

**UNIVERSITY OF MINNESOTA
GRADUATE MEDICAL
EDUCATION**

**2006-2007
RESIDENT
POLICY & PROCEDURE
MANUAL
Part B**

**Department of
Diagnostic Radiology
Residency Program**

i. INTRODUCTION TO PART B

DIAGNOSTIC RADIOLOGY RESIDENCY MANUAL PART B

The Chairman, Program Directors, faculty and staff welcome you to the University of Minnesota Department of Radiology. We hope that the time you spend with us will be both educational and enjoyable. This Manual (Part B) outlines benefits, policies, guidelines and other regulations that apply to all residency and fellowship training in the Department of Radiology.

Part A of this Resident/Fellow Policy Manual contains residency/fellowship policies, procedures and information that apply to all residents/fellows throughout the University of Minnesota Medical School. Part B is specific to each program. All materials are intended to be written in accordance with the Accreditation Council for Graduate Medical Education (ACGME).

Please note that the Manuals are designed to work together. Information contained in Part A is not replicated in Part B, although Part B might refer to Part A for clarification. Please note that should information in Part B conflict with Part A, Part A takes precedence.

All information outlined in this Manual is subject to periodic review and change. Revisions may occur at the Program, Medical School, or University of Minnesota level.

All physicians-in-training at the University are classified as Medical Residents or Medical Fellows and are registered for classes for both clinical and research rotations.

All residents and fellows are subject to, and required to be familiar with and to comply with all policies and procedures of the University, the Department, the Training Program, the Accreditation Council for Graduate Medical Education (ACGME), and the American Board of Radiology (ABR).

The information contained in this Part B pertains to all residents and fellows in the Department's programs except as otherwise identified in the Part B Manual or addendum.

Throughout this Manual, individual institutions will be identified as follows:

- University of Minnesota Medical Center: UMMC (*formerly Fairview-University Medical Center*)
- Hennepin County Medical Center: HCMC
- Veterans Affairs Medical Center: VAMC

ii. DEPARTMENT MISSION STATEMENT

The mission of the Department of Radiology is to be a leader in enhancing the health of people through education, biomedical research, and clinical programs.

iii. PROGRAM MISSION STATEMENT

The Department of Diagnostic Radiology at the University of Minnesota School of Medicine, in conjunction with its affiliated institutions (University of Minnesota Medical Center, Veterans Affairs Medical Center, Hennepin County Medical Center and Regions Medical Center) provides graduate medical education in Diagnostic Radiology and its subspecialties:

- Diagnostic Radiology Residency Program;
- Breast Fellowship Program;
- Neuroradiology Fellowship Program;
- Thoracoabdominal Radiology Fellowship Program;
- Vascular and Interventional Radiology Fellowship Program

Our educational mission is to provide an atmosphere of learning and academic curiosity, and to provide strong basic training in diagnostic radiology and its subspecialties including breast imaging, cardiac imaging, gastrointestinal and genitourinary radiology, musculoskeletal radiology, neuroradiology, nuclear medicine, pediatric radiology, thoracic radiology, ultrasound and vascular and interventional radiology.

Administrative oversight of these programs is provided by the A.L.R.T. (a.k.a. "Alert") Administrative Center (Departments of **A**nesthesiology, **L**aboratory Medicine and Pathology, **D**iagnostic **R**adiology and **T**herapeutic Radiology). The mission of the A.L.R.T. Administrative Center, as part of the University of Minnesota School of Medicine, is to provide uniform service delivery to our departments and institutes. These services consist of human resources, payroll, communication, education, grants management, financial reporting and budget. Our goal is to provide exceptional service while balancing the expectations of the multiple constituents. To achieve this goal we will foster a community based on communication, cooperation and expertise by drawing on our individual backgrounds, strengths and unique histories.

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SECTION I. STUDENT SERVICES

(Please refer to Part A for Medical School Policy on the following: Academic Health Care Portal Access, Child Care, Computer Discount, Credit Union, Disability Accommodations, Legal Services, Library Services, Medical School Campus Map, Residency Assistance Program, Tuition Reciprocity, U Card, University Recreation Sports Center, University Ticket.)

UNIVERSAL UNIVERSITY PAGERS

Residents are assigned pagers for the duration of their residency.

- **UMMC Pagers:** **Contact:** Sande Hogan, 612-626-5589

Chief Resident Pagers:

612-899-7791

Scott Greenley, M.D.

612-899-8005

David Nascene, M.D.

612-899-8029

Gregory Rathmann, M.D.

On-call pager:

612-899-8982

Body Imaging on-call pager:

612-899-7844

Vascular & Interventional Radiology on-call pager: 612-899-8988

Vascular & Interventional Radiology Service pagers:

612-899-8806

612-899-8807

612-899-8808

- **HCMC Pagers:**

Contact: Hiltje Loyd, 612-873-2718 or
Pamela Thompson, 612-873-2036

Residents are assigned a pager for the duration of the rotation.

Mammography pager:

612-510-4594

- **VAMC Pagers:**

Contact: Judith Sikes, 612-467-2038

General on-call pager:

612-660-7153

Neuroradiology on-call pager:

612-660-7156

Vascular & Interventional Radiology on-call pager: 612-660-7022

E-MAIL AND INTERNET ACCESS

As students at the University, all residents and fellows are provided with a University E-mail/Internet access account. With this account trainees can access the Internet and E-mail from any of their assigned training sites. Trainees with the appropriate computer equipment can also access the Internet and E-mail from home. Internet software is available at minimal cost from University Computer Services in Shepherd Labs on the University's East Bank Campus. Log on to <http://www.onestop.umn.edu> for information on obtaining software, activating and accessing your account.

University Computer Services
Room 190 Shepherd Laboratories
100 Union Street S.E.
Phone: 612-625-1300 or 626-4276

Trainees are required to maintain an E-mail account and to check their E-mail frequently for Program, Medical School and University notices. **If you are using an independent ISP, you must forward your University E-mail account to your preferred E-mail account as required by the Medical School.** Log on to <http://www.umn.edu/validate> to do so. (To learn the E-mail address assigned to you, go to the University's web page, www.umn.edu, click on "People Search" then type your name into the "Search" box.)

On-site Internet access is available to trainees at the following locations:

- UMMC: Trainees have computer and Internet access on all reading room computers.
- HCMC: Trainees have computer and Internet access in the HCMC Library.
- VAMC: Trainees have computer and Internet access at the following locations:
 - 3B area (Medical Residents Office)
 - Room 2H-103
 - Room 3R-119
 - Room 1P-170C

Information regarding the University of Minnesota School of Medicine, Graduate Medical Education and/or the Department of Radiology can be located at the following web sites:

Medical School Web Site: <http://www.med.umn.edu>
Graduate Medical Education Administration Web Site: <http://www.med.umn.edu/gme>
Department of Radiology Web Site: <http://www.radiology.umn.edu>

CAMPUS MAIL

Trainees may utilize the campus mail system at no charge. Outgoing campus mail can be left in the "Outgoing Hospital/Campus Mail" basket in Room B221 Mayo Memorial Building. Residents may receive professionally related campus or U.S. Mail in their mailbox in B-221 Mayo Memorial Building. The mailing address for the department is MMC 292, 420 Delaware St. SE, Minneapolis, MN. 55455 Trainees are not to send or receive personal mail through the University system. Outgoing U.S. mail may be left in the United States Postal Service mailbox located just outside the main entrance of the University of Minnesota Medical Center (on Harvard Street).

The mailbox at UMMC is the trainee's MAIN mailbox, but HCMC and VAMC also have mailboxes for residents and fellows. We are NOT RESPONSIBLE for moving mail between hospitals depending on your rotation. Trainees are responsible for checking their mailboxes frequently for Program, Medical School and University notices.

HIPAA TRAINING (HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT)

The University of Minnesota is required to remain in compliance with the training component of the Federal Health Information Portability and Accountability Act (HIPAA) privacy regulations. All faculty, trainees and staff must be trained regarding this regulation as well as University-specific policies and procedures. Multi-media online training has been developed to facilitate this training as well as the required documentation in the regulation. Four courses have been developed and are available through the "My AHC" and "My U" portals.

All faculty, residents, fellows, staff and volunteers are required to take this training. There are *no* exemptions to this requirement. **There are severe penalties that will put the University at risk, and faculty and staff will be subject to University disciplinary procedures for failure to comply.** In an effort to assist individuals with their training, computers are available for use in the following areas:

- Departmental computers
- Coffman Memorial Union has a computer lab available to students.
- If you have a DSL line at home, you can log on and complete your training at home.

To access the Online HIPAA Courses:

- Go to <http://www.myahc.umn.edu>
- Select "Click here to sign in", located in the upper left-hand corner of the portal homepage.
- Authenticate using your University of Minnesota internet ID and password.
- Confirm that authentication was successful by looking for the "Signed-in as (your name)", in the upper left-hand corner where you selected "Click here to sign in".
- Select "My Toolkit".
- Go to the section titled "(Your name) Projects To Do Lists".
- Look for the title of the training courses that you need to complete. Select the course and a new window will open up. You are required to complete the following courses:
 - Introduction to HIPAA Privacy and Security Videotape;*
 - Safeguarding PHI on Computers;*
 - Privacy and Confidentiality in Research;*
 - Privacy and Confidentiality in Clinical Settings*
- After you complete the first course, close the window to return to your To Do list. You can then proceed with the next course, or, if you are finished, you can log out of the portal.
- If you need to stop the training in the middle of a course that is in WebCT, you can go back into the course and select the "Resume Course" button to get back to the page you were on.
- You will receive an E-mail confirming your completion of each course. **Print out the confirmation for your records, and forward a copy to Sande Hogan at hogan030@umn.edu for inclusion in your program file.** Your completion of the courses will also be tracked electronically.

- Please remember to LOG OUT of the portal when you are finished. If you leave the computer while you remain logged in, others could use your log-in to access your private information.

Residents are given a Departmental USB (“Flash”) drive for use during residency training and will be required to sign a contract agreeing to abide by HIPAA and Departmental policies. By accepting a Departmental USB (“Flash”) drive you are agreeing to the terms of the contract. This device is being temporarily loaned to you by the Department of Radiology. You are required to return the USB drive to Sande Hogan upon completion of (or departure from) the Program. This contract is subject to change without notice.

TERMS:

- Residents are required to submit at least two (2) teaching cases per month. Residents who fail to meet this requirement will not pass the rotation.
- Should you damage or misplace this device, you will be required to reimburse the Department in the amount of \$40.
- This Department strictly prohibits the downloading of any patient demographic data (or any information that could identify a patient). To download such information would be in violation of Federal Health Information Portability and Accountability Act (HIPAA) regulations.
- **Any resident found in violation of HIPAA regulations will be held solely responsible for any fines and/or penalties assessed. Improper use or disclosure of protected health information has the potential for both criminal and civil sanctions:**
 - Fines up to \$25,000 for multiple violations of a single privacy standard in a calendar year.
 - The penalties for intentional or willful violations of the privacy rule are much more severe with fines up to \$250,000 and/or imprisonment up to 10 years for knowing misuse of PHI.
 - There are more immediate risks of private lawsuits relying on the HIPAA standard of care.
 - The University will have sanctions that involve disciplinary action against employees and students up to termination and dismissal.
- Residents are responsible for removal of any and all protected health information from the device.

Sally Sawyer, Graduate Medical Education Manager, serves as the ALRT Center Privacy Coordinator. Questions and/or concerns can be directed to Sally at 612-625-3518 or sallyann@umn.edu.

