Radiology Fellowships
Program Policy Manual:
2018-2019
Introduction
The information contained in this Program Manual pertains to all fellows in the Department’s programs except as otherwise identified in the Program Manual or addendum. This Manual outlines benefits, policies, guidelines and other regulations that apply to all fellows in the Department of Radiology.

The Institutional Policy Manual contains policies, procedures and information that apply to all fellows throughout the University of Minnesota Medical School. The Program Manual 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 Institutional Policy Manual and the Department Program Manual are designed to work together. Information contained in Institutional Policy Manual may not be replicated in Program Manual.

All information outlined in this Program Manual is subject to periodic review and change. All fellows are subject to, and required to be familiar with and to comply with all policies and procedures of the University including the Institutional Policy and Department Program Manuals.

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

- University of Minnesota UMMC: UMMC
- University of Minnesota Masonic Children’s Hospital: UMCH
- Hennepin County Medical Center: HCMC
- Clinical Surgery Care Center: CSC
**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.

**Program Mission Statement**
The Department of Radiology at the University of Minnesota School of Medicine, in conjunction with its affiliated institutions provides graduate medical education in the following programs:

- Abdominal Imaging Fellowship
- Advanced Neuroradiology Fellowship
- Breast Imaging Fellowship
- Diagnostic Radiology Residency
- Interventional Radiology Fellowship
- Interventional Radiology- Independent Residency
- Interventional Radiology-Integrated Residency
- Musculoskeletal Imaging Fellowship
- Neuroradiology Fellowship
- Nuclear Medicine Fellowship
- Pediatric Neuroradiology Fellowship
- Pediatric Radiology Fellowship

Our educational mission is to provide an atmosphere of learning and academic curiosity, and to provide strong training in diagnostic radiology subspecialties including Abdominal, Breast Imaging, Neuroradiology, Nuclear Medicine, Pediatric Radiology, and Vascular and Interventional Radiology.

Administrative oversight of these programs is provided by the ALRT Administrative Center - Departments of:

- Anesthesiology
- Laboratory Medicine and Pathology,
- Diagnostic Radiology
- Therapeutic 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.

**GME Policies**
Please refer to the Institution Policy Manual located on the GME website at [http://hub.med.umn.edu/graduate-medical-education](http://hub.med.umn.edu/graduate-medical-education) for University of Minnesota Graduate Medical Education specific policies. Should policies in the Program Manual for Fellowship Addenda conflict with the Institution Manual, the Institution Manual takes precedence.

July 6, 2018
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Department Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>GME Policies</td>
<td>3</td>
</tr>
<tr>
<td>Section I: Student Services</td>
<td>6</td>
</tr>
<tr>
<td>University Pagers</td>
<td>6</td>
</tr>
<tr>
<td>E-mail and Internet Access</td>
<td>6</td>
</tr>
<tr>
<td>Campus Mail</td>
<td>6</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>7</td>
</tr>
<tr>
<td>Section II: Benefits</td>
<td>7</td>
</tr>
<tr>
<td>Stipends</td>
<td>7</td>
</tr>
<tr>
<td>Paychecks and Pay Periods</td>
<td>7</td>
</tr>
<tr>
<td>Fellow Leave (Including Vacation, Illness and Other Types of Leave)</td>
<td>7</td>
</tr>
<tr>
<td>Vacation</td>
<td>8</td>
</tr>
<tr>
<td>Illness</td>
<td>8</td>
</tr>
<tr>
<td>Terminal Leave</td>
<td>8</td>
</tr>
<tr>
<td>Personal Leave of Absence</td>
<td>9</td>
</tr>
<tr>
<td>Medical Leave</td>
<td>9</td>
</tr>
<tr>
<td>Family Medical Leave Act (FMLA)</td>
<td>9</td>
</tr>
<tr>
<td>Parental Leave for Childbirth</td>
<td>9</td>
</tr>
<tr>
<td>Parental/Domestic Partner Leave- Adoption</td>
<td>9</td>
</tr>
<tr>
<td>Academic/Professional Leave</td>
<td>9</td>
</tr>
<tr>
<td>Military Leave</td>
<td>10</td>
</tr>
<tr>
<td>Jury/Witness Duty</td>
<td>10</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>10</td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>10</td>
</tr>
<tr>
<td>Interview Time Off</td>
<td>10</td>
</tr>
<tr>
<td>ABR Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Holiday Schedule</td>
<td>11</td>
</tr>
<tr>
<td>Departmental Policy Regarding Pregnancy for Fellows</td>
<td>11</td>
</tr>
<tr>
<td>Notary Service</td>
<td>12</td>
</tr>
<tr>
<td>Fellow Exercise Room</td>
<td>12</td>
</tr>
<tr>
<td>Shuttle Service</td>
<td>12</td>
</tr>
<tr>
<td>Professional Liability Insurance Coverage</td>
<td>12</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>13</td>
</tr>
<tr>
<td>Meals/Food Services</td>
<td>13</td>
</tr>
<tr>
<td>Laundry Services</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>Section III: Institutional Responsibilities</td>
<td>14</td>
</tr>
<tr>
<td>Section IV: Disciplinary and Grievance Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Discipline/Dismissal for Academic Reasons</td>
<td>14</td>
</tr>
<tr>
<td>Discipline/Dismissal for Non-Academic Reasons</td>
<td>14</td>
</tr>
<tr>
<td>Grievance Procedures and Due Process</td>
<td>15</td>
</tr>
<tr>
<td>Section V: Program Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Training/Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>ACGME Core Competencies and Milestones</td>
<td>15</td>
</tr>
<tr>
<td>Duty Hours</td>
<td>16</td>
</tr>
<tr>
<td>Duty Hour Approval Policy &amp; Procedure</td>
<td>16</td>
</tr>
<tr>
<td>Logging into RMS:</td>
<td>16</td>
</tr>
<tr>
<td>Entry of New Duty Hours</td>
<td>16</td>
</tr>
<tr>
<td>Approval or Modification of Entered Hours</td>
<td>17</td>
</tr>
<tr>
<td>On-Call Activities</td>
<td>17</td>
</tr>
</tbody>
</table>
On-call Rooms
Support Services
Laboratory / Pathology / Radiology Services
Medical Records - Health Information Management
Security / Safety
Radiation Badges
Moonlighting
Supervision
Steps in Evaluation Process
Evaluation System
Monitoring of Fellow/Fellow Well-Being
ACLS/BLS/PALS Certification Requirements
Travel Funding
Libraries
Fellowship Presentations at Annual Research Symposium
Fellow Work Stations
Goals and Objectives for Teaching Medical Students
Section VI: Administration
Section I: Student Services

