GRADUATE MEDICAL EDUCATION
Resident/Fellow Handbook
2018-2019

SOUTH GME Office
Physical: 17 Davis Blvd, Third Floor #308
Mailing: 17 David Blvd., Suite 308
Tampa, FL 33606
Ph: (813) 250-2506

NORTH GME Office
Physical: MCOM, Third Floor, RM 3130
Mailing: 12901 Bruce B Downs Blvd. MDC41
Tampa, FL 33612
Ph: (813) 974-4478
CONTACT INFORMATION

GME OFFICE
Graduate Medical Education Website ............................................. www.health.usf.edu/medicine/gme/
GME Program Directory ............................................... http://health.usf.edu/GME Program Directory
Graduate Medical Education Office (South) ............................................... (813) 250-2506
Graduate Medical Education Office (North) ............................................... (813) 974-4478

RESIDENT HELP
Resident Assistance Program (RAP) ................................................................. (813) 870-3344
Ethics Point ........................................................................................................ (866) 974-8411
Diversity, Inclusion & Equal Opportunity - USF Health Office ........................................ (813) 974-4373
Pagers, ACLS, BLS ............................................................................................... (813) 250-2529
Compliance Hotline ............................................................................................... (866) 974-8411
United HealthCare questions ............................................................................. (813) 250-2512

UNIVERSITY OF SOUTH FLORIDA
Information Technology HELP DESK ................................................................. (813) 974-6288
USF Health - Medical Health Administration .................................................. (813) 974-3163
Library USF Shimberg Health Sciences ............................................................. (813) 974-2243
Library USF Main Campus ................................................................................... (813) 974-2729
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
MindLab for Online EPIC training access .................................................. 813-844-7490 (or 813-844-3883
  https://myaccess.tgh.org/ (For password resets ONLY)
  https://helpdesk.tgh.org/ (Help Desk Self-Service site, ONLY accessible off TGH devices)
  https://mindlab.tgh.org (MindLab for online Epic training access)

James A Haley Veterans’ Hospital
JAHVA GME Office ................................................................. (813) 972-2000 x 2197
IT: PIV Exemptions/Intellispace Access ..................................................... 813-972-2000 Ext 6108

Moffitt Cancer Center
Moffitt GME Office ............................................................................................... (813) 745-4989
IT Help Desk (Moffitt) ........................................................................................... (813) 745-4357
  (Ask to have a ticket put in and that it be directed to Christine Hanna)

Bay Pines VA Healthcare System – GME Office ........................................... (727) 398-6661 x 10194

Johns Hopkins-All Children’s Hospital – GME Office ....................................... (727) 767-4106

Morton Plant Mease/Turley - GME Office ........................................................ (727) 467-2501

All trainees are required to have a USF Health 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.
# Table of Contents

RESIDENT HANDBOOK INTRODUCTION .................................................................................................................. 5
MISSION STATEMENT .................................................................................................................................................... 5
GME RESIDENT/FELLOW HANDBOOK 2018-2019 .................................................................................................... 6
MISSION STATEMENT .................................................................................................................................................... 6
GRADUATE MEDICAL EDUCATION ADMINISTRATION ........................................................................................ 7
RESIDENT ADVISORY COMMITTEE (RAC) .................................................................................................................. 8

## SALARY ........................................................................................................................................................................ 8

## DURATION OF APPOINTMENT ..................................................................................................................................... 9
  - Appointment and Contract .................................................................................................................................... 9
  - Drug-Free Workplace .......................................................................................................................................... 9

## BENEFITS ..................................................................................................................................................................... 9
  - Health Insurance ............................................................................................................................................... 9
  - Life and Accident Insurance ............................................................................................................................ 10
  - Disability Insurance ........................................................................................................................................ 10
  - Retirement ......................................................................................................................................................... 10
  - Optional Voluntary Retirement Plans ........................................................................................................... 10
  - Vision, Dental, Flexible Spending Accounts ................................................................................................ 11
  - Malpractice / Self-Insurance Program ........................................................................................................... 11
  - Shimberg Library ........................................................................................................................................... 12
  - USF Payroll ...................................................................................................................................................... 12
  - Wellness .......................................................................................................................................................... 13

## RESIDENT ASSISTANCE PROGRAM (RAP) ............................................................................................................ 13
  - Professionals Resource Network (PRN) ............................................................................................................ 14
  - EDUCATIONAL FUNDS (GME - Educational Funds) .................................................................................... 14
  - Travel Reimbursement Procedure ................................................................................................................ 14

## LEAVE OF ABSENCE ................................................................................................................................................... 15
  - Annual (Vacation) Leave ................................................................................................................................... 15
  - Maternity/Paternity Leave ............................................................................................................................... 15
  - Family Medical Leave Act (FMLA) ................................................................................................................... 15
  - Sick Leave ....................................................................................................................................................... 15
  - Sick Leave Pool .............................................................................................................................................. 16
  - Bereavement Leave ........................................................................................................................................ 16
  - Unexcused Absence ....................................................................................................................................... 16
Americans With Disabilities Act (ADA) (Policy No. GME-302) ...................................................... 25
Grievances/Appeals Policy Statement (Policy No. GME-228) ........................................................... 25
Harassment (Policy No. GME-300) .................................................................................................... 25
Nondiscrimination ................................................................................................................................ 25
Public Records ..................................................................................................................................... 25
Pagers ................................................................................................................................................... 26
Equipment ............................................................................................................................................ 26
Identification Policy ............................................................................................................................. 26
EMPLOYEE / OCCUPATIONAL HEALTH ..................................................................................... 27

Employee Occupational Exposure and Infectious Employment-Related Injuries &
Exposure to Bloodborne Pathogens and Infectious Diseases .......................................................... 27
Worker’s Compensation ..................................................................................................................... 27

UNIVERSITY SERVICES ................................................................................................................................................... 29

Parking .................................................................................................................................................. 29

Computer Services ............................................................................................................................... 30

GRADUATE MEDICAL EDUCATION WEBSITE ......................................................................................... 30

MAJOR TEACHING AFFILIATES ................................................................................................................... 31

HELPFUL LINKS ................................................................................................................................................................. 34

ATTACHMENTS

ATTACHMENT 1: INSTITUTIONAL STATEMENT OF COMMITMENT ...................................................... 36
ATTACHMENT 2: HOUSE OFFICER CONTRACT .................................................................................... 37
ATTACHMENT 3: BENEFITS SUMMARY ................................................................................................. 44
ATTACHMENT 4: AFFILIATED HOSPITAL EMERGENCY CODES .......................................................... 50
ATTACHMENT 5: AFFILIATED HOSPITALS – Computer and Application Resources .......................... 51
The USF Health Morsani College of Medicine (“MCOM”) Graduate Medical Education (“GME”) Handbook is provided as a guide to the various policies and procedures, benefits, and services available and applicable to GME residents and fellows (hereinafter “Residents”) appointed in USF-sponsored training programs. The Handbook also summarizes the rights and responsibilities of GME trainees. 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 policies and procedures, benefits, services, and rights and responsibilities of trainees 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 www.health.usf.edu/medicine/gme/ for the most up-to-date information. The terms “Residents”, “Fellows”, “Trainee”, “Housestaff” and “House Officer” in this handbook (hereinafter “Residents”) 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

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. Our goal is to provide oversight with integrity, innovation, accuracy, transparency and 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 and fellows 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/fellows have a balance of supervision and autonomy appropriate for their level of training. Upon completing their program, residents/fellows are ready for independent practice and are ready to serve as physician leaders in their community.

MEDICAL: Our residents and fellows 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/fellows learn from and educate patients, colleagues, medical students, inter-professional team members, and faculty. Our residents and fellows 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.
GRADUATE MEDICAL EDUCATION ADMINISTRATION

GME at the University of South Florida represents a division within USF Health Morsani College of Medicine Dean’s Office, and 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 80+ training programs, of which 66 are accredited by ACGME. In addition, the Sr. Associate Dean is the Chair of the Graduate Medical Education Committee (GMEC), which governs policies and procedures for GME. The GME Organizational Chart can be found as Attachment #2.

To reach specific departmental staff in GME, see contact information below:

<table>
<thead>
<tr>
<th>GME Office</th>
<th>GMC Sub-Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuc Mai, MD, FACP Sr. Associate Dean, GME Chair, GMEC Chair, Program Review Committee <a href="mailto:cmai@health.usf.edu">cmai@health.usf.edu</a></td>
<td>Sue Middleton, MHA Director Tel: (813) 250-2518 <a href="mailto:smiddlet@health.usf.edu">smiddlet@health.usf.edu</a></td>
</tr>
<tr>
<td>Amy Fioramonte, PhD Assistant Director New Innovations Tel: (813) 250-2532 <a href="mailto:afioramo@health.usf.edu">afioramo@health.usf.edu</a></td>
<td>Maya Balakrishnan, MD, CSSBB Director of Quality &amp; Safety <a href="mailto:mbalakri@health.usf.edu">mbalakri@health.usf.edu</a></td>
</tr>
<tr>
<td>DeLaura Shorter Academic Services Administrator Accreditation Tel: (813) 250-2515 <a href="mailto:dshorter@health.usf.edu">dshorter@health.usf.edu</a></td>
<td>Patti Taylor, MS Assistant Director Human Resources /Contracts /Payroll Tel: (813) 250-2512 <a href="mailto:pttaylor@health.usf.edu">pttaylor@health.usf.edu</a></td>
</tr>
<tr>
<td>Linda Snell Sr. Admin Assistant Tel: (813) 974-4478 <a href="mailto:lsnell@health.usf.edu">lsnell@health.usf.edu</a></td>
<td>Kayla McCollum Academic Services Administrator Board of Medicine, Pagers, VISAs Tel: (813) 250-2529 <a href="mailto:kmccoll2@health.usf.edu">kmccoll2@health.usf.edu</a></td>
</tr>
<tr>
<td>Victoria Wales Administrative Specialist Meeting Scheduling Tel: (813) 250-2506 <a href="mailto:victorial2@health.usf.edu">victorial2@health.usf.edu</a></td>
<td>Aying Zhen Fiscal &amp; Business Specialist Tel: (813) 250-2514 <a href="mailto:azhen2@health.usf.edu">azhen2@health.usf.edu</a></td>
</tr>
<tr>
<td>Yuanyuan Lu Biostatistician Support <a href="mailto:yuanyuanlu@health.usf.edu">yuanyuanlu@health.usf.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESIDENT ADVISORY COMMITTEE (RAC)

The USF Health Resident Advisory Committee is a peer-selected group of residents/fellows who represent and advocate for you in the GME Executive Committee. Elections are held in May of each year for the upcoming academic year starting July 1st. The RAC members for the 2018-19 Academic Year are listed below. Feel free to contact any of the RAC members with any questions or concerns.