SECTION II. BENEFITS

(Please refer to Part A for Medical School Policy on the following: Boynton Health Services/Employee Health Service, FICA, Dental Insurance, Health Insurance, Life Insurance, Long-term Disability Insurance, Short-term Disability Insurance, Insurance Coverage Changes, Loan Deferment, Optional Retirement Contributions, Pre-tax Reimbursement Program, Overview of Pre-tax Flexible Spending Accounts, Professional Liability Insurance, Resident Leave Policy, Policy of Effect of LOA for Satisfying Completion of the Program, Stipends, Workers’ Compensation Benefits, VA Benefits.)

STIPENDS

Medical Residents and Fellows who meet Departmental, Medical School and University requirements are appointed to one-year training positions from July 1 through June 30 of the following year (unless otherwise agreed to in writing). Base stipend rates are as follows for the 2006-2007 academic year:

PGY-1	PGY-2	PGY-3	PGY-4	PGY-5	PGY-6
\$43,118	\$44,224	\$45,969	\$47,849	\$49,203	\$50,931

Chief Residents receive \$5,000 in addition to their base stipend above. Please note that although Chief Residents serve as PGY4s, augmentation is received during their PGY5 year. Medical Residents and Fellows are subject to withholding of Federal and State income taxes, as well as FICA taxes (Social Security). Medical Residents and Fellows pay insurance fees by payroll deduction over 26 pay periods.

PAYCHECKS AND PAY PERIODS

Biweekly paychecks are issued every-other Wednesday, beginning July 19, 2005. *You are encouraged to have your checks automatically deposited to your banking institution to avoid loss or delay.* Your pay statement can be viewed online at <http://hrss.umn.edu>. If you do not have direct deposit you will receive a check on payday. This check must be picked-up from Sande Hogan. *It cannot be placed in your mailbox or mailed to your home.* Please keep your pay statements for future reference, as they contain deduction amounts that you'll need when you prepare your tax returns. The Department of Radiology keeps *no* record of your deductions.

Payroll forms (i.e., automatic deposit, W4, duplicate W2, etc.), can be obtained online at <http://hrss.umn.edu> and/or at <http://www1.umn.edu/ohr/hrss/FormsLibrary.htm>. *A new W4 form must be completed each time a name or address change occurs.*

Questions pertaining to payroll, taxes, deductions, W2s, etc., are to be directed to the ALRT Center Payroll Office:

- Sandy Connor 612-625-3682
- Tammy Hagen 612-625-3736
- Josine Durant: 612-625-3657

RESIDENT LEAVE

Program policies regarding specific types of resident leave follow. For clarification and/or further information, contact Sande Hogan (612-626-5589; hogan030@umn.edu).

POLICY ON THE EFFECT OF LEAVE FOR SATISFYING COMPLETION OF PROGRAM

As is required by the American Board of Radiology (ABR), all resident leave is reported to the ABR on an annual basis. Per the ABR, *the following terms in regards to leave must be met in order to be eligible to sit for the Board examination:*

“Leaves of absence and vacation may be granted to residents at the discretion of the Program Director in accordance with local rules. Within the required period(s) of graduate medical education, the total such leave and vacation time may not exceed SIX CALENDAR WEEKS (30 WORKING DAYS) for residents in a program for one year, TWELVE CALENDAR WEEKS (60 WORKING DAYS) for residents in a program for two years, EIGHTEEN CALENDAR WEEKS (90 WORKING DAYS) for residents in a program for three years, or TWENTY-FOUR CALENDAR WEEKS (120 WORKING DAYS) for residents in a program for four years. If a longer leave of absence is granted, the required period of graduate medical education must be extended accordingly.”

[*Qualifications of Applicants for Certification by the American Board of Radiology, The American Board of Radiology, Inc. Booklet of Information for Diagnostic Radiology.*]

VACATION LEAVE

Up to twenty (20) working days per year may be taken as vacation. Requests to exceed this limit must be approved by the Program Director in advance and must be taken as leave without pay. *While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).*

Residents are to use the Leave Request Form (see Section VI. Program Forms) for all leave requests. The form is to be submitted to a Chief Resident. It then must be forwarded to Sande Hogan. The Program Director must also sign the form to indicate his approval of the leave. Once the Chief Resident and Program Director have signed the form, a copy of this form will be kept in the resident's personnel file.

Unused vacation time may *not* be carried over to the next year. Up to five (5) vacation days may be taken during a given month, no more than two (2) weeks from any Section's core rotations during residency.

SICK LEAVE

Up to ten (10) working days per year may be taken as sick leave. Sick leave days exceeding this limit will be charged as vacation leave. In the event that a resident has exhausted all of his/her vacation leave, this time will be charged as leave without pay. *While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).*

When calling in sick, residents must inform both the Chief Resident and the Program Coordinator at the institution in question:

Chief Residents:

Scott Greenley, M.D.	Pager #	612-899-7791
David Nascene, M.D.	Pager #	612-899-8005
Gregory Rathmann, M.D.	Pager #	612-899-8029

Coordinators:

UMMC:	Sande Hogan	612-626-5589
HCMC:	Hiltje Loyd	612-873-2718 or
	Pamela Thompson	612-873-2036
VAMC:	Judith Sikes:	612-467-2038

FAMILY MEDICAL LEAVE / PARENTAL LEAVE

A leave of absence for serious illness of the resident; serious health condition of a spouse, parent or child; or birth or adoption of a child shall be granted through formal request to the Chief Resident and Program Director. The length of leave will be determined by the Program Director based upon an individual's particular circumstances and the needs of the department, not to exceed twelve (12) weeks in any 12-month period. Residents taking family medical leave must submit the following documents to the Program Coordinator:

FMLA: Certification of Health Care Provider

FMLA: Leave Response/Notification

The above forms can be accessed online in the Forms Library under "Human Resources" at

<http://www.fpd.finop.umn.edu/groups/ppd/documents/main/formhome.cfm>.

While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).

PARENTAL LEAVE - CHILDBIRTH

A female resident may, upon request, take up to six weeks paid maternity leave related to the birth of her child. The paid leave must fall within the term of appointment and must be taken consecutively and without interruption. After using paid maternity leave and all unused vacation, any additional leave will be without pay. *While on leave without pay, the resident is responsible for COBRA insurance payments (residents on unpaid leave of absence will be billed monthly).*

Disabilities associated with childbirth and pregnancy will be treated like any other disability.

A male resident or fellow may, upon request, take up to two weeks paid paternity leave related to the birth of a child. All leave time must fall within the term of appointment and must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. *While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).*

Questions regarding the above policy should be directed to the Program Coordinator, Sande Hogan or the ALRT Center GME Manager, Sally Sawyer (612-625-3518; sallyann@umn.edu).

PARENTAL LEAVE - ADOPTION

A female resident may, upon request, take up to two weeks paid leave and up to two weeks leave without pay related to the adoption of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. *While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).*

A male resident may, upon request, take up to two weeks paid leave related to the adoption of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively and without interruption. After using all unused vacation, any additional leave will be without pay. *While on leave without pay, the resident is responsible for payment of COBRA insurance (residents on unpaid leave of absence will be billed monthly).*

Questions regarding the above policy should be directed to the Program Coordinator, Sande Hogan or the ALRT Center GME Manager, Sally Sawyer (612-625-3518; sallyann@umn.edu).

DEPARTMENTAL POLICY REGARDING PREGNANCY FOR RESIDENTS, FELLOWS AND FACULTY

The Department of Radiology will not differentiate in the treatment of potentially pregnant or confirmed pregnant residents, fellows and faculty. Specifically, on-call and fluoroscopy assignments will not be modified solely on the basis of a female resident, fellow or faculty member being potentially pregnant or pregnant, in accordance with the official position of the American Association of Women in Radiology which states: "On the basis of available data, the elimination of fluoroscopy at any time during pregnancy cannot be justified on scientific grounds. Rationally, women of child-bearing age who enter the specialty of radiology should be willing to accept the theoretical risks involved in fluoroscopy."

PROFESSIONAL AND ACADEMIC LEAVE

Up to five (5) working days per year may be taken for academic leave and conferences. This time is in addition to regular vacation time and must be approved by the Program Director. The Department will cover up to three days of expenses for residents presenting at national meetings (see Section IV: Travel).

MILITARY LEAVE

Military leave is granted in full accordance with State and Federal regulations. The Program Director must be promptly notified in writing when a Medical Resident requires military leave.

JURY DUTY / COURT LEAVE

Jury duty and court leave will be authorized consistent with State and Federal Court requirements. The Program Director must be promptly notified in writing when a Medical Resident requires jury duty or court leave.

PERSONAL LEAVES OF ABSENCE

Upon the approval of the Program Director, a Medical Resident may arrange for a personal unpaid leave of absence away from the training program. Unpaid leave, for any reason, does not apply towards a Medical Resident's completion of the Program's graduation requirements or eligibility for the American Board of Radiology (ABR) certification. It is the responsibility of the Medical Resident to make appropriate arrangements with the Program Director to complete their training requirements in a manner prescribed by the Program Director.

The resident on unpaid leave of absence can continue to be included in the health and dental insurance policies, but will be responsible for payment of the COBRA insurance premiums (residents on unpaid leave of absence will be billed monthly).

HOLIDAY SCHEDULE AND BLOCK-OUT DATES

Holiday schedules vary, depending on the institution (see below). When rotating to a particular site, the holiday schedule for that institution must be followed. Residents on UMMC rotations follow the UMMC holiday schedule, not the University holiday schedule.

The residency and fellowship programs also follow a schedule of Block-out Dates (see below). These are dates during which staffing shortages are anticipated. Leave requests will not be granted during these periods without specific approval from the Program Director.

HOLIDAY SCHEDULE						
Date	Holiday	UMMC *	HCMC	VAMC	UMP	UofMN
Tuesday, July 4, 2006	Independence Day	Yes	Yes	Yes	Yes	Yes
Monday, September 4, 2006	Labor Day	Yes	Yes	Yes	Yes	Yes
Monday, October 9, 2006	Columbus Day	No	Yes	Yes	No	No
Friday, November 10, 2006	Veterans Day	No	Yes	Yes	No	No
Thursday, November 23, 2006	Thanksgiving Day	Yes	Yes	Yes	Yes	Yes
Friday, November 24, 2006	Floating Holiday	No	Yes	No	Yes	Yes
Monday, December 25, 2006	Christmas Day	Yes	Yes	Yes	Yes	Yes
Tuesday, December 26, 2006	Floating Holiday	No	Yes	No	Yes	Yes
Monday, January 1, 2007	New Year's Day	Yes	Yes	Yes	Yes	Yes
Monday, January 15, 2007	ML King Day (Observed)	No	Yes	Yes	Yes	Yes
Monday, February 19, 2007	Presidents' Day	No	Yes	Yes	No	No
Friday, March 16, 2007	Floating Holiday	No	No	No	No	Yes
Monday, May 28, 2007	Memorial Day	Yes	Yes	Yes	Yes	Yes

