All USF GME Residents and Fellows receive ten (10) days of sick leave.

**Medical/Parental/Caregiver Leave.** All USF GME Residents and Fellows will receive medical/parental/caregiver leave per qualifying event up to a maximum of ten (10) day per year, with the exception of first-time leave. For **first time** medical/parental/caregiver leave, Residents will be given at minimum, six (6) weeks of cumulative leave with one (1) week of Annual leave reserved for use outside of the six weeks (utilizing available annual, sick, and medical/parental caregiver leave balances). The Leave of absence form must be completed and submitted for approval to both the Program Director and DIO for Medical/Parental/Caregiver leave requests. This leave should be taken within 90 days of the birth or adoption of a child.

**Family Medical Leave Act (FMLA).** USF GME Residents and Fellows are entitled to the provisions of the Family Medical Leave Act of 1993. This leave is without pay, but accrued annual, sick, maternity/paternity leave may be used in conjunction with FMLA. In order to be considered eligible under the FMLA guidelines, a resident must (1) have worked for the University for at least 12 months; and (2) have worked at least 1,250 hours during the year preceding the start of the leave.

**Military Leave.** USF GME follows The USF Systems leave policies/procedures tied to military leave qualification and procedures. Reference USF Attendance and Leave Guide for more information.

**Bereavement Leave.** USF GME Residents and Fellows may be granted three (3) days of Bereavement Leave in order to attend the funeral services of immediate family and to assist in estate settlement. Immediate family includes spouse, domestic partner, child or step child, parent or step parent, brother, sister, grandparent, grandchild. A miscarriage is included in this definition of death in the immediate family.

**Resident Sick Leave Pool.** The purpose of the Sick Leave Pool is to provide emergency paid sick leave to a USF GME resident/fellow who has suffered an unexpected personal illness, surgery, injury, or disability with complications beyond their control and who have exhausted their personal sick leave and annual leave. The use of the Sick Leave Pool is not available for maternity leave. The sick leave pool is only to be utilized after exhaustion of sick leave and annual leave, up to a maximum of 45 days.

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For more information on house staff benefits, or the current salary schedule, please check the GME website, <https://health.usf.edu/medicine/gme/current/stipend-benefits> or email [Patti Taylor ptaylor@usf.edu](mailto:Patti.Taylor@usf.edu)

## Attachment 10: Affiliated Hospital Emergency Codes

CODE	TAMPA GENERAL	MOFFITT	JAHVA	BAY PINES	JH-ACH	MORTON PLANT/MEASE
Missing/Endangered Juvenile	Code Pink	Code Pink	Code Adam	Code Adam	Code Pink	Code Pink
Medical Emergency	Code Blue	Code Blue	Code Blue	Code Blue	Code Blue	Code Blue
All Clear	-	-	Code Green	-	-	-
Disaster	Code Green	-	-	-	-	-
Disaster / Mass Casualty	Code D - David	Code Green	Code D	-	Code Green	Code Green
Disruptive Behavior / Security Alert	Code Gray	Code Gray	Code Orange	-	Code Gray	Code Gray
Disruptive Behavior- No OH Page	-	-	Silent Code Orange	-	-	-
Disruptive Behavior- Infectious Illness Suspected	-	-	Special Code Orange	-	-	-
Bomb Threat	Code Black	Code Black	Code Purple	Code Black	Code Black	Code Black
Fire	Code Red	Code Red	Code Red	Doctor Red	Code Red	Code Red
Missing Person – High Risk Patient	Code Yellow	-	Code Yellow	Code Orange	-	-
Lockdown	-	Code Yellow	-	-	Code Yellow	Code Yellow
Computer System Failure	-	-	Code Z	Code Purple	-	-
Radiation Incident	-	-	Code Gray	-	-	-
Severe Weather	-	Code Brown	-	-	Code Brown	-
Chemical Leak/Spill	Code Orange	-	-	-	-	-
Hazmat/Bioterrorism	Code Gray	Code Orange	-	-	Code Orange	Code Orange
Active Shooter	-	Code Silver	-	-	-	Code Silver
Hostage	-	Code White	-	Code White	Code White	Code White

## Attachment 11: Computer and Application Resources

### USF / TAMPA GENERAL / MOFFITT / JH-ACH / JAHVA

#### Computer and Application Resources

Below is a list of resources to help resolve issue you may encounter in the event of Computer problems,Epic (USF and/or TGH), CERNA (Moffitt) and CPRS (James Haley VA) and other application problems for 2019-20 incoming residents and fellows.

