

Graduate Medical Education Housestaff Handbook 2016-2017



Useful Information

Graduate Medical Education Website	www.health.usf.edu/medicine/gme/
Graduate Medical Education Office	(813) 250-2506
Pagers, ACLS, BLS, TGH Scrubs, Call Room Keys.....	(813) 250-2529
Compliance Help Line	(813) 974-2222
Compliance Hotline	(866) 974-8411
Information Technology	(813) 974-6288
Resident Assistance Program (RAP)	(813) 870-3344
Diversity & Equal Opportunity USF Health Office	(813) 974-4373
USF Health Administration & Infectious Diseases Center	(813) 974-3163
Library USF Shimberg Health Sciences	(813) 974-2243
Library USF Main Campus.....	(813) 974-2729
USF Parking Services	(813) 974-3990
TGH Parking Issues	(813) 844-2277
Payroll USF Health Business Office.....	(813) 974-3687
USF Human Resources	(813) 974-2970
USF Health Malpractice Self Insurance Programs	(813) 974-8008
United HealthCare	(813) 258-0033

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

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NORTH GME Office

Physical: MCOM, Third Floor, RM 3130

Mailing: 12901 Bruce B Downs Blvd. MDC41

Tampa, FL 33612

Ph: (813) 974-4478

SOUTH GME Office

Physical: 17 Davis Blvd, Third Floor #308

Mailing: 17 David Blvd., Suite 308

Tampa, FL 33606

(See page 6 for staff specific phone #'s)

GRADUATE MEDICAL EDUCATION - HOUSESTAFF HANDBOOK 2016-2017

The Graduate Medical Education Housestaff Handbook (“Handbook”) is provided as a guide to the various policies and procedures, benefits, and services available and applicable to Graduate Medical Education (“GME”) residents and fellows appointed in the House Officer training program. 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 and fellows are encouraged to consult the GME policies and procedures and the most current Handbook, and to contact the GME office to get the most up-to-date information. Information may also be found at www.health.usf.edu/medicine/gme/. The terms “residents”, “housestaff” and “House Officer” in the handbook refers to residents and fellows in training programs through USF Morsani College of Medicine Graduate Medical Education.

MISSION STATEMENT

The Graduate Medical Education Program of the University of South Florida endeavors to provide an ideal environment for the acquisition of the knowledge, skill, and attitudes necessary for its graduates to achieve the highest levels of professional and personal accomplishment, and to safeguard the public trust. In doing so, we support a balanced educational program comprised of individual programs united under a common institutional goal and with shared participation in an interdisciplinary curriculum.



July 2016

Welcome to University of South Florida Morsani College of Medicine GME training programs! With approximately 80 residency and fellowship programs under the sponsorship of our office, USF MCOM is proud to sponsor a range of specialty and advanced sub-specialty training programs that cover the breadth of modern medicine.

As our Mission Statement attests, the Graduate Medical Education programs of USF Health endeavors to provide an ideal environment for the acquisition of the knowledge, skill, and attitudes necessary for its graduates to achieve the highest levels of professional and personal accomplishment, and to safeguard the public trust. In doing so, we support a balanced educational program comprised of individual programs united under a common institutional goal and with shared participation in an interdisciplinary curriculum.

The Office of Graduate Medical Education has prepared the House Officer Handbook to help you familiarize yourself with the benefits provided to you as a USF GME trainee. The Handbook also provides you with a comprehensive summary of policies, procedures and services available to you.

You will complete much of the onboarding process through a checklist in New Innovations. The checklist contains multiple steps with each step containing specific instructions for completion. You will also be receiving numerous e-mails from the GME Staff on how to set up your USF e-mail, LEARN modules, and other important information as the on-boarding process continues; please do not hesitate to contact us at any time.

Again, welcome to the USF Morsani College of Medicine. We look forward to guiding you through your training program!

Sincerely,

A handwritten signature in black ink that reads "Charles N. Paidas". The signature is written in a cursive, flowing style.