*** NOTE: Residents and fellows on UMMC rotations follow the UMMC holiday schedule.**

BLOCK-OUT DATES		
Event	From:	Through:
New Residents and Fellows	Monday, July 3, 2006	Friday, July 8, 2006
ABR Written Examinations	Friday, September 8, 2006	Friday, September 8, 2006
ABR Physics Examination	Friday, September 8, 2006	Friday, September 8, 2006
Radiological Society of North America Meeting	Sunday, November 26, 2006	Friday, December 1, 2006
Holiday Break #1 (UMMC Rotations Only)	Monday, December 18, 2006	Friday, December 22, 2006
Holiday Break #2 (UMMC Rotations Only)	Monday, December 25, 2006	Friday, December 29, 2006
ACR In-training Examination *	Thursday, February 1, 2007	Thursday, February 1, 2007
San Diego Review Course (Tentative dates)	Sunday, April 8, 2007	Friday, April 13, 2007
Duke Review Course	Sunday, April 15, 2007	Friday, April 20, 2007
Miniboards, First-year	TBA	TBA
Miniboards, Third-year	TBA	TBA
Association of University Radiologists Meeting	Wednesday, April 25, 2007	Saturday, April 28, 2007
American Roentgen Ray Society Meeting	Sunday, May 6, 2007	Friday, May 11, 2007
Oral Mock Boards	1 month prior to Boards	1 month prior to Boards
ABR Oral Examination	Sunday, June 3, 2007	Wednesday, June 6, 2007
2007 Graduation Banquet	Friday, June 8, 2007	Friday, June 8, 2007
Terminal Leave (Only Seniors Allowed Leave **)	Monday, June 25, 2007	Friday, June 29, 2007

*** MANDATORY examination for PGY2-4 -- Leave will not be granted.**

**** Terminal leave is charged as VACATION.**

NO LEAVE REQUESTS WILL BE GRANTED DURING BLOCK-OUT DATES WITHOUT PERMISSION OF PROGRAM DIRECTOR

INSURANCE COVERAGE

HEALTH INSURANCE, DENTAL INSURANCE, LONG-TERM DISABILITY INSURANCE, SHORT-TERM DISABILITY INSURANCE, PROFESSIONAL LIABILITY INSURANCE, LIFE INSURANCE

(Please refer to Part A for information regarding insurance plans.)

For clarification and/or further information, contact Sande Hogan at 612-626-5589; hogan030@umn.edu.

Questions regarding liability insurance should be directed to:

Pamela A. Ubel
Office of Risk Management and Insurance
1300 South 2nd Street
Suite #208 WBOB
Minneapolis, MN 55454

Phone: 612-624-5884
Fax: 612-625-7384
Email: novic002@umn.edu

MEAL PROGRAM

Residents on duty have access to adequate and appropriate food services at all institutions.

- **UMMC:** Residents on-call are entitled to a fixed monthly meal allocation for each meal while on-call and are given swipe cards every six (6) months for use while on call at UMMC. Swipe cards are honored ONLY at the Bridges Cafeteria (University campus) or the East Side Market Café (Riverside campus). *No other cafeterias honor the meal program.* Meal Program swipe cards are to be picked-up from Sande Hogan each July and January. They cannot be left in your mailbox or mailed to your home.
 - The balance on the card can be obtained by asking the cashier at the register.
 - When the balance reaches \$0.00, the cashier will collect the card from the resident so that the card can be reprogrammed.
 - If the card is lost, please report the lost card to Sande Hogan (612-626-5589; hogan030@umn.edu). Upon notification, Nutrition Services will cancel the missing card and issue a new card with the remaining balance.
 - If the card is not working at the register, the resident should ask to speak with a manager so that the manager can assess the situation and determine what the problem is.
 - At redemption residents MUST pay the cashier any amount exceeding the value of the swipe card (no exceptions, no IOUs)
 - If no food service is available, contact Nutrition Services at 612-273-5811.
- **HCMC:** Residents on-call are entitled to a fixed monthly meal allocation for each meal they are on call. This will be accomplished by using your HCMC identification badge and presenting it at the time of purchase. The cashier can give you a report of your account balance at any time. Upon reaching that monthly allotment, a resident will be required to pay cash for all meals purchased thereafter.
 - If no food service is available, contact Nutrition Services at 612-873-3383.
- **VAMC:** Residents on-call are entitled to a fixed monthly meal allocation for breakfast and dinner while on-call. This will be accomplished by going to the Hospital Cashier, presenting your VAMC identification badge, and collecting a fixed amount of cash to use toward meal purchases. Contact Judith Sikes at 612-467-2038 in the Department of Radiology Service Office for your allocation amount.
 - If no food service is available, contact Nutrition Services at 612-467-2004.

LAUNDRY SERVICES

No laundry services are provided for Radiology residents. Two lab coats will be provided at the beginning of your residency. Scrubs are provided at all three institutions when you are on an appropriate rotation for scrubs. These are the property of the institutions and are to be used for this purpose only.

- **UMMC:** Scrubs are available on a sign-out basis by using your UMMC identification badge in Room J2-104. The required bar code for the backside of your ID badge is provided by Jessica Person in Linen Services: 612-273-7148.

- HCMC: Scrubs are available by placing a \$10 deposit per pair (3 pair maximum) at the Cashier (First floor, North block), and then bringing your voucher to Outpatient Supply (Third floor, North block). In order to be reimbursed for your deposit, you must return your scrubs to Outpatient Supply. Blue scrubs are available in the Radiology Department, but only for use in Special Procedures or the Operating Room.
- VAMC: Lab coats and scrubs are available on a sign-out basis by providing your VAMC identification badge to the VAMC Laundry (Room 1N-104).

BOOK AND TRAVEL FUND

All PGY-2 through PGY-5 residents will be allotted \$500 each fiscal year for the purchase of medical books and professional journals. PGY-5 residents may also include travel to Board review courses in their allotment. Residents beyond their fifth clinical year are considered to be in fellowship positions and are not eligible for the reimbursement program. The University fiscal years run from July 1st through June 30th of the following year. *There will be no carryover of unused funds from one year to the next.* Residents are required to purchase books from the Coffman Memorial Union (CMU) Bookstore on the University campus. The process for accessing these funds will be as follows:

Complete an Intra-Institutional Voucher Request (see Section VI: Program Forms) and submit it to Sande Hogan in person, via E-mail, or via fax (612-624-3188). Please note that three (3) days are required to process this request. Once you've received your voucher, bring it to the CMU Bookstore to purchase your books. After making your purchase, **return the blue & pink copies of your voucher to Sande Hogan.** Without the blue & pink copies, Accounting personnel are unable to itemize the charges to your book fund and bring your account up to date. **NO FUTURE VOUCHERS CAN BE PREPARED FOR YOU UNTIL THE BLUE & PINK COPIES HAVE BEEN RECEIVED.**

Available balances on your account may be obtained by calling Sande Hogan at 612-626-5589.

PARKING CONTRACTS

The Department currently covers general parking expenses for Medical Residents. However, a limited number of contract parking spaces will be available in Parking Ramp C (Oak Street). Each resident is assigned a parking key card by Sande Hogan. While on-call at UMMC, you will be required to use the same parking key card, parking validation will not be granted for on-call purposes. Lost or stolen parking key cards should immediately be reported to Sande Hogan or Parking and Transportation (612-626-7275).

DO NOT TAKE YOUR KEY CARD INTO ANY MRI FACILITY, AS THESE UNITS WILL ERASE THE CARD'S MEMORY.

AFTER-HOURS PARKING

Parking validation is available to residents for the sole purpose of attending Program-related conferences and activities while on rotations based away from UMMC (i.e., Diagnostic Radiology and Medical School Core Curriculum lectures, First-year Lecture Series, Physics Review, Senior Review and resident meetings). **When assigned to UMMC, residents do NOT qualify for parking validation.** *Residents who inappropriately/fraudulently credit parking to the Department will be held financially responsible for all costs related to their misuse of the parking credit plan.* Parking tickets can be validated by any of the following:

Sande Hogan:	Room B211 Mayo	Phone # 612-626-5589
Judy Lally:	Room B234 Mayo	Phone # 612-626-3342
Radiology Chief Resident:	Scott Greenley, M.D.	Pager # 612-899-7791
	David Nascene, M.D.	Pager # 612-899-8005
	Gregory Rathmann, M.D.	Pager # 612-899-8029

SECTION III. DISCIPLINARY AND GRIEVANCE PROCEDURES

(Please refer to Part A for Medical School Policy on the following: Discipline/Dismissal of Residents/Fellows, Regents' Student Academic Grievance Policy, University Senate Policy on Sexual Harassment, Resident Procedure for Reporting Sexual Harassment and Discrimination, and Sexual Assault Victim's Rights Policy.)

A. Discipline/Dismissal for Academic Reasons

Trainee academic performance is determined by a review of evaluations and examination scores (see Section IV: Steps in Evaluation Process). If resident performance is felt to be below an acceptable level, discipline and possible dismissal will follow guidelines set forth in the Part A Manual (see Disciplinary and Grievance Procedures).

Procedures: The resident/fellow will be given verbal notice of performance deficiencies by the Program Director, an opportunity to remedy deficiencies, and the notice of possible dismissal or contract non-renewal if the deficiencies are not corrected, and a record of this will be placed in the trainee's file.

When the resident/fellow continues to demonstrate a pattern of marginal or unsatisfactory academic performance, they will be placed on academic probation as specified in the Part A Manual. A Radiology Graduate Medical Education Committee will meet to discuss the outcome of the probation, and may recommend: Removal from probation with a return to good academic standing; Continued probation with new or remaining deficiencies sited; Non-promotion to the next level of training; Contract non-renewal and/or dismissal.

B. Discipline/Dismissal for Non-Academic Reasons

Discipline/dismissal for non-academic reasons will follow the guidelines set forth in the Part A Manual.

SECTION IV. GENERAL POLICIES AND PROCEDURES

*(Please refer to Part A for Medical School Policy on the following: Academic Health Center Policy on Student Background Checks, Blood Borne Diseases Policy, Classification Policy, Dress Code Policy, Duty Hours, On-Call Room Policy, Eligibility and Selection of Residents/Fellows, Evaluation of Residents/Fellows, E*Value Instructions, FMLA, GME Core Curriculum Seminar Series, GMEC Resident Representatives, Health Insurance Portability and Accountability Act Policy, Immunizations and Vaccinations, Impaired Resident/Fellow Policy, Impaired Resident/Fellow Procedure, Institution E*Value Duty Hour Survey, Institutional and Program Requirements, International Medical Graduates, Jury Duty Policy, Licensure, Moonlighting Policy, New Training Program Policy, Observer Policy, Program Evaluation, Promotion of Residents/Fellows, Residency Closure/Reduction Policy, Restrictive Covenants, Stipend Level Appointment Policy, Supervision Policy, and Without Salary Appointments.)*

PROGRAM GOALS AND OBJECTIVES

This Program's goal is to develop a sturdy medical knowledge/skill base and professional attributes that allow residents and fellows to independently and competently practice diagnostic radiology with a life-long commitment to continued learning and excellence. Its mission is to provide strong basic training in diagnostic radiology and its subspecialties including breast imaging, cardiac imaging, gastrointestinal and genitourinary radiology, musculoskeletal radiology, neuroradiology, nuclear medicine, pediatric radiology, thoracic radiology, ultrasound and vascular and interventional radiology. Trainees, faculty and staff who identify areas for improvement should address their suggestions and concerns to the Program Director in a timely fashion.