<table>
<thead>
<tr>
<th>Position</th>
<th>Last Name</th>
<th>First Name</th>
<th>Program</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Mancera</td>
<td>Norberto</td>
<td>Ophthalmology</td>
<td><a href="mailto:nmancera@health.usf.edu">nmancera@health.usf.edu</a></td>
</tr>
<tr>
<td>Co-Chair</td>
<td>DeClue</td>
<td>Christopher</td>
<td>Radiology Diagnostic</td>
<td><a href="mailto:cdeclue@health.usf.edu">cdeclue@health.usf.edu</a></td>
</tr>
<tr>
<td>Chief Resident Chair</td>
<td>Shah</td>
<td>Savan</td>
<td>Internal Medicine</td>
<td><a href="mailto:savanshah@health.usf.edu">savanshah@health.usf.edu</a></td>
</tr>
<tr>
<td>Wellness Chair</td>
<td>Fallor</td>
<td>Morgan</td>
<td>Psychiatry</td>
<td><a href="mailto:mfallor@health.usf.edu">mfallor@health.usf.edu</a></td>
</tr>
<tr>
<td>Social Chair</td>
<td>DeSouza</td>
<td>Stephanie</td>
<td>Internal Medicine</td>
<td><a href="mailto:sdessouzl@health.usf.edu">sdessouzl@health.usf.edu</a></td>
</tr>
<tr>
<td>Administrative Chair</td>
<td>Coffman</td>
<td>Joseph</td>
<td>Internal Medicine</td>
<td><a href="mailto:gicoffman@health.usf.edu">gicoffman@health.usf.edu</a></td>
</tr>
<tr>
<td>Patient Safety Chair</td>
<td>Nanimala</td>
<td>Neil</td>
<td>Urology</td>
<td><a href="mailto:abaumgar@health.usf.edu">abaumgar@health.usf.edu</a></td>
</tr>
<tr>
<td>Communications Chair</td>
<td>Nassar</td>
<td>Allicia</td>
<td>Emergency Medicine</td>
<td><a href="mailto:anassar@health.usf.edu">anassar@health.usf.edu</a></td>
</tr>
<tr>
<td>Research Chair</td>
<td>Denson</td>
<td>Aaron</td>
<td>Hematology/Oncology</td>
<td><a href="mailto:adenson@health.usf.edu">adenson@health.usf.edu</a></td>
</tr>
<tr>
<td>Research Chair</td>
<td>Mallen</td>
<td>Adrianne</td>
<td>Gynecology Oncology</td>
<td><a href="mailto:arosemallon@health.usf.edu">arosemallon@health.usf.edu</a></td>
</tr>
<tr>
<td>Quality Improvement Chair</td>
<td>Ramirez</td>
<td>Cristian</td>
<td>Radiology Diagnostic</td>
<td><a href="mailto:cristianramirez@health.usf.edu">cristianramirez@health.usf.edu</a></td>
</tr>
<tr>
<td>Technology Chair</td>
<td>Chandrasekhar</td>
<td>Sanjay</td>
<td>Internal Medicine</td>
<td><a href="mailto:sanjyc@health.usf.edu">sanjyc@health.usf.edu</a></td>
</tr>
<tr>
<td>Technology Chair</td>
<td>Lee</td>
<td>Dae Hyun</td>
<td>Internal Medicine</td>
<td><a href="mailto:daehyunlee@health.usf.edu">daehyunlee@health.usf.edu</a></td>
</tr>
</tbody>
</table>

SALARY

The University of South Florida Morsani College of Medicine and its affiliated hospitals provide competitive Resident salaries based on the AAMC Resident/Fellow Stipends and Benefits Report of Actual Stipends of Medical Schools in the Southern Region of the United States, which is published on a biennial basis.

The salaries listed below are in place as of FY18-19. The salary for each resident is based on the individual’s scope of practice within a training program.

<table>
<thead>
<tr>
<th>PGY Level</th>
<th>Annual Salary</th>
<th>Bi-Weekly*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY-1</td>
<td>$51,078.00</td>
<td>$1,957.01</td>
</tr>
<tr>
<td>PGY-2</td>
<td>$52,709.00</td>
<td>$2,019.50</td>
</tr>
<tr>
<td>PGY-3</td>
<td>$54,624.00</td>
<td>$2,092.87</td>
</tr>
<tr>
<td>PGY-4</td>
<td>$56,817.00</td>
<td>$2,176.90</td>
</tr>
<tr>
<td>PGY-5</td>
<td>$59,129.00</td>
<td>$2,265.48</td>
</tr>
<tr>
<td>PGY-6</td>
<td>$61,448.00</td>
<td>$2,354.33</td>
</tr>
<tr>
<td>PGY-7</td>
<td>$63,447.00</td>
<td>$2,430.92</td>
</tr>
<tr>
<td>PGY-8</td>
<td>$65,350.00</td>
<td>$2,503.83</td>
</tr>
<tr>
<td>PGY-3 CH</td>
<td>$55,374.00</td>
<td>$2,121.61</td>
</tr>
<tr>
<td>PGY-4 CH</td>
<td>$57,567.00</td>
<td>$2,205.63</td>
</tr>
<tr>
<td>PGY-5 CH</td>
<td>$59,879.00</td>
<td>$2,294.21</td>
</tr>
<tr>
<td>PGY-6 CH</td>
<td>$62,198.00</td>
<td>$2,383.07</td>
</tr>
<tr>
<td>PGY-7 CH</td>
<td>$64,197.00</td>
<td>$2,459.66</td>
</tr>
</tbody>
</table>

*26.1 PAY PERIODS
DURATION OF APPOINTMENT

Upon selection for a training appointment, all residents and fellows will receive the House Officer Contract, a sample of which may be found as Attachment 3 in the Handbook. The duration of the House Officer contract is for one (1) year only and subject to renewal each academic year. Acceptance into an initial residency position at the University of South Florida does not assure acceptance into subsequent advanced training programs nor does it assure transfer into another training program at the University.

Appointment and Contract

Residents in USF Health MCOM sponsored training programs are employed by the University of South Florida in a category known as Temporary Employees, which provides salary to the trainee. The Morsani College of Medicine GME Office issues a contract to Residents that provides benefits, describes the policies and procedures particular to Residents, and assigns rights and responsibilities. **These benefits and rights are provided by the MCOM and not by the State University System or the University of South Florida Personnel Policies.**

Drug-Free Workplace

The University of South Florida is a drug-free workplace. University policy prohibits the unlawful manufacture, distribution, possession, or use of alcohol or controlled substances on USF property or in connection with any of its activities. No Resident may report to work while under the influence of illegal drugs or alcohol. Any Resident determined to have violated this policy shall be subject to disciplinary action. Individuals forging prescriptions or otherwise illegally obtaining controlled substances will be subject to severe disciplinary measures potentially including formal criminal prosecution. Such actions are also cause for evaluation/treatment for substance abuse and referral to the Professionals Resource Network (PRN). Individuals declining referral to the PRN will be subject to adverse consideration by the USF Morsani College of Medicine. Additionally, individuals are subject to federal, state, and local laws.

BENEFITS

All benefits begin on the first day of employment. For further information regarding Resident benefits, contact Patti Taylor in the GME office at (813) 250-2512 or via email at ptaylor@health.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). To locate a USF affiliated healthcare provider near you, visit [http://health.usf.edu/nocms/myhealthcare](http://health.usf.edu/nocms/myhealthcare).

Three tiers of coverage options are available through United Health Care. A chart with these options may be found as Attachment 4 of the Handbook.

**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/](http://health.usf.edu/doctors/)
  The Tier 1 option is the lowest out of pocket cost.

**Tier 2:** UHC Provider
- **Co-Payment:** $20 per outpatient visit
- **Deductible:** $250
- **List UHC (Tier 2) Providers:** [www.myuhc.com](http://www.myuhc.com)
This is the remainder of the traditional United Health Care in-patient network and is subject to co-pays, deductibles, and co-insurance.

### Tier 3: Out of Network Provider
- **Co-Insurance**: 20% after deductible
- **Deductible**: $500

This represents the benefits payable if you utilize providers outside of the UHC network. Using out-of-network providers will cost the most out-of-pocket compared with Tier 1 and 2.

It is the responsibility of residents to ensure that medical services are covered prior to receipt of such services, and to determine the cost or co-pay for such services. GME has no ability to offset or waive any charges payable to a medical provider or the insurance company for any medical services.