Charles N. Paidas, MD, MBA
Vice Dean, Graduate Medical Education
Designated Institutional Official
Professor of Surgery and Pediatrics

GRADUATE MEDICAL EDUCATION ADMINISTRATION

Graduate Medical Education (GME) at the University of South Florida represents a division within the Office of the Dean, Morsani College of Medicine, and is directed by the Vice Dean for GME who oversees the residency programs of the Morsani College of Medicine. The Vice Dean's responsibilities include institutional oversight of 80 training programs, of which 61 are accredited by ACGME. In addition, the Vice Dean is a member of the Graduate Medical Education Committee ("GMEC"), which governs policies and procedures for GME. Please see Attachment 2 of the Handbook for a GME Organizational Chart. **To reach the offices of GME see contact information below:**

GME Office - Main Line

Tel: (813) 250-2506

Fax: (813) 250-2507

Charles N. Paidas, MD, MBA

Vice Dean / DIO

Tel: (813) 974-4478

cpaidas@health.usf.edu

Sue Middleton, MHA

Director

Tel: (813) 250-2518

smiddlet@health.usf.edu

Linda Snell

Sr. Administrative Assistant

Tel: (813) 974-4478

lsnell@health.usf.edu

Amy Fioramonte, PhD

Assistant Director

Tel: (813) 813-250-2532

afioramo@health.usf.edu

Kristen A. Sakmar, MA

GME Librarian

Tel: (813) 396-9667

kmorda@health.usf.edu

Patti Taylor, MS

Human Resources

Assistant Director

Tel: (813) 250-2512

ptaylor@health.usf.edu

Aiying Zhen

Fiscal & Business Specialist

Tel: (813) 250-2514

azhen2@health.usf.edu

Laura De Cedeno

Educational Funds Management

Fiscal & Business Specialist

Tel: (813) 250-2513

ldeceden@health.usf.edu

Victoria Leonard

Administrative Specialist

Meeting Scheduling

Tel: (813) 250-2506

victorial2@health.usf.edu

Airin Giltner

Academic Services Administrator

TGH Liaison, Pagers, Call Room Keys, Scrubs

Tel: (813) 813-250-2529

agiltner@health.usf.edu

RESIDENT ADVISORY COMMITTEE (RAC)

The Resident Advisory Committee is composed of peer-selected residents from different specialties and represents the interests of all residents and fellows to the GMEC and associated committees. Elections are held in May of each year for the upcoming academic year starting July 1st.

Co President	Golas	Adam	Surgery	agolas@health.usf.edu
Co President	Patel	Midhir	Radiology	mpatel3@health.usf.edu
Chief Resident Chair	Beilan	Jonathan	Urology	jbeilan@health.usf.edu
Secretary Chair	Cooper	Meghan	Surgery/Urology	mcooper2@health.usf.edu
Social Chair	Baumgarten	Adam	Urology	abaumgar@health.usf.edu
Social Chair	Yehl	Jennifer	Psychiatry	jyehl@health.usf.edu
Admin. /CLER Chair	Mancera	Norberto	Ophthalmology	nmancera@health.usf.edu
Safety/QI Chair	Bromberg	David	Internal Medicine	dbromber@health.usf.edu
Safety/QI Chair	Piña	Yolanda	Neurology	ypina@health.usf.edu
Research Chair	Denson	Aaron	Hematology and Oncology	adenson@health.usf.edu
Technology Chair	Coffman	Joseph	Internal Medicine	gjcoffman@health.usf.edu

HOUSE OFFICER CONTRACT DESCRIPTION

Salary

The University of South Florida Morsani College of Medicine and its affiliated hospitals provide competitive resident salaries for the southeastern United States based on the 50th percentile of all hospital types, of the Association of American Medical Colleges (“AAMC”) Annual Survey.

As each resident progresses through the years of the training program, he or she will move up to the next salary level. The salaries listed below are in place as of FY16-17.

LEVEL	ANNUAL SALARY	BIWEEKLY SALARY
PGY-1	\$ 50,144	\$ 1,921.23
PGY-2	\$ 51,828	\$ 1,985.75
PGY-3	\$ 53,630	\$ 2,054.79
PGY-4	\$ 55,743	\$ 2,135.75
PGY-5	\$ 57,943	\$ 2,220.04
PGY-6	\$ 59,898	\$ 2,294.95
PGY-7	\$ 60,686	\$ 2,325.14

Appointment and Contract

Residents in the University of South Florida 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 issues a contract to residents that provides benefits and rights and describes the policies and procedures particular to residents. These benefits and rights are provided by the Morsani College of Medicine and not by the State University System or the University of South Florida Personnel Policies.

Duration of Appointment

Upon selection for a training appointment, residents will receive the House Officer Contract, a sample of which may be found as Attachment 4 in the Handbook. The term of appointment is annual. 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.