PROGRAM CURRICULUM

"Diagnostic Radiology encompasses a variety of diagnostic and image-guided therapeutic techniques, including all aspects of radiological diagnosis, nuclear radiology, diagnostic ultrasound, magnetic resonance, computed tomography, interventional procedures, and the use of other forms of radiant energy. Resident education in diagnostic radiology includes 5 years of clinically oriented graduate medical education, of which 4 years must be in diagnostic radiology. The clinical year must consist of Accreditation Council for Graduate Medical Education, Royal College of Physicians and Surgeons of Canada (RCPSC), or equivalent accredited training in internal medicine, pediatrics, surgery or surgical specialties, obstetrics and gynecology, neurology, family practice, emergency medicine, or any combination of these, or an ACGME or equivalent accredited transitional year. The minimum period of

training in nuclear radiology shall be 6 months. The maximum period of training in any subspecialty area shall be 12 months.” [Accreditation Council for Graduate Medical Education Program Requirements for Residency Education in Diagnostic Radiology]

This Program’s curriculum consists of a series of required and elective rotations. It provides strong basic training in diagnostic radiology and its subspecialties including breast imaging, cardiac imaging, gastrointestinal and genitourinary radiology, musculoskeletal radiology, neuroradiology, nuclear medicine, pediatric radiology, thoracic radiology, ultrasound and vascular and interventional radiology. Each rotation has a detailed written summary that includes a listing of the core rotations, goals and objectives for each rotation, a reading list based on PGY level, required and optional conferences, and expectations of residents based to their PGY level. This detailed curriculum can be found on the Program’s website (<http://www.radiology.umn.edu>).

SECTION CORE ROTATIONS				CLINICAL APPLICATION ROTATIONS	RAD/PATH
	<u>PGY2</u>	<u>PGY3</u>	<u>PGY5</u>	<u>PGY4:</u>	<u>PGY4:</u> AFIP
PED RAD (PD)	UMPD1	UMPD2	UMPD3	HCCA, VACA, & UMCA	
NEURO (NE)	UMNE1&2		UMNE3		
BREAST (BR)	UMBR1	UMBR2	UMBR3		
MSK (MSK)	UMMSK1	VAMSK	UMMSK2		
NUC RADIOLOGY (NM)	UMNM1	UMNM2 VANM1	UMNM3		
VASC INT RAD (IR)	VAIR1	VAIR2 & UMIR			
CARDIAC (CI)		UMCI	VACI		
ABDOMINAL (GX,WI)	UMGX1 & VAGX1		UMGX2 & VAGX2		
US (GX,WI,US)	UMWI1 & HCER/US		UMWI2		
THORACIC (CH)	UMCH1		UMCH2		
EMERG RAD (CP, NF)		HCCP1 & 2, HCNF1,2,& 3	HCNF4		

UM =	UNIVERSITY OF MINNESOTA MEDICAL CENTER	VA =	VETERANS AFFAIRS MEDICAL CENTER
HC =	HENNEPIN COUNTY MEDICAL CENTER		

PROGRAM REQUIREMENTS

This program is accredited by the Accreditation Council for Graduate Medical Education and adheres to the requirements set forth by the ACGME. These requirements can be reviewed at <http://www.acgme.org>.

TRAINING/GRADUATION REQUIREMENTS

This program is adheres to the training requirements set forth by the American Board of Radiology. These requirements can be reviewed at <http://www.theabr.org>.

Program Directors, along with the Graduate Medical Education Committee, a faculty committee of the Department of Diagnostic Radiology with representatives from UMMC, HMC and VAMC, has the responsibility to evaluate candidates for admission to the training program, to evaluate trainees in the program, to promote those who are progressing satisfactorily and, ultimately, to make recommendations that trainees have met the criteria established by the faculty for completion of our training programs. The Graduate Medical Education Committee meets specifically at least twice per year for the purpose of evaluating the progress of each trainee, to make recommendations for evaluating his/her progress, and to make recommendations for advancement. These meetings are typically held in the fall and spring.

Graduation certificates are awarded to residents who successfully complete all of the Program requirements, have shown satisfactory progress toward the competent, independent practice of Diagnostic Radiology, and demonstrate professional and personal attributes dedicated to the life-long learning process associated with the practice of medicine. Program requirements are:

- 1) Application for and successful completion of the requirements to sit for the American Board of Radiology (ABR) examination
- 2) Successful completion of all scheduled rotations
- 3) Successful passage of miniboard examinations in the first and third year of Radiology residency
- 4) All PGY2-4 Radiology residents must take the American College of Radiology (ACR) In-training examination.

ACGME COMPETENCIES

All University of Minnesota Medical School Residency/Fellowship training programs define the specific knowledge, skills, attitudes, and educational experiences required by the Resident Review Committee (RRC) of the Accreditation Council for Graduate Medical Education (ACGME) to ensure its residents/fellows demonstrate the following:

- 5) **Patient care** that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
 - A. Skills:**
 - i. Gather essential and accurate information about patients.
 - ii. Develop a diagnostic plan based upon the clinical question/s and relevant clinical, radiologic and pathologic information.
 - iii. Oversee diagnostic imaging to ensure adequacy of studies performed.
 - iv. Counsel patients concerning preparation for diagnostic testing.
 - v. Demonstrate a basic understanding of electronic patient information systems.
 - vi. Demonstrate the ability to use the Internet as an educational instrument to expand medical knowledge.
 - vii. Demonstrate knowledge of the levels of ionizing radiation related to specific imaging procedures and employ measures to minimize radiation dose to the patient.
 - viii. Perform radiologic examinations appropriately and safely, assuring that the correct examination is ordered and performed.
 - B. Education (with graduated faculty supervision and feedback):**
 - i. Practical experience in developing a differential diagnosis and management plan based upon clinical data, imaging findings and other medical test results.
 - ii. Active participation in journal reviews to determine the effectiveness of diagnostic imaging for specific diagnostic questions.
 - iii. Graduated responsibility in performing radiologic procedures.
 - iv. Didactic instruction in radiation safety.
 - v. Preparation and presentation of radiologic cases to other members of the health care team.
- 6) **Medical knowledge** about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.
 - A. Skills:**
 - i. Demonstrate sufficient knowledge of medicine and apply this knowledge to radiological studies in a clinical context to generate meaningful differential diagnoses.
 - ii. Demonstrate progressive acquisition of radiological knowledge.
 - iii. Demonstrate knowledge of the principles of research design and implementation.
 - iv. Generate a clinically appropriate diagnostic treatment plan.
 - v. Demonstrate the ability to use all relevant information resources to acquire evidence-based data.

- vi. Understand how radiologic equipment can be used to generate appropriate and diagnostic images.
- B. Education (with graduated faculty supervision and feedback):**
- i. Didactic lectures and self-directed learning on the science and practice of radiology.
 - ii. Participation in departmental and interdepartmental case conferences.
 - iii. Participation in the clinical activities of the Radiology Department.
 - iv. Departmental or institutional training programs on research design and implementation.
- 7) **Practice-based learning and improvement** that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.
- A. Skills:**
- i. Analyze practices experience and perform practice-based improvement in cognitive knowledge, observational skills, formulating a synthesis and impression, and procedural skills.
 - ii. Demonstrate critical assessment of the scientific literature.
 - iii. Demonstrate knowledge of and apply the principles of evidence-based medicine in practice.
 - iv. Use multiple sources, including information technology to optimize life-long learning and support patient care decisions.
 - v. Facilitate the learning of students, peers, and other health care professionals.
- B. Education (with graduated faculty supervision and feedback):**
- i. Participate in critical assessment of the scientific literature through journal clubs, clinical conferences and independent learning.
 - ii. Didactic lectures on the assessment of scientific literature, study designs and statistical methods.
 - iii. Teaching students, peers and other health care professionals, with graduated supervision and feedback from supervising faculty.
 - iv. Active participation in departmental or institutional quality assurance (QA) / quality improvement (QI) activities with faculty supervision.
- 8) **Interpersonal and communication skills** that result in effective information exchange and teaming with patients, patient family members, medical students, other residents, supervising faculty, referring physicians, technologists, nurses and other members of the health care team.
- A. Skills:**
- i. Provide a clear and informative radiologic report including a precise diagnosis whenever possible, a differential diagnosis when appropriate, and recommended follow-up or additional studies when appropriate.
 - ii. Provide direct communication to the referring physician or appropriate clinical personnel when interpretation reveals an urgent or unexpected finding and document this communication in the radiologic report.
 - iii. Demonstrate effective skills of face-to-face listening and speaking with physicians, patients, patients' families and support personnel.
 - iv. Demonstrate appropriate telephone communication skills
 - v. Demonstrate skills in obtaining informed consent, including effective communication to patients of the procedure, alternatives and possible complications.
- B. Education (with graduated faculty supervision and feedback):**
- i. Participation as an active member of the Radiology team by communicating face-to-face with clinicians, answering telephone, providing consults, problem-solving and decision-making.
 - ii. Act as the contact person for technologists and nurses in managing patient and imaging issues.
 - iii. Active participation in preparing and moderating multi-disciplinary conferences.

- iv. Practical experience in dictating radiological reports.
- 9) **Professionalism**, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.
- A. Skills:**
 - i. Demonstrate altruism (putting the interests of patients and others above own self-interest).
 - ii. Demonstrate compassion: be understanding and respectful of the patients, patient families, and staff and physicians caring for patients.
 - iii. Demonstrate excellence: perform responsibilities at the highest level and continue active learning throughout one's career.
 - iv. Be honest with patients and all members of the health care team.
 - v. Demonstrate honor and integrity: avoid conflicts of interest when accepting gifts from patients and vendors.
 - vi. Interact with others without discriminating on the basis of religious, ethnic, sexual or educational differences and without employing sexual or other types of harassment.
 - vii. Demonstrate knowledge of issues of impairment (i.e., physical, mental and alcohol and substance abuse), obligations for impaired physician reporting, and resources and options for care of self-impairment or impaired colleagues.
 - viii. Demonstrate positive work habits, including punctuality and professional appearance.
 - ix. Demonstrate an understanding of broad principles of biomedical ethics.
 - x. Demonstrate principles of confidentiality with all information transmitted during a patient encounter.
 - xi. Demonstrate knowledge of regulatory issues pertaining to the use of human subjects in research.
 - B. Education (with graduated faculty supervision and feedback):**
 - i. Discussion of conflicts of interest and ethics of conducting research during Departmental or Institutional conferences and daily clinical work.
 - ii. Training programs (i.e., videotapes) on the issues of harassment and discrimination.
 - iii. Didactic presentations on the recognition and management of the "impaired physician".
 - iv. Participation in Medical School-sponsored core curriculum education activities (i.e., lectures, web-based programs).
 - v. Didactic lecture/training program on the broad principles of medical ethics.
 - vi. Institutional web-based self-directed learning and assessment programs on human subjects research guidelines.
- 10) **Systems-based practice**, as manifested by actions that demonstrate an awareness of an responsiveness to the larger context and system for health care and the ability to effectively call on system resources to provide care that is of optimal value.
- A. Skills:**
 - i. Demonstrate the ability to design cost-effective care plans based on knowledge of best practices.
 - ii. Demonstrate knowledge of the sources of financing for U.S. health care including Medicare, Medicaid, the Veterans Affairs and Department of Defense, public health systems, employer-based private health plans, and patient's own funds.
 - iii. Demonstrate knowledge of basic health care reimbursement methods.
 - iv. Demonstrate knowledge of the regulatory environment including state licensing authority, state and local public health rules and regulations, and regulatory agencies such as Centers for Medicaid and Medicare Services (CMS) and Joint Commission for the Accreditation of Healthcare Organizations (JCAHO).
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- v. Demonstrate knowledge of basic practice management principles such as budgeting, record-keeping, medical records, and the recruitment, hiring, supervision and management staff.
- B. Education (with graduated faculty supervision and feedback):**
- i. Systematic review of appropriate literature, including current American College of Radiology (ACR) Appropriateness Criteria, to develop knowledge of evidence-based indications for imaging procedures.
 - ii. Attendance and active participation in Departmental and multi-disciplinary conferences where there is discussion of the imaging evaluation of specific and most appropriate and cost-effective methods for establishing a diagnosis.
 - iii. Interaction with Department administration and knowledgeable faculty to gain an understanding of the costs of diagnostic examinations and the influence of the type of payer system on reimbursement.
 - iv. American College of Radiology (ACR) and Association of Program Directors in Radiology (APDR) non-interpretive skills videotapes.
 - v. Membership and active participation in local and national radiological societies.
 - vi. Departmental or institutional presentations on health care funding and regulation.