Residents are charged a premium for dependent insurance coverage and will be billed depending upon the level of dependent coverage they elect. Once dependent coverage is elected, premium deductions are automatically deducted from residents’ pay.

Dependent coverage rates for July 1, 2018 – June 30, 2019 are as follows:
- **Resident Only** = $0/month
- **Resident and Spouse Only** = $50/month
- **Resident and Family (Spouse & Children)** = $75/month
- **Resident and Children** = $75/month

**IMPORTANT: DO NOT ENROLL IN HEALTH OR LIFE/ACCIDENT THROUGH PEOPLE FIRST.** You are already covered (at no cost) for those through the MCOM/GME Office.

### Life and 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 Standard Insurance Company.

### 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 The Standard 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 resident may utilize a maximum of 90 days of the sick leave pool (full salary and benefits), with prior approval during this 90 day period. The LTD plan provides compensation of $2,500 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
USF Health 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.
- BENCOR, Inc. is the plan administrator for the University of South Florida. Full information is available on the USF HR website: [http://usfweb2.usf.edu/human-resources/benefits/terp.asp](http://usfweb2.usf.edu/human-resources/benefits/terp.asp)
- 7.5% of pretax wages will be taken biweekly with each pay period.
- You can access your BENCOR account, [www.bencorplans.com](http://www.bencorplans.com). Click on Participant Log On, then select the Get Started box and follow the prompts to create a personalized user ID and password.

You can also call BENCOR at 888-258-3422 (option 1) to access your account.

### 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/lsa.asp](http://usfweb2.usf.edu/human-resources/benefits/lsa.asp). The list of Tax Sheltered Annuity Providers can be found under FIND IT on the right margin of the aforementioned link.
Vision, Dental, Flexible Spending Accounts *(OPTIONAL)*

- These supplemental plans are NOT paid for by the MCOM or USF. However, as a University employee, you may choose to participate in these optional insurance plans on a voluntary basis within 60 days of your hire date.
- The premiums are paid entirely by the employee (you) via payroll deduction.
- Coverage for the supplemental insurance plans become effective the first day of the month after your date of hire.
- Link to optional, employee-pay-all, supplemental insurance plans:
  [http://mybenefits.myflorida.com/health/supplemental_insurance_plans](http://mybenefits.myflorida.com/health/supplemental_insurance_plans)
- Enrollment is offered through the State of Florida and its benefits plan administrator, People First via the website [https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm) or by calling 866-663-4735 (TTY users call 866-221-0268). View additional information regarding enrollment here: [PF Benefit Enrollment](#)

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 extends beyond the time period of the residency and provides protection to residents for claims brought after the residency arising out of professional services rendered while at USF (i.e., tail coverage).

USF physicians, including residents, are theoretically protected from liability by the doctrine of sovereign immunity. The doctrine of sovereign immunity provides that a University physician is an agent of the state and can only be sued in a lawsuit through the University Board of Trustees unless a physician acts with “willful, wanton or reckless disregard” for the safety of a patient. § 768.72, Fla. Stat. Thus, in those instances where sovereign immunity protects a physician from liability, the claim is against 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.]

In connection with the protection provided by SIP, residents have certain significant responsibilities, including full compliance with the SIP staff and SIP committee 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 the 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 a claim is meritorious, attempts can be made to settle and prevent litigation.

**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.

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@health.usf.edu

Courtney Rice, Esq. (Director of SIP)
crice@health.usf.edu

Stephanie Hlad (Claims and Litigation Manager)
shlad@health.usf.edu

**Shimberg Library**
To facilitate the research needs of USF Health Residents and Fellows, you can place requests for automated article scans, document delivery, and Inter-Library Loan materials through ILLiad at no cost to them. Simply log into ILLiad, [http://www.lib.usf.edu/ill/](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), use of the library computer lab, and more! Log on for additional information, [http://library.hsc.usf.edu/](http://library.hsc.usf.edu/).

**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. To access GEMS Self Service, log onto MyUSF using your Net ID and password. You can view and print your bi-weekly pay, update your address and/or W-4 allowances in GEMS Self Service. USF uses Duo, a multi-factor authentication system to add an extra layer of security to your account. It adds an additional step during GEMS Self Service login to help keep you safe while being online. To set up your Duo Authentication, go to [http://netid.usf.edu/duo](http://netid.usf.edu/duo), and download the DUO application on your smart phone. Follow the authentication steps on the application.

You can also view a PDF of the full Duo instruction guide at [http://www.usf.edu/it/documents/duo-details.pdf](http://www.usf.edu/it/documents/duo-details.pdf)
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 and Fellows:

**USF MCOM:**
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. The discounted membership for residents is $90 per year. Open M-F, 8am to 7:30 pm.

**USF MCOM Fitness Center:** Located on campus at MDC 1029. Not staff and requires USF key card (contact ddander2@health.usf.edu for access).

**Tampa General Hospital:**
TGH Health and Wellness Center, 1 Davis Blvd: 6,000 square-foot fitness center, state-of-the-art cardio equipment, cable machine, and free weights. $30 for 30 days/$182 /1 year.

TGH GME Gym, 4th FL (J460): Available 24/7, with access to treadmills, bike and cable machines. No fee, but need resident/fellow badge access.

**Moffitt Cancer Center:** 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. Log in to your Moffitt account and visit [https://intranet.moffitt.org/display/HLTHWELL/Education](https://intranet.moffitt.org/display/HLTHWELL/Education) to learn more and to register for the Moffitt wellness opportunities.

**Morton Plant Hospital:** We offers residents and fellows 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, child care, massage therapy services and much more.

**James A. Haley Veterans’ Hospital:** At JAHVAH, all residents & fellows have free access to the Employee Gym, located on the Ground Floor (near the credit union) which is open 24/7, as well as Yoga classes (12pm-12:30pm Mon & Thurs) and Tai Chi (4pm-4:30pm Mon-Fri).

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.

**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, a number reserved specifically for RAP. The first eight (8) visits by the Resident and/or his or her family members to RAP are free of charge. The program is staffed by highly qualified professionals to help with any area of concern related to emotional difficulties, marital problems, alcohol or drug abuse, family matters, grief and loss, or legal and financial concerns. In addition, Residents are encouraged to utilize RAP for personal, professional, and career development. The service is established through non-University providers to assure privacy and freedom from interaction with colleagues or supervisors.

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 under CURRENT RESIDENTS/FELLOWS RESOURCES.
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 and 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. Basic information is listed below but please
visit the GME webpage on Educational Funds for detailed information.

Travel Reimbursement Procedure

Reimbursement for travel related expenses is available to all trainees that meet with the criteria established in the
Guideline for GME Educational Funds. The use of Educational Funds is at the discretion of your Program Director and
each individual program may have further restrictions; check with your Education Coordinator for additional
information. Specific items to note:

✓ **Conference travel** to present a paper or abstract.
  o Limit up to $2,000 per trip if an abstract has been accepted for presentation. Only one trainee will be funded
to present an abstract, it is recommended that the most first senior author be the one that receive the funds.
  o *Note that international travel is not funded by GME, except in the case of Canada when the meeting is
    supported by a US national professional organization.*
✓ **Board Review Courses** as approved by the Program Director. Limit of $2,000 per trip.
✓ **Books, educational materials and software:** As approved or required by your Program Director. Some of these
  items may be considered taxable income and must be reported to USF payroll.
✓ **Airfare must be purchased through the AAA website with the four-digit TAR number and the four-digit
department code.** *Airfare purchased outside of AAA website will not be reimbursed*

It is the trainee’s responsibility to obtain approval for travel and to submit expense related information after travel within
the timeframe outlined below

- Due to approval time required, we recommend that requests are submitted for pre-approval at least thirty (30) days
  before the expected expenditure.
- Request for reimbursement should be submitted within 45 days; this will allow time for review and processing.
- Requests for reimbursement older than 60 days past return travel date will not be processed for payment.
- When an individual submits request for reimbursement a clear and evident proof of payment made by the individual
  requesting reimbursement is required. Backup support includes:
  - Copy of credit card receipt or credit card statement
  - Copy of bank statement showing cleared check
  - Receipt of payment
LEAVE OF ABSENCE

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 (Vacation), Parental, Sick, Sick Leave Pool, Bereavement, Military, and Family Medical (FMLA) Leave. Personal leave of absence for other purposes may be granted at the discretion of the Program Director. *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.

Residents are advised that there are no provisions for “administrative” leave.

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.

Residents are expected to notify the program if they intend to be absent from a rotation. Residents absent for religious reasons will be given reasonable opportunities to make up any work missed. The program follows University policy [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf), and any Resident who believes that he or she has been treated unfairly with regard to the above or University policy may seek review of a complaint through established by the University's Office of Diversity and Equal Opportunity or the Graduate Medical Education Office.

**Annual (Vacation) Leave**

All residents will receive a total of fifteen (15) work-days of annual leave. Leave allowance is pro-rated for trainees beginning off-cycle. Vacation leave must be requested and approved at least thirty (30) days in advance by the Program Director or within program specific guidelines. Granting of all leave is at the discretion of the Program Director, considering the availability of housestaff and needs of the University and its’ affiliates as the patient care. Consideration of leave requests submitted less than thirty (30) days in advance is at the discretion of the Program Director. All leave is to be used during the year it is accrued, and may not be carried over from one academic year to the next. No payment for unused leave days will be made upon terminating a program. Leave cannot be guaranteed or reserved for the last two weeks in June.