BENEFITS

Residents are provided with the following benefits during their employment. All benefits begin on the first day of employment. For further information regarding House Officer Benefits, contact Patti Taylor in the GME office at (813) 250-2512 or via email at ptaylor@health.usf.edu

INSURANCE

Basic Term Life Insurance

A basic term life insurance plan is provided for residents by the USF Morsani College of Medicine. The plan provides \$50,000 of life insurance and \$50,000 of accidental death and dismemberment insurance. Residents have the option to purchase additional insurance at their own expense. This plan is underwritten by Standard Insurance Company.

Disability Insurance

Premium coverage for long term disability insurance plan is provided by the USF Morsani College of Medicine, through The Standard Insurance Company. 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 long term disability plan provides compensation of \$2,500 per month up to the Social Security Normal Retirement Age. Residents are required to produce medical confirmation of disability and to terminate their employment in order to be on long term disability.

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, the spouse of an eligible House Officer (unless legally separated or divorced), 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. To locate a USF affiliated healthcare provider near you, visit <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 5 of the Handbook.

- Tier 1:** **USF Health Providers. The Tier 1 option is the lowest out of pocket cost.** Benefits are payable when using the USF Health, Tampa General Hospital, Moffitt Cancer Center, and Johns Hopkins All Children's Hospital physicians. These partners are encouraging you to use their facilities by minimizing out-of-pocket costs. There may be instances when ancillary services are not fully covered and subject to a \$250 deductible.
- Tier 2:** 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:** 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, 2016 – June 30, 2017 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

Please note that dental/vision insurance is not provided.

Malpractice Self-Insurance Program

As a member of the University of South Florida 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. 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. (Interim Director of SIP)
clrice@health.usf.edu

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

LEAVE OF ABSENCE

Residents shall be entitled to paid leave according to the following provisions:

Process for Requesting 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.

Absences from the residency in excess of that allowed by the Resident Review Committee and Board must be made up in order to fulfill the requirements for completion set forth by the ACGME. Individuals anticipating the need to request additional leave, compensated or uncompensated, should discuss the impact on their program completion with their Program Director prior to commencing the additional leave.

Annual (Vacation) Leave

All residents will receive a total of fifteen (15) work-days of annual leave. Annual Leave allowance is pro-rated for trainees beginning off-cycle from the standard academic year. (Ex. – trainees starting on Sept 1st will receive 12.5 annual leave days.)

Use of vacation leave must be requested and approved in advance by the Program Director. 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.

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.

Administrative 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.

Maternity/Paternity Leave

Each resident is allowed 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. 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 GME webpage at <http://health.usf.edu/medicine/gme/policies>. 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. Such use may be allowed only after exhaustion of accrued sick leave and all but five (5) weekdays of annual vacation 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.

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>, 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.

COUNSELING

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 three 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, or the GME website under **CURRENT RESIDENTS/FELLOWS RESOURCES**.

PHYSICIAN RESOURCE NETWORK (PRN)

The Florida Medical Practice Act (Florida Statute 458; Impaired Physicians Act F.S. 458.331), the Legislature, the Department of Business and Professional Regulation, the Board of Medicine, and the medical profession authorize and support the Florida Impaired Practitioners Program. The Physician 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) or writing to PRN at P.O. Box 1020, Fernandina Beach, FL 32035-1020. Incoming residents may be referred to PRN in conjunction with their Board of Medicine Application for a training license.

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 residency 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. In addition, graduates of WHO-recognized medical schools who have full ECFMG certification are eligible to apply.

All individuals who are considered for appointment as residents in a University of South Florida Morsani College of Medicine Residency Program must be interviewed and selected through an approved matching or interview 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 Graduate Medical Education 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.

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.

DURATION OF APPOINTMENT

Upon selection for a training appointment, residents will receive the House Officer contract. As noted in the contract, the term of appointment is annual for the duration of employment as a resident at USF. In order to receive a new contract annually, the resident must continue to meet all terms and conditions of employment. 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.

INITIAL LICENSURE, REGISTRATION AND CERTIFICATION

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 must either hold a valid full license in the State of Florida or a valid training license in the state of Florida. Residents without a training license or a full license in the State of Florida may not participate in patient care.

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, 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 twice yearly, in writing, according to written criteria and procedures established by the individual program and ACGME's six core competencies and program specific milestones. Residents are also evaluated after each rotation. This evaluation process shall assess the knowledge, skills, and professional growth demonstrated by the resident associated with program-based milestones. There shall also be an evaluation of the resident's professional attitudes and core competencies by colleagues, supervisors, and others. Resident evaluations shall represent the collective input of the program faculty. Such 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. The decision to promote a resident to the next level will be made based on cumulative formative evaluations. A record of each evaluation is maintained in the trainee file and is accessible by the resident for review.