DUTY HOURS

Duty hours are defined as all clinical and academic activities related to the training program, i.e., patient care (both inpatient and outpatient), 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. Duty hours **DO NOT** include reading and preparation time spent away from the duty site.

- Duty hours are limited to eighty (80) hours per week, averaged over a 4-week period, inclusive of all in-house call activities.
- Residents/Fellows are provided with one (1) day in seven (7) free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call.
- The training program provides adequate time for rest and personal activities, which consists of a 10-hour time period provided between all daily duty periods and after in-house call.

Because moonlighting hours are considered duty hours by this Program, it is the responsibility of the resident to inform the Program Coordinator of any duty hours incurred during moonlighting.

Duty hours vary from rotation-to-rotation and institution-to-institution.

- UMMC: Generally, duty hours extend from 7:00 AM when conferences begin, until 5:00 PM or when the work is finished.
- HCMC: Duty hours are from 7:00 AM until 4:30 PM, or when the work is finished.
- VAMC: Duty hours are 7:00 AM when conferences begin, until 4:30 PM or when the work is completed.

The Medical School has implemented an evaluation tool for residents and fellows to *confidentially* report their duty hours through a web-based evaluation system. In accordance with ACGME requirements regarding monitoring resident/fellow duty hours, all residents and fellows are required to participate in an eight-week Institutional E*Value Duty Hour Survey during each year of training. Those training programs that have pending accreditation site visits will be assigned based on the date of the review. All other programs will be assigned randomly. Trainees will be notified via E-mail to their University of Minnesota E-mail account that the Institutional Duty Hour Surveys are ready to be completed.

Residents' on-call hours will also be tracked monthly by the Diagnostic Radiology Program Coordinator and any concerns will be brought to the attention of the Program Director. (The Program Director will be alerted to any residents taking five or more calls per month, as this would bring a resident close to their duty hour limit.)

ON-CALL ACTIVITIES

The objective of on-call activities is to provide residents with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal work day when residents are required to be immediately available in the assigned institution.

- In-house call must occur no more frequently than every third night averaged over a four-week period.
- Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents/Fellows may remain on duty for up to six (6) additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.
- No new patients may be accepted after 24 hours of continuous duty.
- At-home call (pager call) is defined as call taken from outside the assigned institution.
- The frequency of at-home call is not subject to the every third night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for each resident. Residents taking at-home call must be provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4-week period. When residents are called into the hospital from home, the hours residents spend in-house are counted toward the 80-hour limit. The Program Director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Radiology residents are assigned call at UMMC, HMC and VAMC. Call averages no more than one-in-four. Current call requirements are described below, but can change on an as-needed basis. Scheduling of the residents for call is the direct responsibility of the Program Director along with the assistance of the Chief Residents.

- **UMMC:**
 - Senior residents participate in Body Imaging call that involves Saturday and Sunday days and pager call in the evenings for Body Imaging. This will be rotated with any Thoracoabdominal Radiology fellows who are presently at the institution. Residents participating in Body Imaging call are responsible for the following:
 - o All Emergency Room (ER) studies take priority. These should be interpreted and results called to the ER as soon as possible. Notify the ER staff that it is a preliminary read, and whether or not it has been seen by staff. Any discrepancies in interpretation when reviewed by staff the next morning should be reported to the ER (or inpatient service, if the patient was admitted) as soon as possible.
 - o Inpatient CTs should be reviewed and are the next highest priority after ER cases. Pertinent findings should be called to the house staff. The Radiology resident should not on the requisition form pertinent findings and to whom the findings were called (including pager number).
 - o The on-call resident is not responsible for dictating any CT studies. If time allows, the resident can pre-dictate the ER studies and staff them out in the morning.
 - o All ER or emergent inpatient CTs performed after 10:00 PM should be sent to Arjun and reviewed.
 - o If the resident's interpretation of a study will result in significant intervention such as an operation (i.e., appendicitis), the staff radiologist on-call should be notified if the case is performed before 10:00 PM. After 10:00 PM, these cases should be reviewed with Arjun.
 - Vascular/Interventional Radiology call is rotated with the fellows in the CVIR section. Responsibilities include finishing the daily schedule and then taking pager call from home the remainder of the evening and/or weekend. Residents on CVIR call do not take general departmental call.
 - General call starts at the end of the workday and continues as in-house call until 8:00 the next morning. The resident then checks-out all the cases that he/she has been responsible for overnight and is then discharged from duty the remainder of the day. Weekend call starts at 8:00 AM and runs until 8:00 AM the next day (in-house call). Second-, third- and fourth-year residents take general departmental call.
- **HMC:**
 - Both General and Cardiovascular/Interventional Radiology call are rolled in to one call schedule. This is rotated between the second-, third-, and fourth-year residents. Call is in-house starting at

the end of the day. Call responsibilities conclude at 8:00 AM, at which point, after the resident has checked-out all the cases that he/she is responsible for, he/she is relieved of duties the remainder of that day.

- **VAMC:**

- Third-year residents on Vascular and Neuroradiology rotate Interventional call. The months that they are on those rotations they will not be responsible for the General call pool.
- The General call pool involves second-, third- and fourth-year residents at VAMC that month and requires in-house call until 8:00 PM only, then followed by call from home. On the weekends the resident is responsible to be in the institution from 8:00 AM until 4:00 PM.

ON-CALL ROOMS

An on-call room within the Department of Radiology is available to residents taking departmental call at both UMMC and HCMC, where residents receive their in-house on-call experience. Any questions or concerns regarding departmental on-call rooms should be directed to your Chief Resident:

- Scott Greenley, M.D. Pager # 612-899-7791
- David Nascene, M.D. Pager # 612-899-8005
- Gregory Rathmann, M.D. Pager # 612-899-8029

On-call residents are also eligible to use one of eighteen (18) Mayo Building call rooms provided by UMMC. All rooms have punch code security access changed daily, and a security monitor on duty daily from 2:00 PM – 7:00 AM. All rooms have a desk, television, radio clocks and air conditioning.

- Check-in can only occur during designated check-in hours: 2:00 PM – 7:00 AM.
- Go to the check-in desk located in the Resident Lounge (Mayo C-496). The check-in desk is staffed by a security monitor during set hours seven (7) days/week and will require you to present your ID badge.
- The security monitor will assign you a room, the room access code, and the locker room and lounge access codes.
- All individuals must be out of their room by 8:00 AM. Housekeeping will begin cleaning by 7:00 AM. If you wish to sleep past 7:00 or 8:00 AM, make sure your “Do Not Disturb” sign is indicated on your door.

SECURITY / SAFETY

Security and personal safety measures are provided to residents at all locations including but not limited to parking facilities, on-call quarters, hospital and institutional grounds, and related clinical facilities (e.g., medical office buildings).

	UMMC University Campus	UMMC Riverside Campus	HCMC	VAMC	University of Minnesota
Escort Services/ Security	612-672-4544	612-672-4544	612-873-3232	612-467-2007	612-624-WALK

SUPERVISION / GRADED RESPONSIBILITY

All patient care is supervised by qualified faculty. The Program Director ensures, directs, and documents adequate supervision of residents at all times. Residents are provided with rapid, reliable systems for communication with supervising faculty. Residents are supervised by teaching staff in such a way that the residents assume progressively increasing responsibility according to their level of education, ability, and experience. On-call schedules for teaching staff are structured to ensure that supervision is readily available to residents on duty. The teaching staff determines the level of responsibility given to each resident/fellow. Faculty and residents are educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

Resident participation at all of our institutions is one of active participation under direct supervision of full-time teaching staff. However, at all times, final responsibility for patient care resides with the full-time staff. In this manner, the residents receive excellent training in diagnostic radiology with an appropriate degree of responsibility.

STEPS IN EVALUATION PROCESS

The Graduate Medical Education Committee, a faculty committee of Department of Diagnostic Radiology, has the responsibility to evaluate candidates for admission to the training program, to evaluate residents in the program, to promote those who are progressing satisfactorily and, ultimately, to make recommendations that they have met the criteria established by the faculty for completion of our Diagnostic Radiology Residency Program.

The Graduate Medical Education Committee shall meet specifically at least two times per year for the purpose of evaluating the progress of each resident, to make recommendations for evaluating their progress and to make recommendations for advancement. These meetings should be in the fall and spring.

Resident performance is determined in many ways. Evaluation methods available to the Committee are the following:

- **Miniboard Examination:** This oral examination is taken by the residents at the end of their first year of training, at the start of their third year and during the lead-up to the oral boards. The format of the examination parallels that of the oral examination of the American Board of Radiology. For the first-year residents, the subject material covered are the areas of radiology in which the residents have spent time. Each resident must receive a passing grade in each of the subjects. If a resident's grade is below passing in any subject, he or she must take a make-up examination by the end of July so as to be able to go on-call as of July 1. The make-up examination is arranged with a different examiner. The purpose of all the mini-board examinations is to evaluate the progress of the resident as well as to acquaint them with the style of the Board examination that they will take at the completion of their training.
- **In-training Examination:** This written examination, required of first-, second- and third-year Radiology residents (PGY2-PGY4), is sponsored by the American College of Radiology and is given annually during the month of February. This examination requires 3.5 hours and is administered nationally. It is of value to the residents because 1) it is quite similar to the written examination given by the American Board of Radiology; 2) evaluation of the scores in each of the areas of the examination allows the resident to determine if he or she has any weak spots; 3) the national character of the examination and the reporting of the scores in percentiles allows the resident to compare his or her progress with that of residents in other parts of the country; 4) overall standings are provided to the department, allowing us to compare the performance of our training program with other programs.
- **Monthly Evaluations:** At the end of each clinical rotation, an evaluation of the resident's progress is prepared by the faculty member(s) in that area. This is done via a paperless and secured web-based reporting system (E*Value). Evaluations are accessible to residents on-line. Residents also evaluate their rotations at the end of each clinical rotation and faculty twice annually.
- **Semi-Annual Reviews:** The Program Director will meet with each individual resident twice a year, in the spring and in the fall, to go over their miniboard results, In-training examination results and monthly evaluations as well as to ascertain if there are any problems or concerns.

E*VALUE: ELECTRONIC EVALUATION SYSTEM

This Program has integrated a web-based electronic evaluation system. Evaluations both of and by residents are necessary parts of maintaining our status as an accredited residency program and producing superior resident-physicians. While traditional paper-based systems allow for simple data tracking, they do not provide an easy means for improving the quality of the program. The information obtained from the analysis of evaluation data is instrumental in objectively assessing the quality of all aspects of the residency program and for identifying and continuously monitoring areas for improvement.

E*Value is a completely web-based computer system that allows us all to enter evaluations, receive rapid feedback, view reports, and compare teaching performance with other programs. The system is highly secure and flexible. Faculty and trainees are expected to complete evaluations on a monthly basis.