**Maternity/Paternity Leave**

Each resident is provided up to 10 workdays of compensated maternity/paternity leave for the birth or adoption of a child. Residents must apply for maternity/paternity leave in advance and obtain approval from their Program Director and the GME Office. This benefit must be used within 90 days of the birth or adoption event. Residents enrolled in training programs at the University are not automatically entitled to additional training beyond the prescribed number of years, in order to complete board requirements. Any such extension of the training program must be approved by the Program Director and DIO.

**Family Medical Leave Act (FMLA)**

Residents may take up to a total of twelve (12) weeks leave under the Family Medical Leave Act (FMLA) if the resident meets the qualifications stated in the FMLA. All current, unused leave shall be used as continuing compensation during the FMLA leave. No other compensation is available. FMLA time will run concurrently with any paid or unpaid time taken, so as not to exceed a total leave time of no more than twelve (12) weeks, beginning with the first day of the qualifying event. If both parents are USF residents, a combined total of 12 weeks of parental leave is allowed as prescribed by Family Medical Leave Act. To access information on the FMLA, please visit the Policies and Procedures section of the USF Human Resources webpage at [http://www.usf.edu/hr/benefits/attendance-leave/fmla.aspx](http://www.usf.edu/hr/benefits/attendance-leave/fmla.aspx). Residents should discuss the impact on their program completion prior to commencing leave. Make up time or repeat of training may be required to fulfill criteria of the ABMS or AOA as determined by the Program Director.

**Sick Leave**

Residents will each be allocated nine (9) workdays of sick leave at the beginning of each appointment year, and these cannot carry forward beyond the appointment year. Leave will be pro-rated for residents who begin off-cycle. Sick leave is to be used in increments of not less than a full day for any health impairment that disables an employee from full and proper performance of duties, including illness caused or contributed by pregnancy, when certified by a licensed physician. Sick leave may be used in half-day increments as needed for personal medical appointments.
Sick Leave Pool
Residents can access a sick leave pool for extended sick leave because of medical needs of up to 90 days per academic year. Such use may be allowed only after exhaustion of accrued sick leave up to a maximum of 90 days of sick leave pool per individual, with the pre-approval of the Program Director and the GME Office. Sick leave pool is not intended to be used for parental or maternity leave. A resident suffering a personal disability necessitating use of sick leave without prior approval must notify the Program Director as soon as possible. Unused sick leave will not be paid upon termination.

Bereavement Leave
In the event of death in the immediate family, the House Officer may be granted three (3) days of Bereavement Leave in order to attend the funeral and assist in estate settlement. For purposes of this policy, 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. The House Officer is required to notify and obtain approval for Bereavement Leave from the Program Director and the GME office.

Unexcused Absence
If a Resident does not show up for assigned hours, including night call, without notifying his or her 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. Arrangements for “payback” to other residents who may be assigned to cover night call or assigned hours will be made at the discretion of the Program Director.

Military Leave
Military leave will be granted for active duty training in the United States armed forces, reserves, or National Guard not to exceed seventeen (17) calendar days per year. Residents on active duty training are compensated by the military and are not paid by the University during this period; however, benefits continue. Residents who are called to active duty are not compensated by the University and receive no ongoing benefits. Re-admittance to the training program after completion of active duty may require formal application and selection.

Military leave, compensated and with full benefits, may be granted for residents who are called to active duty for reasons other than active duty training. Such administrative leave may not exceed thirty (30) calendar days per year, after which employment will cease. Such termination of employment is deemed a COBRA “qualifying event” that permits the resident and dependents to elect continuation of benefit coverage under a group plan at personal expense for up to eighteen (18) months. All such military leave must be validated by copies of orders that stipulate the dates of reporting and separation from the military.

Jury Duty
If you are called to jury duty on a day in which you are scheduled to work, you will be given leave with pay for the actual time spent on jury service (time required to spend sitting on a jury or physically waiting at the courthouse in anticipation of being called to sit on a jury). The Program Director and/or department must be notified as soon as a jury summons is received. Only the court, as outlined in the Jury Summons Notice can grant deferment or excused absence from jury service.

Holidays
Residents should not expect to get holidays as a day off of work. If the facility or clinic is closed and the program does not realign the duties, then the time is not counted toward annual leave. If the facility or clinic is open during a holiday, residents will need to use annual leave to take the holiday off.

INITIAL APPOINTMENT REQUIREMENTS

Selection
The University of South Florida Morsani College of Medicine strives to maintain a competitive, high-quality GME program that provides fair and equitable access to individuals who meet the specified qualifications. In order to begin a training program at the University of South Florida, an individual must be a graduate of a North American medical school accredited by the LCME or a graduate of a College of Osteopathic Medicine in the United States accredited by the American Osteopathic Association (AOA), and have successfully completed (passed) USMLE Steps 1 and 2. Residents must also pass the USMLE Part 3 before March of their PGY-2 year, or their contract will not be renewed for the upcoming PGY-3 year. In addition, graduates of medical schools outside the U.S. must have full ECFMG certification, and if not a US citizen, must have a J-1 VISA, are also eligible to apply.
All individuals who are considered for appointment as Residents in a USF Health MCOM training program must be interviewed and selected through an approved interview and/or matching process. Entry level individuals cannot be selected apart from the match except to fill vacant positions left after an unsuccessful match or through attrition.

Individuals selected for a training program must hold appropriate certification(s) and must be registered in the State of Florida and approved by the Board of Medicine prior to beginning the training program. To be approved by the State of Florida, the individual must meet all the current requirements of the State of Florida to be registered as an unlicensed physician in training, or hold a full Florida medical license.

For incoming Residents, the technical standards policy requires that individuals accepted into GME programs have the necessary physical and mental skills (with reasonable accommodation) to be able to function as a practitioner in the chosen specialty. Vision, hearing, and speech capabilities must be adequate for the satisfactory conduct of the chosen field. Upper and lower extremity function must be adequate to accomplish the essential functions of the chosen field. Additional physical requirements may exist for some programs and will be provided to interested individuals on request.

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. 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 trainee 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 full license or a valid training license. Residents without a training license or a full license in the State of Florida may not participate in patient care.

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 with the State, pay a licensing fee (for full FL licensure), and have passed an appropriate certifying examination that includes the National Boards Part III, FLEX, or the USMLE Step 3 within ten years of application for licensure. The application for State licensure can be obtained from www.doh.state.fl.us/mqa. Application materials and specific information on application procedures are available from the USMLE website at www.usmle.org. Information is also available from the medical licensing authority in the jurisdiction where the examination is intended to be taken. USMLE Step 3 is administered by individual medical licensing authorities of the United States and its territories.

USMLE test dates can be obtained through their website at www.usmle.org or by calling (817) 868-4000. The USMLE is the only mechanism currently available for obtaining a license to practice medicine in any state in the United States. If you have obtained a Doctorate of Osteopathic Medicine, you may take the USMLE or the COMLEX. Although regulations vary slightly from state to state, all states now have a limitation on the time frame over which all three parts of the USMLE must be taken. In Florida, Step 3 must be taken within 7 calendar years of having taken Step 1. USF GME requires that individuals pass Step 3 of the USMLE prior to starting their PGY-3 year. Failure to provide passing scores will result in termination prior to the PGY-3 year.

**CONTINUED APPOINTMENT REQUIREMENTS**

**Evaluation**

Each Resident shall be evaluated 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. 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 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 (Policy No. GME-204)**

It is the policy of the USF MCOM, in keeping with the statues of the State of Florida that post-graduate trainees function only under the supervision of a member of the regular or clinical faculty of the MCOM who is credentialed to perform the activities and procedures involving the Residents. Residents are not allowed to function without an appropriate level of direct or indirect supervision.

Under direct supervision, a Resident can participate in any activity or procedure for which the attending physician is physically present and duly credentialed. For indirect supervision, each residency program shall maintain a scope of practice statement for each year of training indicating the procedures, actions and processes suitable for performance by a Resident under indirect supervision. The scope of practice is limited to that which the law allows for specific education and experience, and specific demonstrated competency. Scope of practice can differ from program to program. 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. Copies of the scope of practice for each residency can 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. At a minimum, these circumstances will include:

- Emergency Admission
- Transfer of patient to a higher level of care
- Change in DNR status
- Patient requesting discharge AMA
- Consultation for urgent condition
- Code Blue Team activation
- Patient or Family Dissatisfaction
- Patient Death

**Disciplinary Measures (Policy No. GME-218)**

Residents who do not maintain satisfactory performance as a student in post-graduate training and/or who do not maintain satisfactory performance in meeting professional standards in patient care may be subject to an educational improvement plan designed to give the trainee notice of the need for improvement and develop a plan towards improved performance. In keeping with the principle of progressive discipline, the resident may receive a verbal or written warning, be placed on probation, suspended, or dismissed from the program. The discipline policy is more fully set out in GME-218. Notice of written warning and probationary status will be sent to the Office of GME. will Probation and suspension status will become a part of the Resident’s file. Upon successfully completing the period of probation, the Resident’s file will reflect the end of probation. When
performance is so egregious, it may necessitate the Resident’s dismissal without probation. Residents may be immediately suspended from patient care responsibilities by the Program Director following receipt of reliable information that the Resident’s clinical judgment or proficiency in clinical skills necessary to the practice of medicine is deficient or impaired. Residents who are given notice of their probation, suspension, non-renewal, or dismissal from the program have the right to appeal this decision by application to the Office of Graduate Medical Education.