UNIVERSITY PAGERS
Fellows are assigned UMMC pagers at the beginning of their fellowship for the duration of their training. Contact Program Administrators Shari Johnston, 612-626-5589 sharij@umn.edu or Morgan Goetz, 612-626-5513 goetz084@umn.edu to report any missing or malfunctioning pagers.

Fellow is responsible for replacement cost in the amount of $65 under most circumstances.

UMMC-F Pagers
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, 899-8807, 899-8808

For HCMC Pagers
Hiltje Loyd: 612-873-2718
Pamela Thompson: 612-873-2036
Mammography pager: 612-510-4594

E-MAIL AND INTERNET ACCESS
As trainees at the University, all 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 are required to maintain an E-mail account and to check their E-mail daily for Program, Medical School and University notices. On-site internet access is available to trainees at the following locations:

UMMC: Trainees have computer and Internet access on all reading room computers, University libraries and in their cubicles/office.

HCMC: Trainees have computer and Internet access in the HCMC Library.

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.

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/
- GME Administration Web Site: http://www.gme.umn.edu/central/home.html
- Department of Radiology Web Site: http://www.radiology.umn.edu/

CAMPUS MAIL
DEPARTMENT MAILROOM LOCATION: MAYO BLDG, ROOM B221

DEPARTMENT MAILING ADDRESS
420 Delaware Street, S.E., MMC 292
Minneapolis, MN. 55455

July 6, 2018
Fellows are not to send or receive personal mail through the University system. Outgoing U.S. mail may also be placed in the USPS mailbox located just outside the main entrance of the UMMC on Harvard Street.

The mailbox at UMMC is the trainee’s MAIN mailbox, but HCMC also have mailboxes for fellows. The department is not responsible for moving mail between hospitals depending on your rotation.

**UMMC STAFF ID**
Fellows will be expected to wear your UMMC ID badge at all times during your rotations.

**TUITION AND FEES**
Tuition and fees are being waived at this time.

**DEPARTMENT USB DRIVE**
Fellows are given an encrypted USB drive for use during fellowship training and will be required to sign a contract agreeing to abide by HIPAA and Departmental policies. You are required to return the USB drive to Program Administrator upon completion of (or departure from) the Program.

- Fellow is responsible for replacement cost in the amount of $35 should you damage or misplace this device.
- 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.