The web address for the E*Value system is <https://www.e-value.net>. Please refer to the University of Minnesota Graduate Medical Education 2006-2007 Part A manual for specific instructions on accessing E*Value. The E*Value Administrator for the Department of Radiology is Sande Hogan (612-626-5589; hogan030@umn.edu).

MONITORING OF RESIDENT WELL-BEING

The Program Director is responsible for monitoring resident stress, including mental or emotional conditions inhibiting performance or learning, and drug-related or alcohol-related dysfunction. Both the Program Director and faculty are sensitive to the need for timely provision of confidential counseling and psychological support services to the residents. Situations that demand excessive service or that consistently produce undesirable stress on residents are evaluated and modified. Residents feeling fatigued or stressed are encouraged to discuss their concerns with the Program Director, or to contact the Resident Assistance Program at 651-430-3383 or 1-800-632-7643, especially if unable to provide safe patient care.

PROGRAM SCHEDULES

The annual resident rotation schedule is prepared by the Chief Residents who take into consideration residents' ranks and plans, rotation and site availability, and institutional funding constraints. No resident is assigned to a rotation for other than meeting their educational goals. The final schedule requires the approval of the Program Director. The Program Director may change the annual schedule without notice, as necessary to meet Program needs and obligations. The annual schedule is prepared in April or May for the following year.

Program schedules are distributed to residents in a variety of ways, including E-mail. Schedules are revised frequently and residents are required to stay abreast of changes.

- UMMC: Posted on the Program's website: <http://www.radiology.umn.edu>
- HCMC: Placed in resident mailboxes
- VAMC: Placed in resident mailboxes

RESIDENT CONFERENCES

Regular attendance at resident conferences is a requirement of this program and trainees are required to sign-in at each conference. Only those on call, post-call, ill, on leave, or attending the Armed Forces Institute of Pathology will be considered to have excused absences.

MOONLIGHTING

Because residency education is a full-time endeavor, moonlighting must not interfere with the ability of the resident to achieve the goals and objectives of the educational program. In addition, in that the purpose of residency is to adequately train a resident in Diagnostic Radiology, and the function of the American Board of Radiology is to certify this training is adequate, any practice of Diagnostic Radiology by a resident outside of the training setting prior to completion of residency training and Board certification is *not* encouraged, and is at the risk of the resident and the party hiring the resident.

Moonlighting requires a prospective, written statement of permission from the Program Director that will be made part of the resident's file; Residents and fellows are not required to engage in moonlighting; Moonlighting activities will not be allowed to conflict with the scheduled and unscheduled demands of the educational program and its faculty; The Resident/Fellow's performance will be monitored for the effect of these activities upon performance and adverse effects may lead to withdrawal of permission; and internal moonlighting must be counted toward the 80-hour weekly limit on duty hours. There is no internal moonlighting in the University of Minnesota Department of Radiology, but this program considers moonlighting to be a part of duty hours. No moonlighting will be permitted that will cause a violation of the Accreditation Council for Graduate Medical Education (ACGME) duty hour requirement (see "Duty Hours" and/or www.acgme.org).

Because moonlighting hours are considered duty hours by this Program, it is the responsibility of the resident to inform the Program Coordinator of any duty hours incurred during moonlighting.

Moonlighting by Diagnostic Radiology residents is allowed only after the first year of Radiology residency and is allowed only in the field of Radiology. Moonlighting is allowed only during non-duty hours. Administrative time cannot be taken to moonlight. Moonlighting is not coordinated by the Department, but is monitored by the Program Director. Your University of Minnesota professional liability policy does not cover this activity.

Residents/fellows are required to notify the Program Director of their moonlighting activities (see Section VI: Program Forms). Failure to provide this information is grounds for discipline under Section VI of the Residency/Fellowship Agreement.

This policy does not acknowledge in any way, any departmental acknowledgement of the resident's ability to satisfactorily perform any moonlighting activities. Malpractice insurance is the responsibility of the resident involved. Accreditation is up to the party hiring the resident.

Residents/fellows on J1 visas are NOT permitted to be employed outside the residency/fellowship program.

A resident on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the resident/fellow works outside the training program.

RADIATION BADGES

Radiation badges must be worn in controlled radiation areas under penalty of State law. You may be fined by the State Health Department if found not wearing a badge during an inspection.

New badges will be placed in your mailbox at the institution to which you are assigned on the first working day of the month. Always keep your old badges until you get a replacement. Badges from the previous month must be returned to your mailbox by the 8th of each month. Under University policy, late badges will result in a fine of \$50 per badge (unless replacement badges have not arrived in time to make the exchange). The amount of the fine will be deducted from your educational ("book") fund; if adequate funds do not remain, the resident will be billed for the amount owed. Residents who plan to be away during the exchange period are required to make arrangements with someone to exchange their badges in their absence.

Lost or stolen badges must be reported to Ms. Pamela Hansen at 612-626-6638 or hanse032@umn.edu.

SUPPORT SERVICES

A full range of patient support services are provided in a manner appropriate to and consistent with educational objectives and patient care. These include but are not limited to Care Management Services, Cardiopulmonary Services, Employee Health Service, Health Information Management, Infection Control, Laboratory Medicine and Pathology, Nursing Administration, Nutrition Services, Patient Relations, Patient Transport, Pharmacy Services, Radiology Film File Services, Rehabilitation Services, Security Services, Social Services, Spiritual Health Services, and Shuttle Service between the Riverside and University campuses.

LABORATORY / PATHOLOGY / RADIOLOGY SERVICES

Federal and state regulations and regulatory agencies mandate competency validation for testing personnel (including physicians), documentation, quality assurance, quality control, etc. The regulations cover hospitals, clinics, physicians' offices, nursing homes, and any site where testing is performed. Testing performed by physicians, practitioners, nursing staff, and laboratorians must meet regulatory guidelines. Failure to comply with the mandates can lead to suspension, revocation, or limitation of certification and denial of reimbursement.

HEALTH INFORMATION MANAGEMENT (MEDICAL RECORDS) / RADIOLOGY FILM FILE SERVICES

A medical record system that documents the course of each patient's illness and care is available at all times to support quality patient care, the education of residents, quality assurance activities, and provide a resource for scholarly activity. Additionally a provision of information systems is made for timely retrieval of medical records and radiologic information. For assistance in accessing these records, please contact Dee Richards at 612-273-7631.

TRAVEL

The Department will cover up to three days of expenses for residents presenting at national meetings. Individuals traveling on University business are covered under the Worldwide Travel Accident Policy, providing they have obtained permission to travel before travel begins. Requests to travel are made via the University's Travel Authorization form. This form can be obtained from Sande Hogan.

For additional information, refer to the University's "Traveling on University Business" website:
<http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Travel.cfm>

Hotel Chain Discounts <http://www.fpd.finop.umn.edu/groups/ppd/documents/appendix/>

DURING THE TRIP

MEALS

Amended: January 2006 - To change policy from reimbursing actual for travel meals to reimbursing per diem rates for travel meals. Frequent Flyer information moved to Policy 3.8.5 - Accrual and Use of Frequent Flyer Miles. The purpose of the changes is to establish that travel expenses require "one-up" approval and to disallow the establishment of or existence of different departmental policies. Most policy sections extensively revised.

Travel Per Diem Rates: <http://travel.umn.edu/perdiemrates.php#domestic>

GSA Domestic Per Diem Rates:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

To see per diem break down, click on "Meals and Incidental Expense (M&IE) Breakdown" on the left-hand column.

Reimbursable/Non-reimbursable Travel Expenses:

<http://process.umn.edu/groups/ppd/documents/appendix/TravelAppl.cfm>

Itemized receipts are required for purchases over \$25.00. Purchases less than \$25.00 will be reimbursed the per diem rate.

AFTER THE TRIP

Download Form "Employee Expense Worksheet UM 1612":

<http://process.umn.edu/groups/ppd/documents/Form/um1612p.pdf>

Gather all receipts and enter into worksheet (Meeting registration fee receipt [with courses, dates and times], Airfare receipt [with date and time of flights], Hotel receipt [with price for each day with tax], Any other expenses [taxi, train, etc.] can be entered in the university expense form.

When filling out the Employee Expense Worksheet be sure to include a detailed justification that includes who, what, where, when, and why. Print two copies of the completed form, sign the form, and return to your coordinator along with the required original receipts.

LIBRARIES

INSTITUTIONAL LIBRARIES

University of Minnesota Biomedical Library (Diehl Hall)

Hours of operation:

Monday through Friday:	7:00 AM – 12:00 AM
Saturday:	8:00 AM – 8:00 PM
Sunday:	12:00 PM – 12:00 AM

University of Minnesota Medical Center (Riverside Campus)

Hours of operation:

Accessible with UMMC identification badge 24 hours per day, 7 days per week

Hennepin County Medical Center

Hours of operation:

Monday through Thursday: 7:00 AM – 9:00 PM

Friday: 7:00 AM – 5:30 PM

Saturday: 9:00 AM – 5:00 PM

Sunday: 10:00 AM – 5:00 PM

Veterans Affairs Medical Center

Hours of operation:

Monday through Friday: 8:00 AM – 4:30 PM

Accessible with VAMC identification badge 24 hours per day, 7 days per week

DEPARTMENTAL LIBRARIES

University of Minnesota Medical Center Radiology Department (University Campus)

Eugene Gedgudas Learning Center (Radiology Library)

Hours of operation:

Monday through Friday: 8:00 AM – 4:30 PM

Accessible via combination lock 24 hours per day, 7 days per week

In addition to the departmental library, there are subspecialty libraries in each reading room.

Books and journals can be signed out for one month. An exception to this rule is the ACR Book and/or CD ROM series, which can only be signed out by PGY5 residents between the months of December and June of each year. Then only five (5) books can be signed out per resident at a time, for a duration not to exceed one month. Videotapes can only be signed out for two (2) weeks.

Located on a shelf in the library, just outside the Rigler Conference Center, is a BLUE BINDER. This binder contains a listing of the books, journals and videotapes that can be found in the library. Books are color-coded according to the section in which they can be found. A color-coded chart categorizing the books can be found in the front of the binder.

University of Minnesota Medical Center Radiology Department (Riverside Campus)

There is no formal departmental library. There are subspecialty libraries in each reading room.

Hennepin County Medical Center

Hours of operation:

Open 24 hours per day, 7 days per week

Veterans Affairs Medical Center

Hours of operation:

Monday through Friday: 7:00 AM – 4:30 PM

A key is available after-hours

ROTATIONS INVOLVING REGIONS HOSPITAL

Residents spending time at Regions Hospital during a regularly scheduled UMMC rotation must register at the Regions Hospital Graduate Medical Education Department on their first day of service there. Upon completion of registration residents will be given a parking key card for use during the rotation. The office is located at Regions Hospital, North Section, Third Floor, Suite #8. The office is open Monday through Thursday from 6:30 AM – 5:00 PM. If you have any questions, please contact:

- Jo-Ellyn Pilarski: 651-254-3725 (Phone)
651-254-5044 (Fax)
612-510-3863 (Pager)

SECRETARIAL ASSISTANCE

Work that is being performed in conjunction with a faculty member is given to that faculty member's secretary. Work submitted to a secretary by a resident needs to be requested by, or approved by, a

faculty member. Task deadlines will be negotiated between a resident and the involved secretary. Questions relating to secretarial assistance should be directed to Sande Hogan.

SECTION V. ADMINISTRATION

(Please refer to Part A for Medical School Policy on the following: University of Minnesota Physicians, Administrative Contact List, Medical School Organizational Chart, and GME Organizational Chart.)