**Maintenance of Licensure, Registration and Certification**

**Maintaining a License**
The State of Florida requires that all physicians hold a valid Florida medical license, either a full or training license. Providing care to patients without a current full or training license in the State of Florida is “practicing medicine without a license” and violates state law. A lapse in license can result in suspension without pay and progressive disciplinary action, up to and including dismissal. A Trainee who does not renew their license by July 1 will first use Annual Leave and then take time off without pay until the license is approved.

**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 the program. Prescriptions for controlled drugs 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 or holding a valid 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.

**ACLS/PALS/NRP/ATLS**

All Residents are required to hold current ACLS certification, except for Pediatrics and Neonatology who must hold a current PALS certification, before beginning their term of employment in a USF affiliated institution. 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 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. Certification is valid for four (4) years and must be renewed by the following specialties to continue practice in the Trauma aspect of their programs: General Surgery, Neurosurgery, Otolaryngology, Plastic Surgery, Vascular Surgery.

**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.

**Patient Care.** Residents must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
Medical Knowledge. Residents must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

Practice-Based Learning and Improvement. Residents must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence and to continuously improve patient care based on constant self-evaluation and life-long learning. Residents are expected to develop skills and habits to be able to meet the following goals:

- identify strengths, deficiencies, and limits in one’s knowledge and expertise;
- set learning and improvement goals;
- identify and perform appropriate learning activities;
- systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement;
- incorporate formative evaluation feedback into daily practice;
- locate, appraise, and assimilate evidence from scientific studies related to their patients’ health problems;
- use information technology to optimize learning; and,
- participate in the education of patients, families, students, residents and other health professionals

Interpersonal and Communication Skills. Residents must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. Residents are expected to:

- communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds;
- communicate effectively with physicians, other health professionals and health related agencies;
- work effectively as a member or leader of a health care team or other professional group;
- act in a consultative role to other physicians and health professionals; and,
- maintain comprehensive, timely, and legible medical records, if applicable.

Professionalism. Residents must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Residents are expected to demonstrate:

- compassion, integrity and respect for others;
- responsiveness to patient needs that supersedes self-interest;
- respect for patient privacy and autonomy;
- accountability to patients, society, and the profession; and
- sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.

Systems-Based Practice. Residents must 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. Residents are expected to:

- work effectively in various health care delivery settings and systems relevant to their clinical specialty;
- coordinate patient care within the health care system relevant to their clinical specialty;
- incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care as appropriate;
- advocate for quality patient care and optimal patient care systems;
- work in inter-professional teams to enhance patient safety and improve patient care quality; and
- participate in identifying system errors and implementing potential systems solutions.

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.

Affiliated Hospitals: Bylaws, Rules and Regulations; Policies and 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 and Health Insurance Portability and 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 at Resident Orientation 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:

1. Coordinate professional integrity activities within the USF Health and in coordination with USF as a whole;
2. Ensure an institutional perspective;
3. Use the Federal Guidelines for effective compliance programs as a basis for the program;
4. Implement an "early warning" process for emerging compliance/integrity issues;
5. Raise awareness about legal and ethical issues and obligations; and
6. 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, or  
EthicsPoint:  (USF Hotline) at  

**Clinical Experience and 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 will log duty 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 and Outside Activities (Policy No. GME-208-A). PGY 1’s are never allowed to moonlight.** A limited number of opportunities to moonlight may be available with the knowledge and pre-approval of the Program Director and the Designated Institutional Official PRIOR to beginning any moonlighting activity. Residents are never required to engage in moonlighting/outside employment. Residents may not accept outside employment or engage in other outside activity that may interfere with the full and faithful performance of clinical responsibilities, interfere with Resident achievement of the educational goals and objectives, or adversely affect patient safety. Additionally, all Residents are limited to an eighty (80)-hour workweek, averaged over four (4) weeks, **which includes all time spent in moonlighting activities.** Moonlighting hours will be recorded in New Innovations, with the training location indicated. Any proposed outside professional activities must be reported in writing to and approved in advance by the Program Director and the DIO for GME using the approved Moonlighting Request Form. Residents must adhere to GME’s Moonlighting Policy and Procedure. An updated Moonlighting Approval form must be completed and in place for each academic year.

Additional documentation may be required if moonlighting at an affiliated institution. Residents may not bill or supervise in their area of training.

Moonlighting employment malpractice insurance coverage is not provided by GME as part of the USF Health Self Insurance Program and is the responsibility of the moonlighting resident. 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 attire 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 and 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 VA 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 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, but may purchase a meal at the established guest meal rate. Meals included are evening and breakfast; a box meal may be requested via menu sheet. If a resident requires a hot meal tray, he or she may call extension 7040 to request it. Authorized medical team personnel will sign for the meal in the appropriate section on the sign-in sheet in the dining room. Weekend, holidays, and evenings, residents may call for trays to be sent to the 7th floor Physician’s Lounge or complete a meal request form.

• **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 handed out by the Moffitt GME office, 2 cards per call period, during the months of July and August. For the month of September forward, $14 per call period will be placed on the Moffitt ID badge equal to the number of call periods the person is assigned to for the year. Once meal funds are exhausted, no additional funds will be allotted. Contact MCC GME at (813) 745-1867 with questions.

• **Morton Plant Hospital:** Provides meals for residents who are on inpatient rotations or night float.

• **Tampa General Hospital:** Meal “debit” cards are issued once a year by the GME Office to all residents and fellows who meet the criteria based on their scheduled rotations at TGH. Trainees sign an acknowledgement for receipt of the meal card and agree to abide by the TGH Meal Card Guidelines which includes a daily limit of $20. 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**

**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/](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.
CRISIS MANAGEMENT PLANS AND PROCEDURES

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.

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 MoBull on a cell phone. To register for MoBull, visit http://usfweb2.usf.edu/mobullplus/. Additional information can be found at the USF Emergency Preparedness website.

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

Hospital Emergency Codes

For a chart of Hospital Emergency Codes please see Attachment 5 in the Handbook.

POLICIES & PROCEDURES

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.
**Americans With Disabilities Act (ADA) (Policy No. GME-302)**
The University of South Florida strives to ensure that all goods, services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with federal and state laws. For more information, please see the full policy on the GME website.

**Grievances/Appeals Policy Statement (Policy No. GME-228)**
This policy provides a mechanism for resolving significant disputes and complaints which may arise between a house officer and their residency program, program director or other faculty member, including working conditions, benefits, or the failure of the department of the University of South Florida to fulfill its obligations to the resident/fellow under the terms of his/her house officer contract. Residents may appeal significant disagreements, disputes, or conflicts with their program using the procedure outlined in GME-228.

As part of the University’s policy of Grievance, the fundamental character of the academic enterprise should set the context of administrative decision making. Thus, the values of the academic environment -- values that encourage free expression, self-direction, independence of thought and action, individual responsibility, collegiality, and the highest standards of ethical behavior -- should guide the determination of methods of investigation and documentation that will be utilized in the resolution of situations involving non-criminal malfeasance, misfeasance, or other misconduct of University employees in the performance of duties (See: University Policy #0-017 -- Non-Criminal Investigation Procedures).

In addition, the University of South Florida recognizes the right of its employees and students to voice their concern on campus issues or personal issues of concern to them without fear of any negative, retaliatory, or reprisal action as a result of having lodged a grievance, appeal, or claim (See: University Policy #0-013 -- Reprisals).

**Harassment (Policy No. GME-300)**
The USF MCOM maintains specific guidelines regarding all forms of harassment, which are consonant with the rules and policies of the University, as well as laws and rules of the State of Florida. The University of South Florida System (USF System) is a diverse community that values and expects respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF System protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. See USF Policy on Discrimination and Harassment for additional information: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf. The USF System also protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. See USF Policy on Sexual Misconduct/Sexual Harassment for additional information: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf. Additionally, sexual harassment and all other forms of harassment are inconsistent with the role of a professional and are not tolerated by the University. Individuals with knowledge of harassment are encouraged to promptly report such activity to the Office of the USF Health Dean (813) 974-2196 or the Sr. Associate Dean of GME (813) 974-4478. Calls or concerns can also be directed to the Office of Diversity, Inclusion & Equal Opportunity at (813) 974-4373.

In addition, EthicsPoint is 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.

**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.
**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 paging systems given or assigned to them. Residents are individually responsible for his/her assigned pagers. For difficulties with pagers, residents should notify the USF GME Office at (813) 250-2529. In the event of loss, theft or careless damage, pagers must be replaced at the resident’s expense in the amount of $50. 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. Pediatric and Med-Peds residents are issued pagers at the Johns Hopkins All Children's Hospital orientation. These pagers are the property of Johns Hopkins All Children's Hospital and the responsibility of the resident. Family Medicine (Morton Plant Hospital) Residents are issued pagers through the GME office at Turley Family Health Center – for questions call (727) 467-2502.

Pagers can be exchanged through the GME Offices (both North and South locations) 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 ID Badge is obtained from the USF Tampa Campus, in the Card Center, located in the Student Services Building (SVC) 1032 and reachable by phone at (813) 974-2357.

While there is no charge for the initial card, replacement/re-make cards are $15 and can only be purchased with VISA or MasterCard. Normal hours of operation are Monday to Thursday from 9:00am to 6:00pm and Friday from 9:00am to 5:00pm

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

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.

Additional Annual Requirements include:
1) 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,
2) INFLUENZA Vaccination will be required each year (This vaccine will be provided for you at no cost beginning in October of each year through the USF Medical Clinic/Medical Health Administration (MHA) office or from our clinical affiliates).

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 and/or USF Report of Injury or Illness and Supervisor’s Report.