The decision to approve completion of training shall be made using a summative evaluation. Each program shall provide a written final evaluation for each resident who completes the program. The evaluation shall include a review of the resident's performance during the final period of training and shall verify that the resident has demonstrated sufficient professional ability to practice competently and independently. This final evaluation shall remain a part of the resident's permanent record maintained by the institution.

SUPERVISION

It is the policy of the USF Morsani College of Medicine, in keeping with the statutes 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 Morsani College of Medicine 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 the residency indicating the activities suitable for performance by a resident under indirect supervision. Scope of practice statements define the procedures, actions, and processes that are permitted for each level of residency or fellowship. 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 Office, the education office of each affiliated hospital, or from the program's residency coordinator. As noted above, every resident should have either a training license or full license to practice medicine in the State of Florida. All residents must notify the responsible supervising physician or attending physician of the following: (1) patients admitted to the hospital; (2) patients released from the Emergency Room; and (3) a significant change in a hospitalized patient's condition.

DISCIPLINARY MEASURES

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 discipline. 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 probationary status will be sent to the Office of Graduate Medical Education and 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, or designee, or the Program Chairman 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 all physicians to hold a valid Florida full or training medical 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.

Physicians with Training Licenses

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

Drug Enforcement Agency (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. 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 Advanced Cardiac Life Support (ACLS), except for Pediatrics who must hold a current Pediatric Advanced Life Support (PALS) certification instead of an ACLS certification, before beginning their term of employment in a USF affiliated institution. Family Medicine, Emergency Medicine and Internal Medicine/Pediatrics (combined program) 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 updated courses every two years for each certification type.

Advanced Trauma Life Support (ATLS) is a requirement of the following programs: Neurosurgery; Emergency Medicine; General Surgery; Plastic Surgery; Otolaryngology; Orthopaedic Surgery; Complex Surgical Oncology, Urology; and 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: Emergency Medicine; General Surgery; and Orthopaedic Surgery.

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 Physician Resource Network (PRN). Individuals declining referral to the PRN will be reported to the Board of Medicine and may be subject to adverse consideration by the USF Morsani College of Medicine. Additionally, individuals are subject to federal, state, and local laws.

THE FLORIDA MEDICAL PRACTICE ACT, FLORIDA IMPAIRED PRACTITIONERS PROGRAM

The Florida Medical Practice Act ([F.S. 458](#)), the Legislature, the Department of Professional Regulation, the Board of Medicine, and the medical profession affirm their commitment to public safety by continuing to authorize the Florida Impaired Practitioners Program. 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.

Core Curriculum

The Accreditation Council for Graduate Medical Education requires that institutions which sponsor Graduate Medical Education 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. 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 general core competencies. Trainees should discuss with their Program Directors how each core competency is evaluated and effects program expectations. The following are ACGME competencies within a program's curriculum. Each core competency is described below. In addition, trainees should consult the ACGME website for additional details concerning the core competencies.

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.

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.

GENERAL RESIDENT RESPONSIBILITIES

Resident As Teacher. 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.

Supervision/Attending Notification. All residents must notify supervising or attending physician of the following: (1) patients admitted to the Hospital; (2) patients released from the Emergency Room; and (3) a significant change in a hospitalized patient’s condition.

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 pertinent.

Medical Records. Timely completion of medical records is an ongoing responsibility for physicians. Accurate and legible 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. Assistance in locating records and reports as well as in using computer and dictation equipment is readily available in all affiliated institutions. 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. Calls for information on USF Health matters, research stories, and information on the Morsani College of Medicine should be referred to the USF Health Public Affairs Office at (813) 974-3300. Photography or filming on campus of any matters concerning the USF Morsani College of Medicine should be appropriately approved and coordinated through the Public Affairs 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.

Health Insurance Portability and Accountability Act (HIPAA). Please see the GME website at http://health.usf.edu/medicine/gme/policies_procedures/staff.htm for information on accessing current HIPAA information. All trainees are required to comply with HIPAA and to immediately report privacy breaches to the Professional Integrity Office.

Program Evaluation. Residents shall be offered the opportunity to confidentially 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.