DEPARTMENT AND ADMINISTRATIVE CONTACT LISTS

CENTRAL GRADUATE MEDICAL EDUCATION (GME) PROGRAM ADMINISTRATION					
ASSOCIATE DEAN FOR GRADUATE MEDICAL EDUCATION: LOUIS LING, M.D.					
Office: B644 Mayo	Phone: 612-625-7634	Fax: 612-624-0150	Pager: 612-336-0716	MMC#: 293	Email: lingx002@umn.edu
CHAIRMAN, DEPARTMENT OF RADIOLOGY: CHARLES A. DIETZ, JR., M.D.					
Office: B234 Mayo	Phone: 612-626-3345	Fax: 612-626-3366	Pager: 612-899-7591	MMC#: 292	Email: dietz004@umn.edu
DIRECTOR, RADIOLOGY GRADUATE MEDICAL EDUCATION: CHARLES A. DIETZ, Jr., M.D.					
Office: B234 Mayo	Phone: 612-626-3345	Fax: 612-626-3366	Pager: 612-899-7591	MMC#: 292	Email: dietz004@umn.edu
ASSOCIATE DIRECTOR, RADIOLOGY RESIDENCY PROGRAM, VAMC: HOWARD ANSEL, M.D.					
Office: 1Q-109	Phone: 612-725-2038	Fax: 612-727-5635	Pager: 612-660-7016	Mail Stop # 114	Email: howard.ansel@med.va.gov
ASSOCIATE DIRECTOR, RADIOLOGY RESIDENCY PROGRAM, HCMC: ANTHONY SEVERT, M.D.					
Office: 2E-20 HCMC	Phone: 612-873-2036	Fax: 612-904-4567	Pager: 612-530-8654	Mail Stop # 822	Email: sever025@umn.edu
DIRECTOR, ALRT ADMINISTRATIVE CENTER: LINDA KENNY					
Office: 763 Mayo	Phone: 612-625-0441	Fax: 612-626-2696	Pager: 612-740-0840	MMC#: 609	Email: kenny001@umn.edu
MANAGER, ALRT ADMINISTRATIVE CENTER FINANCIAL OPERATIONS: KATHLEEN OLIVER					
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MANAGER, ALRT ADMINISTRATIVE CENTER HUMAN RESOURCES: JEAN NIEMIEC					
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MANAGER, ALRT ADMINISTRATIVE CENTER GRADUATE MEDICAL EDUCATION MANAGER: SALLY SAWYER					
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COORDINATOR, RADIOLOGY GRADUATE MEDICAL EDUCATION: SANDE HOGAN					
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DIAGNOSTIC RADIOLOGY GRADUATE MEDICAL EDUCATION PROGRAM DIRECTORS					
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THORACOABDOMINAL RADIOLOGY FELLOWSHIP PROGRAM: CHARLES A. DIETZ, JR., M.D.					
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VASCULAR & INTERVENTIONAL RADIOLOGY FELLOWSHIP PROGRAM: DAVID W. HUNTER, M.D.					
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AFFILIATED SITE GRADUATE MEDICAL EDUCATION DIRECTORS					
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HENNEPIN COUNTY MEDICAL CENTER: ANTHONY SEVERT, M.D.					
Office: 2E-20 HCMC	Phone: 612-873-2718, 612-873-2036	Fax: 612-904-4567	Pager: 612-530-9882	Mail Stop #: 822	Email: sever025@umn.edu
ASSOCIATE DIRECTOR, RADIOLOGY RESIDENCY PROGRAM, VAMC: HOWARD ANSEL, M.D.					
Office: 1q-109	Phone: 612-725-2038	Fax: 612-727-5635	Pager: 612-660-7016	Mail Stop # 114	Email: howard.ansel@med.va.gov
REGIONS HOSPITAL: JOSEPH H. TASHJIAN, M.D.					
Office: ---	Phone: 651-254-3766	Fax: 651-254-5680	Pager: 612-580-0523	Mail Stop #: ---	Email: joseph.h.tashjian@healthpartners.com

AFFILIATED SITE ADDRESSES, PHONE & FAX NUMBERS	
UNIVERSITY OF MINNESOTA MEDICAL CENTER 420 Delaware Street S.E. / 500 Harvard Street S.E. Minneapolis, MN 55455 Radiology Phone: 612-273-6004 / 612-626-3343 Radiology Fax: 612-626-3366	HENNEPIN COUNTY MEDICAL CENTER 701 Park Avenue South Minneapolis, MN 55415 Radiology Phone: 612-873-2036 Radiology Fax: 612-904-4258
VETERANS AFFAIRS MEDICAL CENTER One Veterans Drive Minneapolis, MN 55417 Radiology Phone: 612-725-2038 Radiology Fax: 612-727-5635	REGIONS HOSPITAL 640 Jackson Street St. Paul, MN 55101 Radiology Phone: 651-221-3793 Radiology Fax: 651-221-2849 ----- Education Office Phone: 651-254-3725 Education Office Fax: 651-254-5044

DIAGNOSTIC RADIOLOGY GRADUATE MEDICAL EDUCATION COMMITTEE	
COMMITTEE CHAIR / PROGRAM DIRECTOR:	TIM EMORY, M.D.
RADIOLOGY CHAIRMAN, UMMC:	CHARLES A. DIETZ, JR., M.D.
RADIOLOGY DIRECTOR, HCMC:	CHARLES TRUWIT, M.D.
RADIOLOGY DIRECTOR, VAMC:	EARL BENDER, M.D.
ASSOCIATE PROGRAM DIRECTOR, UMMC:	CAROL STEENSON, M.D.
ASSOCIATE PROGRAM DIRECTOR, HCMC:	ANTHONY SEVERT, M.D.
ASSOCIATE DIRECTOR, RADIOLOGY RESIDENCY PROGRAM, VAMC:	HOWARD ANSEL, M.D.
BREAST IMAGING:	TIM EMORY, M.D.
GASTROINTESTINAL/GENITOURINARY RADIOLOGY:	HOWARD ANSEL, M.D.
MUSCULOSKELETAL RADIOLOGY:	EARL BENDER, M.D.
NEURORADIOLOGY:	STEPHEN A. KIEFFER, M.D.
NONINVASIVE CARDIAC IMAGING:	CAROL C. STEENSON, M.D.
NUCLEAR MEDICINE:	JERRY FROELICH, M.D.
PEDIATRIC RADIOLOGY:	CHARLES A. DIETZ, JR., M.D.
THORACIC RADIOLOGY:	JAMES BALTZELL, M.D.
ULTRASOUND:	ANTHONY SEVERT, M.D.
VASCULAR & INTERVENTIONAL RADIOLOGY:	ASAD IRFANULLAH, M.D.

SUPPORT STAFF					
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**RADIOLOGY FACULTY
2006-2007**

CLINICAL FACULTY	RESEARCH FACULTY	
<p><u>Fairview-University Med Cntr:</u> <i>Interventional Radiology</i> Erik Cressman, M.D. Charles A. Dietz, Jr., M.D. Olga Duran-Castro, M.D. David W. Hunter, M.D. Fareed Siddiqui, M.D. Jason Wong, M.D. <i>Cardiac Imaging</i> Carol Steenson, M.D. <i>Neuroradiology</i> Manfred T. Benson, M.D. Jeffrey R. Brace, M.D. Stephen Kieffer, M.D. Charles Krenzel, M.D. Frederick Ott, M.D. Alex McKinney, M.D. Charles L. Truwit, M.D. <i>Pediatric Radiology</i> Charles A. Dietz, Jr., M.D. James Short, M.D. <i>Thoracoabdominal Radiology</i> James Baltzell, M.D. Namarta Chandra, M.D. Marvin E. Goldberg, M.D. Michael Mongeon, M.D. <i>Breast Imaging</i> Tim Emory, M.D. Michael Nelson, M.D. James Roelofs, M.D. <i>Musculoskeletal Imaging</i> Jutta Ellermann, M.D. Shelly Marette, M.D. Herb Jones, M.D. <i>Nuclear Medicine</i> Jerry Froelich, M.D. Thiruvenkatasamy Dhurairaj, M.D. <u>Affiliated Faculty:</u> Gary Amundson, M.D. Robert Anderson, M.D. Kenneth Cram, M.D. Mary Lechner, M.D. Anne G. Minenko, M.D. Joseph Tashjian, M.D.</p>	<p><u>Hennepin County Med Cntr:</u> <i>Diagnostic Radiology</i> Michael Cumming, M.D. Connie Emerson, M.D. Philippe L'Heureux, M.D. Asad Irfanullah, M.D. Alexander McKinney, M.D. Robert P. Miller, M.D. Christopher Palmer, M.D. Gopal Punjabi, M.D. Prateek Sahgal, M.D. Anthony L. Severt, M.D. Charles L. Truwit, M.D. <u>Veterans Affairs Med Cntr:</u> <i>Diagnostic Radiology</i> Quentin N. Anderson, M.D. Howard J. Ansel, M.D. Earl Bender, M.D. Asad Irfanullah, M.D. Donovan Reinke, M.D. Neil F. Wasserman, M.D. <i>Nuclear Medicine</i> Frank M. Grund, M.D. Bert W. Larson, M.D. <i>Physics</i> E. Russell Ritenour, Ph.D.</p>	<p><i>Center for MR Research</i> Patrick Bolan, Ph.D. Wei Chen, Ph.D. Michael Garwood, Ph.D. Geoffrey Ghose, Ph.D. Noam Harel, Ph.D. Pierre Giles Henry, Ph.D. Gregory Metzger, Ph.D. Shalom Michaeli, Ph.D. Cheryl Oلمان, Ph.D. Gulin Oz, Ph.D. Corey Swingen, Ph.D. Ivan Tkac, Ph.D. Kamil Ugurbil, Ph.D. Pierre Grancois Van de Morette, Ph.D. J. Thomas Vaughan, Ph.D. Ezza Yacoub, Ph.D. <i>Outcomes Assessment</i> Karen J. Kowalik, R.N., M.B.A. <i>Pet Imaging</i> Eyup Akgun, Ph.D. Jehi-San Liow, Ph.D. <i>Physics</i> Bruce Hammer, Ph.D. Kelly Rehm, Ph.D. E. Russell Ritenour, Ph.D. <i>Interventional Radiology</i> Myra Urness, B.S., M.S.M.O.T.</p>

SECTION VI. PROGRAM FORMS

(The following pages contain forms specific to the Diagnostic Radiology Residency Program.)

**Diagnostic Radiology Residency Program
LEAVE REQUEST**

Name:	Date:
Date(s) Requested:	Rotation & Site:

AMERICAN BOARD OF RADIOLOGY POLICY ON THE EFFECT OF LEAVE FOR SATISFYING COMPLETION OF PROGRAM

"Leaves of absence and vacation may be granted to residents at the discretion of the Program Director in accordance with local rules. Within the required period(s) of graduate medical education, the total such leave and vacation time may not exceed SIX CALENDAR WEEKS (30 WORKING DAYS) for residents in a program for one year, TWELVE CALENDAR WEEKS (60 WORKING DAYS) for residents in a program for two years, EIGHTEEN CALENDAR WEEKS (90 WORKING DAYS) for residents in a program for three years, or TWENTY-FOUR CALENDAR WEEKS (120 WORKING DAYS) for residents in a program for four years. If a longer leave of absence is granted, the required period of graduate medical education must be extended accordingly." [Qualifications of Applicants for Certification by the American Board of Radiology, The American Board of Radiology, Inc. Booklet of Information for Diagnostic Radiology].