Exposure Contacts at USF and USF Affiliates - Employee Health Services (EHS)

<table>
<thead>
<tr>
<th>All Children's Hospital:</th>
<th>James A. Haley VA Hospital:</th>
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<tbody>
<tr>
<td>Contact: 727-892-4483</td>
<td>Contact: Occupational Health 813-972-2000 x7046</td>
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<tr>
<td>*After hours: Page evening/night nursing supervisor</td>
<td>*After hours: Go to emergency room</td>
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<tr>
<th>Bayfront Medical Center:</th>
<th>Morton Plant Mease Hospitals:</th>
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<tr>
<td>Contact: Employee Health Coordinator 727-893-6189</td>
<td>Contact: 727-825-6225</td>
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<tr>
<td>*After hours: Go to emergency room</td>
<td>*After hours: Go to emergency room</td>
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<tr>
<th>Bay Pines VA Hospital:</th>
<th>Shriners Hospital:</th>
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<tbody>
<tr>
<td>Contact: Occupational Health 727-398-6661 x5212</td>
<td>Contact: Sheryl Chewning RN 813-975-7141</td>
</tr>
<tr>
<td>*After hours: Go to emergency room</td>
<td>*After hours: Page evening/night nursing Coordinator</td>
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Questions regarding occupational exposure or infectious employment-related injuries should be referred to the USF Medical Health Administration Office at (813) 974-3163.

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

**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 (toll free) The injured or ill employee should be present for the call so the employee’s injuries or illness may be triaged and the appropriate medical care provided.

In case of emergency, call 911 for immediate medical care for the injured or ill employee. Then, the supervisor or department designee must call AmeriSys immediately at 1-800-455-2079.

Employee’s Responsibility: When an 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: What to Do
1) Call AmeriSys immediately at 1-800-455-2079 to report the injury or illness. Except in cases of emergency, the injured or ill employee must be present with the supervisor when the injury or illness is reported.

2) Complete the Incident Investigation Report for Supervisors (on the Workers’ Compensation webpage).

3) Have the completed Incident Investigation Report for Supervisors and the following information ready when you call AmeriSys to report an injury:
   - Injured/ill employee’s home address and home telephone number.
   - Injured/ill employee’s date of birth and social security number.
   - Injured/ill employee’s date of employment and salary.

4. Once AmeriSys has taken the required information from you over the telephone, the intake specialist will assess the employee’s medical needs and refer the injured/ill employee to a medical facility as appropriate.

Within 24 hours of the injury or illness occurring, if you have questions on how to report a work-related injury, contact the USF Worker’s Compensation Administrator, Meica Elridge, at (813) 974-5775 or via e-mail at melridge@usf.edu.

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**UNIVERSITY SERVICES**

**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. Payment of the parking permit is the responsibility of the trainee.

USF campus parking permits can be purchased online thru the Parking & Transportation Website at 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. For cash or check payments, you must first obtain a voucher thru the Parking Services Office.

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.

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

- **TGH Parking**

  Residents and Fellows are assign 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 on the designated Physician parking area.

- **Moffitt Cancer Center**

  USF residents and fellows can obtain a USF student permit and park in any of the USF student surface lots around Moffitt or the top floor of the Laurel garage. USF residents and fellows may also park at the McKinley campus and shuttle in via the shuttle (15-30 min travel time) without a USF student permit. Moffitt GME will reimburse cost of the USF student permit for residents and fellows at a rate of $25 per scheduled monthly rotation up to the price of the permit. Please bring in your receipts to the Moffitt Office of Graduate Medical Education, 4th floor of the main hospital building, MCC4035 or email Cheryl.Davidson@moffitt.org to request reimbursement.

- **James A Haley VA**

  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 between 6:00a.m. and 2:30p.m., as well as Levels 4-6 of the Parking Garage between the hours of 12:00am-2:30pm, and also the Romeo Lot between 6:00a.m. – 9:00p.m. 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 or in the Polytrauma underground garage with
a card issued by the VA Police-PIV ID Section once their vehicle registration is completed. Failure to adhere to parking and traffic regulations may result in imposed fines and/or towing.

- **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**

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 HEALTH 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.

The IS department's website ([http://health.usf.edu/is/index.htm](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**

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, [http://www.health.usf.edu/medicine/gme](http://www.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 and Physician-in-Chief: Jonathan Ellen, MD
Medical Education Contracts: Anne Broadbent, Manager
Risk Manager Contact: Louise Bearns-Kurth
Employee Health Contact: Lynda Ruckman, RN
Link: https://www.hopkinsallchildrens.org/Campus Map

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: Suzanne Klinker
Chief of Staff: Dominique A. Thuriere, MD
Medical Education Contact: Rhonda Lee Omslaer, BSN
Risk Manager Contact: Ken Massingill
Employee Health Contacts: Melvin Bradley, MD, and Diane Purdum, RN
Link: BayPines VA Campus Map
James A. Haley Veterans Hospital
13000 Bruce B. Downs Blvd., Tampa, FL 33612
(813) 972-2000
Hospital Director: Joe D. Battle
Chief of Staff: Colleen Jakey, MD
Medical Education Contact: Colleen Jakey, MD
Risk Manager Contact: Maricelis Cuevas
Employee Health Contacts: Rachel H. Williams, MD
Link: https://www.James A Haley VA/campus map

Moffitt Cancer Center
12902 Magnolia Dr., Tampa, FL 33612
(813) 745-4673
President and CEO: Alan List, MD
Chair, GME Contact: Jonathan Zager, MD
Mgr., GME: Christine Hanna
Risk Manager Contact: Maura Woerner
Employee Health Contact: Vicki Elie
Link: Moffitt Campus Map

Morton Plant Hospital
P.O. Box 210, 300 Pinellas St.,
Clearwater, FL 33756
(727) 462-7000
President: Kristopher Hoce
Executive VP & CMO: Bruce Flareau, MD
Medical Education Contact: Eileen Morroni
Risk Manager Contact: Laura Ratcliffe
Employee Health Contact: Sherie Miranda
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: Sally Houston, MD
Medical Education Contact: Sally Houston, MD
Risk Manager Contact: Julia Kauzlarich
Employee Health Contact: JoAnn Shea, ARNP
Manager: Tracy Watkins
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: Bryan Bognar, MD, MPH
Employee Health Contact: Diana Doughty, RN, MBA
Link: North Campus: http://health.usf.edu/North Campus
HELPFUL LINKS

Accreditation Council for Graduate Medical Education (ACGME): www.acgme.org

American Medical Association (AMA): www.ama-assn.org

Educational Commission for Foreign Medical Graduates (ECFMG): www.ecfmg.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/qua

Florida Medical Association (FMA): www.fmaonline.org

Medical Insurance Plan – Preferred Providers: www.phcs.com


Shimberg Health Sciences Library: http://library.hsc.usf.edu/

USF Health Home Page: www.health.usf.edu

USF Health Division of Research Integrity & Compliance: www.research.usf.edu/cs/
## ATTACHMENTS

1. INSTITUTIONAL STATEMENT OF COMMITMENT .......................................................... 34
2. HOUSE OFFICER CONTRACT .................................................................................. 35
3. BENEFITS SUMMARY ............................................................................................. 42
4. AFFILIATED HOSPITAL EMERGENCY CODES ...................................................... 48
5. AFFILIATED HOSPITALS – Computer and Application Resources ....................... 49
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

Cue Mai, M.D., FACP
Senior Associate Dean, Graduate Medical Education
Designated Institutional Official

Cue Mai, M.D.
Chair, GMEC

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

Date

4/3/2018

Date

4/3/2018

Date

4/3/2018

Date

4/3/2018
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 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 «PGY_Level» in the Specialty, «Specialty», from «Start_Date» through «End_Date» (hereinafter “Contract Year”).

University strives to maintain a competitive, 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 the Housestaff Handbook, GME policies, or requirements of the relevant certifying board may result in a revocation, termination, or non-renewal of the Contract.

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, 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. Residents' responsibilities include:

1. Developing a personal program of self-study and professional growth with guidance from the teaching staff.
2. 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.
3. Participating in all the educational activities of the Program and, as required, assuming responsibility for teaching and supervising other students and residents.
4. Participating in all required orientations, continuing education, and safety seminars at USF and affiliated institutions.
5. Maintaining current ACLS/PALS/NRP/ATLS certification, as applicable.
6. 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.

7. Participating in institutional committees and councils, especially those that relate to patient care review activities and residency oversight activities.

8. 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 the 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.

9. Complying with the scope of practice documents pertinent to the training program and obtaining an active and verifiable State license or registration as a physician in training 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 the 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.

10. Recording duty hours according to GME policy.

11. Limiting moonlighting, employment outside of residency responsibilities, to that which is approved in writing by the Program Director and within the limits of ACGME Mandated Workweek. PGY-1 residents are not allowed to moonlight.

12. Timely paying all financial obligations to the University. The resident agrees that, in the event he/she has 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 Agreement, all GME policies & procedures including but not limited to the Housestaff Handbook and all requirements, policies, and procedures of the University and its’ affiliates.

14. Providing the Office of Graduate Medical Education 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 education, license, visa, and fitness for duty.

15. Demonstrate and maintain authorization to work in the United States without interruption.

16. Demonstrate fitness for duty including a pre-employment health assessment, background check and drug screening, and periodically undergoing other testing and screenings as may be deemed appropriated by University and its’ affiliates.

17. House Officer must pass the USMLE Part 3 before beginning the PGY-3 year. House Officer must meet this requirement to maintain good standing in the program.