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## USF HEALTH

Here is a list of resources you can access to help resolve issues you may encounter in the event of computer problems, Epic, and other applications related to USFTGP:

- For Epic and other application support:
    - ❖ For immediate support call TGH IT Help Desk (Technology Support Center) @ 813-844-7490
    - ❖ For non-urgent needs, submit a Self-Service ticket through <https://helpdesk.tgh.org>Products typically chosen are:
    - “Epic – Access”,
    - “OnGuard (Door access and management, Security alarm monitoring)”
  - ❖ For non-urgent needs submit an email to [helpdesk@tgh.org](mailto:helpdesk@tgh.org)
- 
- For help with issues relating to USF NetID Passwords, USF Teams, USF Email, Box, or other University resource related issues contact USF Service Desk:
    - ❖ 813-974-HELP (4357)
    - ❖ <https://itchat.usf.edu>
    - ❖ [help@usf.edu](mailto:help@usf.edu)
- 
- To review online eLearning Modules for Epic (USF), visit the MindLab website:
    - ❖ <https://mindlab.tgh.org>
      - Log in using your TGH badge ID and password.
      - Select the TGH.
      - Select My Learning from the toolbar to complete all required e-learning’s.
    - ❖ Question regarding e-learning modules or training, please contact.
      - USF: [shandalove@tgh.org](mailto:shandalove@tgh.org)
      - TGH: [TGHGMEoffice@tgh.org](mailto:TGHGMEoffice@tgh.org)

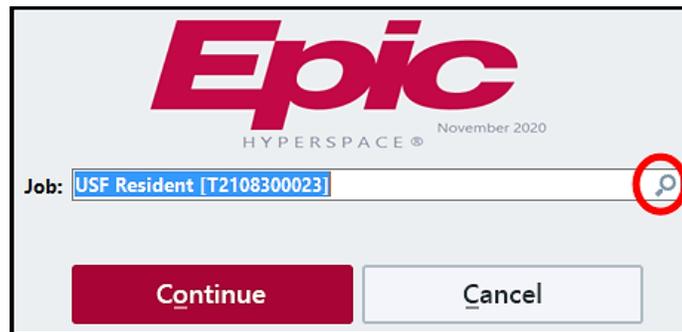
## TGH Resource:

- For help with computer related issues at TGH & USFTGP sites, i.e. Passwords, Epic, Epic Training, etc.,
  - ❖ <https://myaccess.tgh.org/> (For TGH password resets ONLY)
  - ❖ <https://helpdesk.tgh.org/> (Help Desk Self-Service site, accessible off TGH and USF domain devices)
  - ❖ <https://mindlab.tgh.org> (MindLab for online Epic training access) contact the TGH IT Help Desk: 813-844-7490

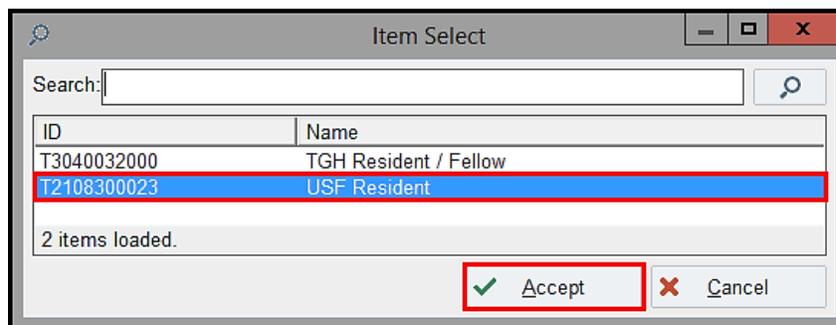
## Reminder:

When rounding at a USFTGP Clinic, select the correct job role by clicking on the magnifying glass. If you do not select the correct job role you will not be able to chart.

**If you are unable to select your USF Resident job role, call TGH IT Help Desk: 813-844-7490**

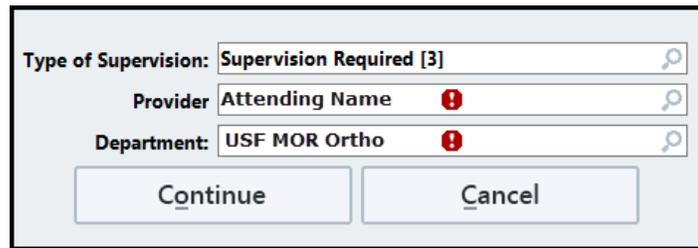


- At the Job selection window, choose the magnifying glass and select your job function. **While at a USFTGP Department (Outpatient) use USF Resident and when at TGH (Inpatient) use TGH Resident/Fellow job role.**



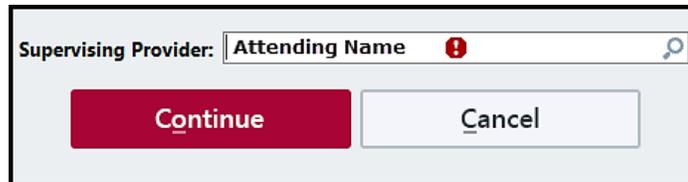
- On the next screen enter the following information:
  - ❖ Type of Supervision: Supervision Required
  - ❖ Provider: Enter the name of your attending.

- ❖ Department: Enter the name of the department you are working in.



