

TABLE OF CONTENTS

SECTION I: CONTACT INFORMATION	7
DEAN'S OFFICE.....	8
GRADUATE MEDICAL EDUCATION OFFICE	9
CAPITAL AREA HEALTH CONSORTIUM.....	11
ASSISTANT DEANS.....	12
RESIDENCY PROGRAMS.....	13
FELLOWSHIP PROGRAMS.....	13
OTHER	15
LINKS	18
SECTION II: GRADUATE MEDICAL EDUCATION (GME)	19
WELCOME TO GRADUATE MEDICAL EDUCATION	19
MISSION STATEMENT	20
INSTITUTIONAL COMMITMENT	21
DESCRIPTION OF SPONSORING INSTITUTION	23
CONTACT LIST FOR QUESTIONS.....	24
DESCRIPTION OF HOSPITALS IN THE GREATER HARTFORD AREA.....	26
ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION (ACGME) COMPETENCIES	29
GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)	31
GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) SUBCOMMITTEES	33
CLER Subcommittee	33
Policy Subcommittee	33
Program Review Subcommittee	34
RESIDENT LEADERSHIP COUNCIL.....	35
RESIDENT/FELLOW FORUM	36
SECTION III: EMPLOYMENT	37
AFFIRMATIVE ACTION, NON-DISCRIMINATION, AND EQUAL OPPORTUNITY	37
ACCOMMODATIONS FOR DISABILITIES	38
POSITION OVERVIEW.....	39

Residents/Fellows Policies and Procedures Manual

EMPLOYMENT REQUIREMENTS	41
INSTITUTIONAL CURRICULUM REQUIREMENTS (IC)	42
Instructions for Residents/Fellows	44
APPOINTMENT LETTER/CONTRACT	45
BACKGROUND CHECK	52
NUMBERS	53
National Provider Identifier (NPI) Number	54
Connecticut Controlled Substance Number (CSR).....	55
Connecticut Medicaid Assistance Program (CMAP).....	55
Provider Enrollment, Chain and Ownership System (PECOS).....	56
Connecticut Prescription Monitoring and Reporting System (CPMRS)	56
Drug Enforcement Administration (DEA) Number	56
STATE LICENSURE/PERMIT REQUIREMENT.....	57
REAPPOINTMENTS PROCESS AND REQUIREMENTS	58
USMLE 3/COMLEX 3.....	59
REAPPOINTMENT LETTER/CONTRACT	60
GRADUATION/SEPARATION REQUIREMENTS	61
SECTION IV: SALARY AND BENEFITS.....	62
SALARY.....	62
BENEFITS PROVIDED BY THE CAPITAL AREA HEALTH CONSORTIUM.....	63
Salary Advance.....	63
Dependent Care Reimbursement Account.....	63
Medical and Dental Insurance	63
Life Insurance.....	63
Tax-Sheltered Investment Program	64
COBRA Insurance Coverage Continuation	64
SHORT-TERM DISABILITY	65
LONG TERM DISABILITY	67
WORKERS COMPENSATION	68
EDUCATIONAL RESOURCE ALLOWANCE	70
EDUCATIONAL TRAVEL	72
AWAY ELECTIVES	73
MOONLIGHTING/EXTRA CREDIT	74
COUNSELING SERVICES.....	75
Employee Assistance Program (EAP)	75

Residents/Fellows Policies and Procedures Manual

Mental Health Services	75
Health Assistance Intervention Education Network (HAVEN)	76
Grief Counseling	76
PROFESSIONAL LIABILITY/MALPRACTICE INSURANCE AND ADVERSE EVENTS/INCIDENTS	78
MISCELLANEOUS.....	80
Beepers	80
TigerText.....	80
Email	80
Loan Deferments.....	80
Meal Allowance.....	80
Training and Employment Verification.....	80
SECTION V: LEAVE POLICIES	81
LEAVE	81
VACATION LEAVE	82
HOLIDAYS POLICY.....	83
SICK LEAVE	84
MATERNITY/PATERNITY LEAVE	85
FAMILY & MEDICAL LEAVES OF ABSENCE	86
EMERGENCY LEAVE.....	88
BEREAVEMENT LEAVE.....	89
JURY DUTY	90
MILITARY LEAVE	91
PERSONAL LEAVE	92
ADMINISTRATIVE LEAVE WITHOUT PREJUDICE	93
CONTRACT EXTENSION DUE TO LEAVE.....	94
SECTION VI: PROFESSIONALISM.....	95
PROFESSIONALISM	95
WORK ENVIRONMENT	96
PROHIBITION OF DISCRIMINATION AND DISCRIMINATORY HARASSMENT, INCLUDING SEXUAL HARASSMENT AND SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE, AND STALKING	98
FACULTY, STAFF, AND STUDENT RELATIONS	100
COMPACT BETWEEN TRAINEES* AND THEIR TEACHERS	101
GRADUATE MEDICAL EDUCATION HOTLINE	104
CODE OF CONDUCT	105
PROFESSIONAL ATTIRE/DRESS CODE	107

Residents/Fellows Policies and Procedures Manual

SOCIAL NETWORKING POLICY.....	109
SECTION VII: EVALUATION.....	111
EVALUATION AND PROMOTION.....	111
Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures	112
Status Options for a Resident/Fellow with an Academic Deficiency.....	112
Appeal of Academic Adverse Actions.....	115
Code of Conduct Violations/Non-Academic Adverse Action	119
FIT FOR DUTY/EMPLOYEE ASSISTANCE EVALUATIONS.....	124
SECTION VIII: GME POLICIES	127
CLOSURES AND REDUCTIONS IN PROGRAMS AND PROGAM SIZE.....	127
DELINQUENT MEDICAL RECORD POLICY	128
DRUG-FREE WORKPLACE	129
ROTATION-SPECIFIC CLINICAL AND EDUCATIONAL WORK HOURS.....	130
Clinical and Work Hour Exception Form.....	132
EMERGENCY LIFE SUPPORT SKILLS REQUIREMENTS.....	133
EXTRAORDINARY CIRCUMSTANCES POLICY	134
FATIGUE MITIGATION	137
INCLEMENT WEATHER.....	138
INTERACTION BETWEEN UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE GRADUATE MEDICAL RESIDENTS/FELLOWS AND THE PHARMACEUTICAL, NUTRICEUTICAL AND BIOMEDICAL INDUSTRIES.....	139
NEEDLESTICKS & OTHER OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS	143
OCCUPATIONAL IONIZING RADIATION EXPOSURE POLICY	144
OFFICIAL COMMUNICATION WITH THE UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE GRADUATE MEDICAL EDUCATION PROGRAMS	147
PRESCRIPTION WRITING/MEDICAL TREATMENT	148
PRIVACY AND CONFIDENTIALITY OF PATIENT INFORMATION.....	149
PROVIDING MEDICAL TREATMENT TO RESIDENTS/FELLOWS	150
RESTRICTED COVENANT.....	151
SECURITY	152
SUPERVISION, PROGRESSIVE AUTHORITY AND RESPONSIBILITY OF RESIDENTS/FELLOWS*	153
TRANSITIONS OF CARE/HANOVER	157
SECTION IX: FORMS	159
ACKNOWLEDGEMENT STATEMENT	160

Residents/Fellows Policies and Procedures Manual

CLINICAL AND EDUCATIONAL WORK HOUR COMPLIANCE ATTESTATION	161
ACCOMMODATIONS FOR DISABILITIES ACKNOWLEDGMENT FORM.....	163
PROFESSIONAL LIABILITY LETTER.....	164