B. Duration of Appointment: While it is generally understood that efforts will be taken to assure that a resident who has met all requirements of his/her training program and conducted himself/herself appropriately will be allowed to complete the training program to which he/she was accepted, this Contract is for one (1) year only and is subject to renewal prior to each academic year. In addition, acceptance into an initial residency at the University does not assure acceptance into subsequent advanced training programs, nor
does it assure 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 their applicable 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. All residents will receive the same benefits package.

D. **Conditions for Re-appointment:** 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 training program, program-specific continuing education as required, active training license and ACLS/PALS certification. Re-appointment is subject to approval by the Program Director and Designated Institutional Official (hereinafter “DIO”). Residents who are not re-appointed have full rights of appeal as described in the Housestaff Handbook and GME Policies and Procedures.

E. **Discipline and Discontinuation:** House Officer agrees and understands that his/her continuation in the Program is dependent upon his/her satisfactory performance in accordance with professional and patient care standards, the criteria of his/her Program, the criteria and requirements of the Accreditation Council for Graduate Medical Education (“ACGME”), and compliance with the conditions and requirements of this Contract, University Policies and Procedures, GME Policies and Procedures and the Housestaff Handbook. University Policy and Regulations can be found on the University website at [http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp](http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp). GME Policies and Procedures and the Housestaff Handbook can be found on the [GME website](http://health.usf.edu/medicine/gme/) and are incorporated herein by reference. The University endorses the principle of progressive discipline and seeks to address substandard performance and/or conduct with the least severe action necessary to effect the desired change.

The University agrees that any academic, professional or other disciplinary action, including dismissal, which may be taken against House Officer, will be in accordance with fair institutional policies and procedures as described in the Housestaff Handbook and GME Policies and Procedures. The University agrees that the adjudication of any House Officer complaints and grievances related to actions that could result in dismissal or could significantly threaten the House Officer's intended career development will be in accordance with fair institutional policies and procedures as described in the Housestaff Handbook and GME Policies and Procedures.

F. **Grievance 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 and Procedures. 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. The Office of GME will provide assistance
to residents seeking to file a grievance in a fair and impartial manner.

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.

H. **Policies on Gender or Other Forms of Harassment:** The University's Morsani College of Medicine and Office of GME publishes specific guidelines and policies regarding all forms of harassment. These guidelines and policies are consistent with the rules and policies of the University and 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, or their Program Director.

I. **Insurance**
   1. **Liability coverage** is provided in an amount equivalent to that provided to the faculty physicians of the USF Morsani College of Medicine through the USF Health Self-Insurance Program (SIP). All residents are provided with legal defense and protection through SIP for any action brought against the USF Board of Trustees regarding the resident’s alleged care and treatment of patients pursuant to Florida Statutes Section 728.28 during the course of their training as well as afterward, i.e., tail coverage, for alleged acts or omissions occurring during and within the scope of their University resident trainee appointment and educational program. This does not cover moonlighting or any activities outside of the University resident trainee appointment. Professional liability protection for residents for incidents occurring outside the scope of their University employment or function is not provided.
   2. **Health, Disability, and Life Insurance.** Benefits begin on the first date of employment. As a component of their benefits, all residents participate in 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.

J. **Leave Policies:**
   1. **Annual Leave:** All residents will receive a total of fifteen (15) work-days of annual leave. Leave allowance is pro-rated for trainees beginning off-cycle. Vacation leave must be requested and approved at least thirty (30) days in advance by the Program Director or within program specific guidelines. Granting of all leave is at the discretion of the Program Director, considering the availability of housestaff and needs of the University and its’ affiliates as the patient care. Consideration of leave requests submitted less than thirty (30) days in advance is at the discretion of the Program Director. All leave is to be used during the year it is accrued, and may not
be carried over from one academic year to the next. No payment for unused leave days will be made upon terminating a program. Leave cannot be guaranteed or reserved for the last two weeks in June.

2. **Sick Leave**: Residents will each be allocated nine (9) workdays of sick leave at the beginning of each appointment year, and these cannot carry forward beyond the appointment year. Leave will be pro-rated for residents who begin off-cycle. Sick leave is to be used in increments of not less than a full day for any health impairment that disables an employee from full and proper performance of duties, including illness caused or contributed by pregnancy, when certified by a licensed physician. Sick leave may be used in half-day increments as needed for personal medical appointments.

3. **Sick Leave Pool**: Residents can access a sick leave pool for extended sick leave because of medical needs of up to 90 days per academic year. Such use may be allowed only after exhaustion of accrued sick leave up to a maximum of 90 days of sick leave pool per individual, with the pre-approval of the Program Director and the GME Office. Sick leave pool is not intended to be used for parental or maternity leave. A resident suffering a personal disability necessitating use of sick leave without prior approval must notify the Program Director as soon as possible. Unused sick leave will not be paid upon termination.

4. **Maternity/Paternity Leave of Absence**: Each resident is allowed up to 10 workdays of compensated maternity/paternity leave for the birth or adoption of a child. Time must be used within 90 days of the birth or adoption event. Residents must apply for maternity/paternity leave in advance and obtain approval from their Program Director and the GME Office.

5. **Bereavement Leave of Absence**: In the event of death in the immediate family, the House Officer may be granted three (3) days of Bereavement Leave in order to attend the funeral and assist in estate settlement. For purposes of this policy, 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. The House Officer is required to notify and obtain approval for Bereavement Leave from the Program Director and the GME office.

6. **Military Duty**: Military leave will be granted for active duty training in the United States armed forces, reserves, or National Guard not to exceed seventeen (17) calendar days per year. Residents on active duty training are compensated by the military and are not paid by the University during this period; however, benefits continue. Residents who are called to active duty are not compensated by the University and receive no ongoing benefits. Re-admittance to the training program after completion of active duty may require formal application and selection. Please see the Leave policy for additional details on Military Leave. (http://health.usf.edu/~/media/Files/Medicine/GME/policies/leave-of-absence-gme-215.ashx?la=en).

7. **Holidays**: Residents do not automatically get holidays as a day off work. A trainee
must request a holiday off as part of their annual leave allotment unless the facility or rotation where he/she is assigned is closed and they are not reassigned by the program. If the facility or clinic is closed and the program does not reassign the duties then the time is not counted toward annual leave. Residents are expected to notify the program at the beginning of each academic year if they intend to be absent from a rotation. Residents absent for religious reasons will be given reasonable opportunities to make up any work missed. The program follows University policy [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf) and any resident who believes that he or she has been treated unfairly with regard to the above or University policy may seek review of a complaint through established by the University's Office of Diversity and Equal Opportunity or the Graduate Medical Education Office.

8. **Effect of Leave on Program Completion:** Approved annual leave and sick leave are within the current requirements of all certifying agencies. Residents anticipating the need to request additional leave, compensated or uncompensated, should discuss the impact on their program completion prior to commencing the additional 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](http://www.abms.org). Residents are not automatically entitled to additional training beyond the prescribed amount in order to meet board requirements.

9. **Family Medical Leave Act (FMLA):** Residents may take up to a total of twelve (12) weeks leave under the Family Medical Leave Act (FMLA) if the resident meets the qualifications stated in the FMLA. All current, unused leave shall be used as continuing compensation during the FMLA leave. No other compensation is available. FMLA time will run concurrently with any paid or unpaid time taken, so as not to exceed a total leave time of no more than twelve (12) weeks, beginning with the first day of the qualifying event. If both parents are USF residents, a combined total of 12 weeks of parental leave is allowed as prescribed by Family Medical Leave Act. To access information on the FMLA, please visit the Policies and Procedures section of the USF Human Resources webpage at [http://www.usf.edu/hr/benefits/attendance-leave/fmla.aspx](http://www.usf.edu/hr/benefits/attendance-leave/fmla.aspx). Residents should discuss the impact on their program completion prior to commencing leave. Make up time or repeat of training may be required to fulfill criteria of the ABMS or AOA as determined by the Program Director.

K. **Duty Hours Limitation:** 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 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. Duty periods of PGY-1 residents must not exceed sixteen (16) hours in duration. For complete Duty Hour rules refer to the USF GME Policy on Clinical Experience and Education Work Hours of Residents,
Residents/fellows are required to log their work hours online at least monthly, no later than the 5th day of the following month. Residents/fellows will receive an e-mail in their designated e-mail accounts which will supply them with the direct link to complete work hours.

L. **Moonlighting and Outside Activities:** House Officers are not required to engage in Moonlighting. House Officers may not accept employment or engage in 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. Any proposed outside professional activities must be reported in writing to and approved in advance by the Program Director and the DIO for GME using the approved Moonlighting Request Form, [USF GME Moonlighting Policy](http://health.usf.edu/medicine/gme/policies). The University’s Self Insurance Program does NOT provide liability protection for residents participating in moonlighting. PGY-1 residents are not permitted to moonlight.

M. **Counseling and Psychological Support Services:** A Resident Assistance Program (hereinafter “RAP”) is provided to all residents as a benefit of their employment by the University. 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, three (3) visits per year are prepaid. More information is available in the Housestaff Handbook.

N. **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 make every effort to assist the residents in identifying a program in which they can continue their education.

O. 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 or any applicable law or regulation.

________________________________________
Cuc Mai, M.D.
Sr. Associate Dean, Graduate Medical Education
Designated Institution Official (DIO)
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 $50 per month for spouse only; and $75 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/](http://health.usf.edu/doctors/)
  - **Tier 2 (UHC Provider)**
    - Co-Payment: $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

**Standard 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 flat benefit amount of $2,500 per month (regardless of salary) 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 age 67.
Life and Accident Insurance

Standard Insurance Company
A $50,000 group term life insurance policy is provided to you by Standard Insurance Company and paid for by the USF MCOM.