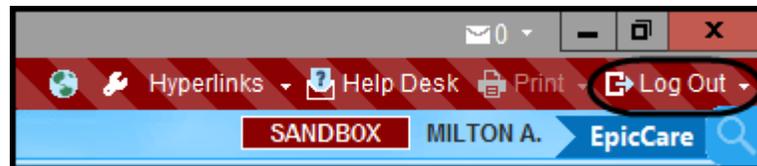
A screenshot of a web form. It contains three input fields: 'Type of Supervision' with the value 'Supervision Required [3]', 'Provider' with the value 'Attending Name', and 'Department' with the value 'USF MOR Ortho'. Each field has a red exclamation mark icon to its right, indicating an error. Below the fields are two buttons: 'Continue' and 'Cancel'.

- Enter the name of your attending in the Supervising Provider search box.



A screenshot of a search box labeled 'Supervising Provider:'. The search box contains the text 'Attending Name' and has a red exclamation mark icon to its right. Below the search box are two buttons: a red 'Continue' button and a white 'Cancel' button.

- **Logging off the Epic application is extremely important. Please be sure you click on Log Out whenever you are no longer using the Epic application. This can cause issues if you do not properly log off.**



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## TAMPA GENERAL

- For help with Computer related issues at TGH sites, i.e. Passwords, Epic, Epic Training, etc.,
  - ❖ <https://myaccess.tgh.org/> (For password resets ONLY)
  - ❖ <https://helpdesk.tgh.org/> (Help Desk Self-Service site, ONLY accessible off TGH devices)
  - ❖ <https://tgh.learn.com> (MindLab for online Epic training access)
  - ❖ contact the Technology Support Center (Help Desk): 813-844-7490

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## JOHN HOPINS ALL CHILDREN'S HOSPITAL

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For help with computer related issues at JHACH:

- EMR training, ALL access questions and to obtain password – contact Kristen Wilcox ([Kristen.wilcox@jhmi.edu](mailto:Kristen.wilcox@jhmi.edu))
- For immediate/priority problems outside of normal business hours:  
Call 727-767-4884
- For issues once access is established,
  1. Go to bott
  - 2.
  3. om, right hand side of CONNECT.
  2. Click on “IT Request”
  3. Click on “Report a Problem”
  4. Complete the online form. (need to enter JHED identification)

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## MOFFITT CANCER CENTER

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For help with Computer and EMR (Cerner) issues at Moffitt Cancer Center:

- Password Re-set
- Account Issues
- Mobile Access

You MUST CALL the MCC IT HELP DESK at (813) 745-4357 and ask to have a Ticket put in and that it be directed to Christine Hanna.

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## JAHVA

On July 1 <sup>st</sup> , for issues with:	Contact:
PIV Exemptions/Intellispace Access (Request a 14-day temporary PIV exemption for immediate use plus permanent exemption for Intellispace)	National IT Help Desk - VHA 1-855-673-4357
Computer Access	OI& T Office (ground floor) Office: GB-020c  ✓ To <b>enable</b> accounts, call the IT Enterprise Service Desk (ESD) - (855) 673-4357 <ul style="list-style-type: none"><li>• Accounts are enabled for 24-hours pending login (meaning you must log in within 24- hours of reactivation)</li></ul>

<p>CPRS (EMR) Assistance Consult Menu Access</p>	<p>Clinical Informatics, ext. 4292</p>
<p>Medication/Prescribing Access Issues</p>	<p>Pharmacy Linda: 5am-1:30pm Nigara: 7:30am-4pm ext. 5804/833.9784</p>
<p>To Link PIV card to CPRS: -Everyone <u>must</u> do when they log into CPRS</p>	<ol style="list-style-type: none"> <li>1. CPRS Tools Menu</li> <li>2. Click "Digital Signing Setup"</li> <li>3. Click "Yes"</li> <li>4. Put Smart Card in the reader, then press "ok"</li> <li>5. Enter 6-digit PIV PIN #</li> </ol>
<p>No Access to PICIS – ICU/PCU Flowsheets</p>	<p>Contact House Staff Coordinator as follows: Medicine: Alice Crabb (Temp) ext. 5056 Surgery: Lesley Butler, ext. 1727</p> <p>Geriatrics: Cheryl Fulmer, ext. 6201 Psychiatry: Samantha Santiago, ext. 1621 Radiology: Kevin Miller, ext. 5793</p> <p>Radiation Oncology: Margaret Lampasso, ext. 1638 Neurology: Lidia Dordevic, ext. 7085 Ophthalmology: Deb Goode, ext. 7513</p> <p>PMRS/SCI: Laura Manore, ext. 7688 PLMS: George Carlton, ext. 6492</p> <p>-Will need ePAS revision and Nursing Informatics notification</p>
<p>Parking</p>	<p>Park on 3<sup>rd</sup> floor of garage with PIV card, or park anywhere on 5<sup>th</sup> or 6<sup>th</sup> floor if you do not have a PIV card.</p>
<p>Door Access: OR, Emergency room</p>	<p>Visit the PIV office PIV Office &amp; Contact Info</p> <p>PIV/ID Office Phone: (813) 972-2000 EXT#s: 6332, 2063, 2062</p> <p>James A. Haley VA Hospital 2702 E. 131<sup>st</sup> GME Strong!  ST AVE., Tampa, FL 33612 BLDG. 42</p>