Type of Leave Requested:	(See Part A & Part B Policy Manuals for more specific information regarding leave policies)
<input type="checkbox"/> Vacation Up to 20 working days per year are allowed. Requests to exceed the limit require written approval by the Program Director in advance & must be taken as leave without pay. While on leave without pay, the resident is responsible for COBRA insurance payments. Unused vacation time may <u>not</u> be carried over to the next year. Depending on rotation (see below), up to 5 vacation days may be taken per month. HCMC: 1 resident per day UMMC: 2 residents per day (up to 3 if one is a first-year resident) <u>Neuroradiology:</u> Residents are allowed only 1 week of vacation during their 2-month rotation. <u>Vascular & Interventional Radiology:</u> Residents are allowed only 1 week of vacation during their 2-month rotation. VAMC: 2 residents per day (up to 3 if one is a first-year resident). Residents are required to notify the Service Office (612-467-2038) of all leave time. <u>Neuroradiology:</u> Residents are allowed up to 2 vacation days per month. <u>Special Imaging (CT/US):</u> Residents are allowed up to 2 vacation days per month. <u>Vascular & Interventional Radiology:</u> Vacation requests require the approval of Dr. Asad Irfanullah. <p align="center">** SENIORS: NOTE TERMINAL LEAVE POLICY, BELOW **</p>	
<input type="checkbox"/> Scheduled Sick Leave Up to 10 working days per year may be taken as sick leave. Sick leave days exceeding this limit will be charged as vacation leave. In the event that a resident has exhausted all of his/her vacation leave, this time will be charged as leave without pay. While on leave without pay, the resident is responsible for COBRA insurance payments.	
<input type="checkbox"/> Maternity Leave A female resident may, upon request, take up to 6 weeks paid maternity leave related to the birth of her child. The paid leave must fall within the term of appointment & must be taken consecutively & without interruption. After using paid maternity leave & all unused vacation, any additional leave will be without pay. While on leave without pay, the resident is responsible for COBRA insurance payments. Disabilities associated with childbirth & pregnancy will be treated like any other disability.	
<input type="checkbox"/> Paternity Leave A male resident may, upon request, take up to 2 weeks paid paternity leave related to the birth of a child. All leave time must fall within the term of appointment & must be taken consecutively & without interruption. After using all unused vacation, any additional leave will be without pay. While on leave without pay, the resident is responsible for COBRA insurance payments.	
<input type="checkbox"/> Adoption Leave A female resident may, upon request, take up to 2 weeks paid leave & up to 2 weeks leave without pay (or unused vacation) related to the adoption of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively & without interruption. After using all unused vacation, any additional leave will be without pay. While on leave without pay, the resident is responsible for COBRA insurance payments. A male resident may, upon request, take up to 2 weeks paid leave related to the adoption of a child. All leave time must fall within the term of appointment. All leave must be taken consecutively & without interruption. After using all unused vacation, any additional leave will be without pay. While on leave without pay, the resident is responsible for COBRA insurance payments.	
<input type="checkbox"/> Moonlighting → A MOONLIGHTING APPROVAL REQUEST FORM MUST BE SUBMITTED WITH THIS FORM Moonlighting by Diagnostic Radiology residents is allowed <u>only</u> after the first year of Radiology residency & is allowed <u>only</u> in the field of Radiology. Vacation time will be used for moonlighting. Your University of Minnesota professional liability policy does <u>not</u> cover this activity. Residents are required to submit a Moonlighting Approval Request Form to the Program Director for each occurrence prior to taking part in any moonlighting activities. Requests must contain a beginning and end date. <i>Failure to provide this information is grounds for discipline under Section VI of the Residency/Fellowship Agreement.</i> This Program considers moonlighting to be a part of duty hours (see ACGME Duty Hour Requirements in the Part B Policy Manual or at www.acgme.org), & it is the resident's responsibility to inform the Program Coordinator, in writing, of all duty hours incurred during moonlighting. Residents/fellows on a J-1 visa are NOT permitted to be employed outside the residency/fellowship program. A resident on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the resident/fellow works outside the training program.	
<input type="checkbox"/> Meeting → Mtg Name: _____; Dates: _____; Location: _____ The Department will cover up to 3 days of expenses for residents presenting at national meetings. Individuals traveling on University business are covered under the Worldwide Travel Accident Policy, providing they have obtained permission to travel <u>before</u> travel begins. Requests to travel are made via the University's Travel Authorization form. This form can be obtained from Program Coordinator. The University's policies regarding traveling on University business can be found at: http://www.fpd.finop.umn.edu/groups/ppd/documents/Policy/travel.cfm .	
<input type="checkbox"/> Interview Residents are allowed up to 5 interview days during their residency.	
<input type="checkbox"/> Terminal Leave Terminal leave is granted only to graduating seniors moving from the Twin Cities upon the completion of their residency. <u>TERMINAL LEAVE IS CHARGED AS VACATION</u> , so residents considering terminal leave must save vacation days for this purpose in order to have the leave approved.	
<input type="checkbox"/> Other (Explain): _____	

I understand, and will comply with the above policies.

Resident Signature _____ Date _____ Chief Resident Signature _____ Date _____ Program Director Signature _____ Date _____

<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied (Reason): _____
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Return form, complete with all signatures, to:
SANDE HOGAN, Dept of Radiology, MMC 292, University of Minnesota School of Medicine, 420 Delaware St SE, Minneapolis MN 55455 (Fax: 612-624-3188)

Diagnostic Radiology Residency Program MOONLIGHTING APPROVAL REQUEST

(Please Use Additional Sheets as Necessary)

Name (please print):	I understand, and will comply with the policies below: _____
Date(s) Requested:	Resident signature _____ Date _____ Rotation & Site: _____

Moonlighting Policy

Per the Accreditation Council for Graduate Medical Education (ACGME; www.acgme.org), moonlighting requires a prospective, written statement of permission from the Program Director that will be made part of the resident's file; Residents and fellows are not required to engage in moonlighting; Moonlighting activities will not be allowed to conflict with the scheduled and unscheduled demands of the educational program and its faculty; The Resident/Fellow's performance will be monitored for the effect of these activities upon performance and adverse effects may lead to withdrawal of permission; and internal moonlighting must be counted toward the 80-hour weekly limit on duty hours. (There is no internal moonlighting in the University of Minnesota Department of Radiology).

This Program considers moonlighting to be a part of duty hours (see below) and it is the resident's responsibility to inform the Program Coordinator, in writing, of all duty hours incurred during moonlighting.

Moonlighting by Diagnostic Radiology residents is allowed only after the first year of Radiology residency and is allowed only in the field of Radiology. Moonlighting is allowed only during non-duty hours. Administrative time cannot be taken to moonlight; vacation time will be used for moonlighting (M-F). Moonlighting is not coordinated by the Department, but is monitored by the Program Director. Your University of Minnesota professional liability policy does not cover this activity.

Residents/fellows are required to notify the Program Director of their moonlighting activities via the submission of a Moonlighting Approval Request Form for each occurrence. Requests must include a beginning and end date, and the hours you'll expect to be working at that site. Failure to provide this information is grounds for discipline under Section VII of the Residency/ Fellowship Agreement.

Residents/fellows on J1 visas are NOT permitted to be employed outside the residency/fellowship program.

A resident on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the resident/fellow works outside the training program.

Facility Name:	Phone Number Where You Can Be Reached While Moonlighting:
Facility Address – Street:	
City & State:	Zip Code:
Contact Name:	Contact Phone Number:

(List Days/Hours Individually, Below)

Month: _____, 200_____						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____
HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____
_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____
HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____	HOURS: _____ _____ to _____ = _____
_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours	_____ Total Hours

ACGME DUTY HOUR REQUIREMENT

Duty hours are defined as all clinical and academic activities related to the residency program, i.e., patient care (both inpatient and outpatient), 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. Duty hours do not include reading and preparation time spent away from the duty site. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities. Residents must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical educational and administrative activities. Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call.

Submit completed form to:

SANDE HOGAN

Dept of Radiology, MMC 292, University of MN School of Medicine, 420 Delaware St SE, Minneapolis MN 55455

Fax: 612-624-3188

<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied (Reason): _____
Program Director Signature _____	Date _____

**DIAGNOSTIC RADIOLOGY RESIDENCY PROGRAM
BOOK FUND**

INTRA-INSTITUTIONAL VOUCHER REQUEST
(Use additional sheets as necessary)

NOTE: Three (3) working days are required to process request.

PLEASE PRINT CLEARLY

<u>Name:</u> _____	<u>Date:</u> _____
--------------------	--------------------

BOOK(S) BEING PURCHASED

(All information required. Vouchers will not be prepared for incomplete requests.)

Price information can be obtained from the Health Sciences Bookstore:

Phone #: 612-625-8600

Website: <http://www.bookstore.umn.edu/index.html>

<u>Author:</u> _____	<u>Price:</u> \$ _____
<u>Title:</u> _____	

<u>Author:</u> _____	<u>Price:</u> \$ _____
<u>Title:</u> _____	

SUBMIT TO:

Sande Hogan

Department of Radiology, MMC 292

University of Minnesota School of Medicine

420 Delaware Street S.E.

Minneapolis, MN 55455

Fax #612-621-3188 E-mail: hogan030@umn.edu

Thank you.

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Department of Radiology
Medical School

Mayo Mail Code 292
420 Delaware Street S.E.
Minneapolis, MN 55455
Phone #: 612/626-3345
Pager #: 612/899-7591
Fax #: 612/626-3366
E-mail: dietz004@umn.edu

Charles A. Dietz, Jr., M.D., Chairman

RESIDENT PARKING CONTRACT RAMP C (OAK STREET) 2006-2007

By accepting a University of Minnesota computer access ("key") card you are agreeing to the terms of this letter. This space is being temporarily rented to you by the Department of Radiology. The Department pays for departmental parking contracts, and you are required to reimburse the Department. This contract requires one annual payment, **due in full** at the time of application. You will be charged a rate of \$50 per month of UMMC rotation. This amount is subject to change without notice in the event the University increases its parking rates.

Please circle your months of UMMC rotations during the academic year 2006-2007:

JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE

Number of months circled = _____ x \$50 = \$_____. Checks should be made out to the *University of Minnesota*.

TERMS:

- This card is to be used only during UMMC rotations, *except* when taking call.
- MRI units will erase the memory on the access card. Do *not* take your card into any of these areas.
- You must use the access card every time you enter or leave the ramp, even if the arm is raised or missing. If you fail to do so, the gate will fail to open the next time you attempt to use your card.
- Should you damage or misplace this card, you will be responsible for any charges assessed by the University of Minnesota. You are responsible for contacting Parking and Transportation Services as soon as possible to arrange for a replacement.
- Reciprocal parking is not available for University departmental contracts.
- Only one vehicle per contract is permitted to park at any one time. Violation may result in tagging, towing and revocation of the parking contract.
- The University of Minnesota reserves the right to move or reassign cars to other locations when necessary.
- Residents who inappropriately/fraudulently credit parking to the Department will be held financially responsible for all costs related to their misuse of the parking credit plan.
- When terminating this contract, written notice must be received in the Radiology Graduate Medical Education Office ten days prior to your effective cancellation date. Parking charges will continue until the access card is returned.

I FULLY ACCEPT AND AGREE TO THE TERMS OF THIS CONTRACT.

Signature

Date

Name (Please Print)

Card Number