Work Hours Reporting (Policy No. [GME-208](#)). Reporting work duty hours is a required part of residents' employment at the University of South Florida. Work hours reporting is completed through New Innovations on a weekly basis. Failure to record work hours can result in disciplinary action, up to and including dismissal. All residents/fellows are responsible for adhering to the ACGME duty hours limits.

Call Responsibilities (Policy No. [GME-208](#), [GME-208 B](#)). 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 House Officer 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. House Officers must adhere to GME's Moonlighting Policy and Procedure.

Additional documentation may be required if moonlighting at an affiliated institution. Residents may not bill or supervise in their area of training, and moonlighting requests must be renewed on an annual basis.

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 of 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 physicians (residents and attendings), medical students, and other healthcare professionals with clinical privileges shall wear appropriate identification. 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 corrective discipline.**

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 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 weeknight call and three (3) meals (dinner, breakfast & lunch) for each weekend day and holiday call, worth up to \$6 per meal. There is a meal card in each call room that must be returned after each use for the next resident assigned to call duty. Using this card the next day when the resident is not on call will take a meal away from the person assigned. There will be a \$5 fee to replace a lost card. Contact MCC GME at (813) 745-1867 with questions.

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

Tampa General Hospital: Meal "debit" cards are issued prior to July 1st each year to all residents and fellows who meet the criteria based on their scheduled rotations at TGH. Cards are loaded one time per year, with amounts based on rotations. The maximum to be spent in one day should not exceed \$16. Abuse of the meal card privilege will result in the meal card being voided of funds for the balance of the year after the 2nd violation of the policy. Contact the TGH GME Office at (813) 844-7413 with questions.

FULL LICENSURE REQUIREMENTS

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/> 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

[Johns Hopkins All Children's Hospital Disaster Preparedness Online](#)

[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 6 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 and rules of the affiliated hospitals is provided at the hospital orientation. General University and Morsani College of Medicine policies and procedures are included here, but specific questions and procedural issues should be directed to the GME Office.

AMERICANS WITH DISABILITIES ACT (ADA)

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 at the GME website.

COMPLIANCE

The University of South Florida Morsani College of Medicine places high priority on “compliance” with the laws, rules and, regulations applicable to healthcare services. The College considers this an important aspect of excellence in teaching and patient service, and has established a Compliance Plan that includes related training, monitoring, and corrective action. 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. Residents must be certified in HIPAA compliance. Information regarding compliance and related training requirements will be made available at Resident Orientation, departmental grand rounds, and at senior resident retreats. A HELPLINE at (813) 974-8090 is available to answer questions, and to report compliance issues. Additional information is available at the GME website.

GRIEVANCES/APPEALS POLICY STATEMENT ([POLICY NO. 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)

Residents may appeal significant disagreements, disputes, or conflicts with their program using the procedure outlined in GME-228.

HARASSMENT

The University of South Florida Morsani College of Medicine 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. 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 Dean or the Vice Dean of GME of the University’s Morsani College of Medicine.

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

Each resident is issued a pager when he or she begins training at the University of South Florida, with the exception of certain Pediatric, Med-Peds, and Family Medicine residents. (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/Mease Hospital) residents are issued pagers through the GME office at Turley Family Health Center (727) 467-2502.

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 assigned pagers. For difficulties with pagers, residents should notify Airin Giltner at agilter@health.usf.edu or call USF GME at (813) 250-2506. Lost or damaged pagers will be replaced at the resident's expense. Pagers can be exchanged after hours at Tampa General Hospital communications office and the GME Offices – both North and South locations.

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 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

For a complete listing of USF Card Locations & Hours, visit <http://www.usf.edu/it/class-prep/usf-card.aspx>. Please note that identification cards specific to the affiliated institutions may be required during rotations at their sites. Program coordinators or the GME Office can assist if this is required.



OCCUPATIONAL HEALTH

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

Residents are at risk of occupational exposure to blood and body fluids as well as other infectious diseases and are required to follow USF Health and Clinical Affiliate policies/procedures to reduce their risk of occupational exposure to infectious agents.

USF Health Residents are required to complete appropriate communicable disease screening, immunizations and training in BBP exposure prevention and management. In addition, they 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 and Fellows 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:

- Immediately Report to the Clinical Affiliates' Employee/Occupational Health Services for evaluation. Residents/Fellows reporting a BBP exposure are required to complete baseline lab testing.
- After Hours Incidents: Contact the Nursing Supervisor or report to the Emergency Room as directed
- 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.
- Notify the USF Medical Health Administration (MHA) Office of the incident within 48 hours (813) 974-3163. The Affiliate Employee Health Office will forward all documentation to the MHA office within 72 hours to ensure timely reporting to the USF Workers' Compensation Office.