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.
- BENCOR, Inc. 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](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 BENCOR.
- You can access your BENCOR account, [www.bencorplans.com](http://www.bencorplans.com). Click on Participant Log On, then select the Get Started box and follow the prompts to create a personalized user ID and password.
- You can also call BENCOR at 888-258-3422 (option 1) to access your account.

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](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 (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.
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 discounted membership for residents is $90 per year.

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 for a discounted fee of $10 per month.

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

Resident Assistance Program

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.
**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 Duo, a multi-factor authentication system to add an extra layer of security to your account. To set up your Duo Authentication, go to http://netid.usf.edu/duo. Duo adds an additional step during GEMS Self Service login to help keep you safe while being online. You can also view a PDF of the full Duo instruction guide at http://www.usf.edu/it/documents/duo-details.pdf.

Once Duo 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, then select Self Service in the left column. Next select Payroll and Compensation to enter your banking information. You can also use GEMS Self Service to view and print your bi-weekly pay, update your address and/or W-4 allowances.

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**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 to them. 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), use of the library computer lab, and more! Log on for additional information, http://library.hsc.usf.edu/.

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**Resident and Fellow Leave Information**

**Annual (Vacation) Leave.** All USF GME Residents and Fellows receive fifteen (15) weekdays of annual leave per contract year. Vacation is pro-rated for trainees beginning mid-cycle.

**Sick Leave.** All USF GME Residents and Fellows receive nine (9) weekdays of sick leave.

**Maternity/Paternity Leave.** All USF GME Residents and Fellows are eligible for up to 10 days of compensated maternity/paternity leave. 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. Residents and Fellows who are members of any reserve component of the armed forces of the United States will be granted leave for active duty training, not to exceed 30 calendar days per year. Residents on active duty training are compensated by the military and not by the University during this period; however, benefits are continued.

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. By definition, “unexpected personal illness” does not include uncomplicated pregnancy or recovery following childbirth. The sick leave pool is only to be utilized after exhaustion of sick leave and annual leave, up to a maximum of 90 days.

For more information on house staff benefits, or the current salary schedule, please check the GME website, [http://health.usf.edu/medicine/gme/](http://health.usf.edu/medicine/gme/) or email Patti Taylor ptaylor@health.usf.edu
## ATTACHMENT 4: AFFILIATED HOSPITAL EMERGENCY CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>TAMPA GENERAL</th>
<th>MOFFITT</th>
<th>JAHVA</th>
<th>BAY PINES</th>
<th>JH-ACH</th>
<th>MORTON PLANT/MEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>Code Blue</td>
<td>Code Blue</td>
<td>Code Blue</td>
<td>Code Blue</td>
<td>Code Blue</td>
<td>Code Blue</td>
</tr>
<tr>
<td>All Clear</td>
<td>-</td>
<td>-</td>
<td>Code Green</td>
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<tr>
<td>Disaster</td>
<td>Code Green</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Disaster / Mass Casualty</td>
<td>Code D - David</td>
<td>Code Green</td>
<td>Code D</td>
<td>-</td>
<td>Code Green</td>
<td>Code Green</td>
</tr>
<tr>
<td>Disruptive Behavior - No OH Page</td>
<td>-</td>
<td>-</td>
<td>Silent Code Orange</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Disruptive Behavior - Infectious Illness Suspected</td>
<td>-</td>
<td>-</td>
<td>Special Code Orange</td>
<td>-</td>
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<tr>
<td>Missing Person – High Risk Patient</td>
<td>Code Yellow</td>
<td>-</td>
<td>Code Orange</td>
<td>Code Orange</td>
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<td>-</td>
</tr>
<tr>
<td>Lockdown</td>
<td>-</td>
<td>Code Yellow</td>
<td>-</td>
<td>-</td>
<td>Code Yellow</td>
<td>Code Yellow</td>
</tr>
<tr>
<td>Computer System Failure</td>
<td>-</td>
<td>-</td>
<td>Code Z</td>
<td>Code Purple</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Radiation Incident</td>
<td>-</td>
<td>-</td>
<td>Code Gray</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Severe Weather</td>
<td>-</td>
<td>Code Brown</td>
<td>-</td>
<td>-</td>
<td>Code Brown</td>
<td>-</td>
</tr>
<tr>
<td>Chemical Leak/Spill</td>
<td>Code Orange</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Hazmat/Bioterrorism</td>
<td>Code Gray</td>
<td>Code Orange</td>
<td>-</td>
<td>Code Orange</td>
<td>Code Orange</td>
<td></td>
</tr>
<tr>
<td>Active Shooter</td>
<td>-</td>
<td>Code Silver</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Code Silver</td>
</tr>
<tr>
<td>Hostage</td>
<td>-</td>
<td>Code White</td>
<td>-</td>
<td>Code White</td>
<td>Code White</td>
<td>Code White</td>
</tr>
</tbody>
</table>
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 2018-19 incoming residents and fellows.

**USF HEALTH:**

- Questions about Epic Training for USF Health Care, email the Clinical Systems Training Team:
  
  ✔️ training@health.usf.edu

- For TipSheet for when you are rotating through a USF Department, visit the Epic Sharepoint website:
  
  ✔️ https://epic.health.usf.edu > Click Epic Documentation link

- For Epic Support while at a USF Department, email the Clinical Systems Support Team:
  
  ✔️ epicsupport@health.usf.edu

- For help with Computer related issues, i.e. VMWare, HSCNet Passwords, etc., contact the Health IT HelpDesk:
  
  ✔️ 813-974-6288, opt 2
  ✔️ http://health.usf.edu/is/

- To review online eLearning Modules for Epic, visit the Learn website:
  
  ✔️ https://learn.health.usf.edu
  - Login using your USF Health user name and password
  - Select USF Health Training > Epic Training
  - Scroll down and expand the Learn Tracks for Provider or Epic View Only to view the Modules for topics covered in your training class
As a reminder while you are working at a USF Clinic, when logging into Epic you must select the correct role by clicking on the magnifying glass below.

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

Logging off the Epic application is extremely important. Please be sure you click on Log Out every time you are no longer in need to use the Epic application. This can cause issues if you do not properly log off.
**TAMPA GENERAL:**
- For help with Computer related issues at TGH sites, i.e. Passwords, Epic, Epic Training, etc.,
  - [https://myaccess.tgh.org/](https://myaccess.tgh.org/) (For password resets ONLY)
  - [https://helpdesk.tgh.org/](https://helpdesk.tgh.org/) (Help Desk Self-Service site, ONLY accessible off TGH devices)
  - [https://mindlab.tgh.org](https://mindlab.tgh.org) (MindLab for online Epic training access)
  - contact the Technology Support Center (Help Desk): 813-844-7490 (OR) 813-844-3883

**MOFFITT CANCER CENTER:**
- For help with Computer and EMR (CERNER) related issues at Moffitt Cancer Center related to
  - 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.
  - [https://myaccess.tgh.org/](https://myaccess.tgh.org/) (For password resets ONLY)
  - [https://helpdesk.tgh.org/](https://helpdesk.tgh.org/) (Help Desk Self-Service site, ONLY accessible off TGH devices)
  - [https://mindlab.tgh.org](https://mindlab.tgh.org) (MindLab for online Epic training access)
  - contact the Technology Support Center (Help Desk): 813-844-7490 (OR) 813-844-3883
<table>
<thead>
<tr>
<th>For Issues With:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIV Exemptions/Intellispace Access</td>
<td>National IT Help Desk/Region 3 813.972.2000, ext. 6108</td>
</tr>
<tr>
<td>(Request a 14 day temporary PIV exemption for immediate use plus permanent exemption for Intellispace)</td>
<td></td>
</tr>
<tr>
<td>Computer Access</td>
<td>IT Specialist - (7A-719) go to (7A-719) computer training room</td>
</tr>
<tr>
<td>CPRS (EMR) Assistance</td>
<td>Clinical Informatics, ext. 4292 OR go to (7A-719) computer training room</td>
</tr>
<tr>
<td>Consult Menu Access</td>
<td></td>
</tr>
<tr>
<td>Medication/Prescribing Access</td>
<td>Pharmacy</td>
</tr>
<tr>
<td></td>
<td>Linda James (5am-10am), ext. 7865</td>
</tr>
<tr>
<td></td>
<td>Nigara Dinova (10am-3pm), ext. 5804/833.9784</td>
</tr>
<tr>
<td>To Link PIV card to CPRS:</td>
<td></td>
</tr>
<tr>
<td>-Everyone <strong>must</strong> do when they log into CPRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. CPRS Tools Menu</td>
</tr>
<tr>
<td></td>
<td>2. Click “Digital Signing Setup”</td>
</tr>
<tr>
<td></td>
<td>3. Click “Yes”</td>
</tr>
<tr>
<td></td>
<td>4. Put Smart Card in the reader, then press “ok”</td>
</tr>
<tr>
<td></td>
<td>5. Enter 6 digit PIV PIN #</td>
</tr>
<tr>
<td>No Access to PICIS – ICU/PCU Flowsheets</td>
<td>Contact House Staff Coordinator or Erika Barr</td>
</tr>
<tr>
<td></td>
<td>- Will need ePAS revision and Nursing Informatics notification.</td>
</tr>
<tr>
<td>Parking</td>
<td>Park on 3rd floor w/ parking card</td>
</tr>
<tr>
<td></td>
<td>Park anywhere on 5th or 6th floor if you do not have parking care.</td>
</tr>
</tbody>
</table>