Questions regarding 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

UNIVERSITY SERVICES

PARKING

Parking arrangements for residents are defined by the affiliated institutions and must be strictly respected. 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 resident or fellow.

USF campus parking permits can be purchased online at www.usf.edu/parking_services or in person at the main office of Tampa Campus Parking Services. The office is located at the intersection of USF Holly Drive and USF Plum Drive. Payment may be made with VISA or MasterCard only.

Residents who wish to pay in cash or by check must first visit the Parking Services Office to obtain account information and a voucher. Residents will then go to the Cashier's Office to process their cash or check payment. The Cashier's Office will provide the House Officer with a voucher and a receipt which must be turned in at Parking Services in order to complete the transaction.

COMPUTER SERVICES

The University of South Florida Morsani College of Medicine 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 after orientation. **All residents are required to maintain a current HEALTH email account because this is the method most frequently used to communicate with Morsani College of Medicine 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>) 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 efficient communication, provides ready access to essential documents, and serves as a repository for educational information regarding topics of interest to all residents. The website, <http://www.health.usf.edu/medicine/gme>, is updated on a regular basis.

Among the helpful information residents may find on the GME website, is a comprehensive list of all GME Policies (see below) and Procedures -- including the policies referenced in the Handbook -- and corresponding links to view each of those documents. Visit <http://www.health.usf.edu/medicine/gme/policies> for this information.

<http://www.health.usf.edu/medicine/gme>



Welcome to USF Graduate Medical Education

Graduate Medical Education at the USF Morsani College of Medicine endeavors to provide an ideal environment for the acquisition of the knowledge, skills, and attitudes necessary for its graduates to achieve the highest levels of professional and personal accomplishment and to safeguard the public trust. In so doing, we support a balanced educational program comprised of individual programs united under a common institutional goal and with shared participation in an interdisciplinary curriculum.

With USF Health an integral part of the University of South Florida, the GME Office is overseen by the Vice Dean, Clinical Affairs & Graduate Medical Education and the Graduate Medical Education Committee (GMEC) and currently has approximately 80 residency and fellowship training programs with over 700 trainees.

To view our program directory, click [here](#).

NORTH GME Office

Physical: MCOM, Third Floor, Room 3130

Mailing: 12901 Bruce B. Downs Blvd., MDC 41
Tampa, FL 33612

Ph: 813-974-4478

SOUTH GME Office

Physical: 17 Davis Blvd., Third floor, #308

Mailing: 17 Davis Blvd., Suite 308
Tampa, FL 33606

Ph: 813-250-2506

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 Bearn-Kurth
Employee Health Contact: Lynda Ruckman, RN



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



James A. Haley Veterans Hospital

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

Hospital Director: Joe D. Battle
Chief of Staff: Edward P. Cutolo, Jr., MD
Medical Education Contact: Larry C. Carey, MD
Risk Manager Contact: Maricelis Cuevas
Employee Health Contacts: Rachel H. Williams, MD



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



Morton Plant/Mease Hospital

P.O. Box 210, 300 Pinellas St., Clearwater, FL 34616
(727) 462-7000

President: Kristopher Hoce
Executive VP, BayCare Physician Affairs: Bruce Flareau, MD
Medical Education Contact: Eileen Morrone
Risk Manager Contact: Laura Ratcliffe
Employee Health Contact: Sherie Miranda



Tampa General Hospital

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

President and CEO: James R. Burkhart

Chief Medical Officer: Sally Houston, MD

Medical Education Contact: Sally Houston, MD

Risk Manager Contact: Carl Heaberlin, Director

Employee Health Contact: JoAnn Shea, ARNP

Manager: Jeanne Forsman, RN



USF Health

12901 Bruce B. Downs Blvd., Box 33

Tampa, FL 33612

(813) 974-2201

Dean/Senior Vice President: Charles Lockwood, MD

Medical Education Contact: Bryan Bognar, MD, MPH

Employee Health Contact: Linda Lennerth, RN, MSN



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/](http://floridasosteopathicmedicine.gov/)

Florida Department of Health Medical Quality Assurance: www.doh.state.fl.us/mqa

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

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

New England Journal of Medicine: www.nejm.org

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/