**SECTION II: BENEFITS**

**STIPENDS**
Annual base stipend rates are posted at [https://www.med.umn.edu/residents-fellows/current-residents-fellows/stipends-benefits](https://www.med.umn.edu/residents-fellows/current-residents-fellows/stipends-benefits)

**PAYCHECKS AND PAY PERIODS**
Biweekly paychecks are issued every-other Wednesday beginning July 11th, 2018. Fellows are subject to withholding of Federal and State income taxes, as well as FICA taxes (Social Security). Fellows pay insurance fees by payroll deduction over 26 pay periods.

Payroll forms (i.e., copy of check, automatic deposit, W4, duplicate W2, etc.), can be obtained online through MyU. *A new W4 form must be completed each time a name or address change occurs.*

**FELLOW LEAVE (ALL ABSENCES INCLUDING VACATION, ILLNESS AND OTHER TYPES OF LEAVE)**
Except for unexpected absence related to illness, all full day leave must be pre-approved. All fellow leave, except for short leaves during the day, must be documented in RMS duty hours. All short absences from the reading room from your scheduled rotation during regular work hours (e.g. doctor visit, conference with PD, conference with research mentor, etc.) must be approved by faculty you are working with, as soon as is practical to get that permission, and faculty should be reminded first thing in the morning the day of any previously approved short absence.

The Program Administrator should be concurrently notified of full day leave requests by email as soon as possible. The type of leave, as noted below, should be specified. Depending on scheduling considerations and in a timely manner, send an email to the Program Administrator including attached revised schedule noting changes for final approval from the Program Director.

July 6, 2018
VACATION
Check the holiday schedule (including variation by location) and “block out dates” schedules before requesting time off. Up to twenty (20) working days per year may be taken as vacation which is paid leave. Depending on rotation up to five (5) vacation days may be taken during a given month. Requests to exceed this limit must be approved by the Program Director in advance. No more than ten (10) total vacation days can be taken from any section during the fellowship without the Program Director’s approval.

To request time off – fellow must email Shari Johnston or Morgan Goetz. They will get final approval and notify you if there is a problem with the request. Whole weeks off may be requested anytime during the academic year. Partial weeks off may be requested up to 6 weeks in advance.

Neuroradiology fellows are not permitted to take vacation the last two weeks of June. Concerns can be addressed with the Program Director.

ILLNESS
Fellows must call in sick as soon as they know they are unable to show up for work because of acute illness of themselves or child/children. Please inform the attending and nurse or site administrator in addition to the Program Administrators.

Administrators:

<table>
<thead>
<tr>
<th>UMMC</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shari Johnston</td>
<td>612-626-5589</td>
</tr>
<tr>
<td>Morgan Goetz</td>
<td>612-626-5513</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCMC</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiltje Loyd</td>
<td>612-873-2718</td>
</tr>
<tr>
<td>Pamela Thompson</td>
<td>612-873-2718</td>
</tr>
</tbody>
</table>

Days of absence due to illness are considered paid leave up to ten (10) days per year. Absence due to illness exceeding ten (10) work days in an academic year will be charged as vacation. In the event that a fellow has exhausted all of his/her vacation leave, this time will be charged as unpaid leave. While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

TERMINAL LEAVE
In the event the graduating fellow has vacation time remaining, vacation may be requested during the blocked out Terminal Leave period at the end of their fellowship.

OTHER LEAVES
While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

PERSONAL LEAVE OF ABSENCE
If vacation time is used up for the year, and upon the approval of the Program Director, a fellow may arrange for a unpaid leave of absence away from the training program.

July 6, 2018
**MEDICAL LEAVE**  
An unpaid leave of absence for serious illness of the fellow; serious health condition of a spouse, parent or child/children; shall be granted through formal request. The Program Administrators should be concurrently notified of the leave request by e-mail as soon as possible. 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.

**FAMILY MEDICAL LEAVE ACT (FMLA)**  
FMLA is intended to allow employees to balance their work and family life by taking reasonable unpaid leave for a serious health condition, for the birth or adoption of a child, and for the care of a child, spouse, and registered same-sex domestic partner provided for by the University, or parent who has a serious health condition. The Act is intended to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity. [https://hub.ahc.umn.edu/human-resources/leaves-absences/fmla](https://hub.ahc.umn.edu/human-resources/leaves-absences/fmla)

**PARENTAL LEAVE FOR CHILDBIRTH**  
The Program Administrators should be concurrently notified of leave requests by e-mail as soon as possible.

A female fellow may, upon written request of the Program Director and copied to the Program Administrators, 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.

A male fellow or a partner in a registered domestic partnership may upon formal request, take up to two weeks paid paternity/partnership 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 unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly). Disabilities associated with childbirth and pregnancy will be treated like any other disability.

**PARENTAL/DOMESTIC PARTNERSHIP LEAVE – ADOPTION**  
A female fellow may, upon request, may take up to two weeks paid leave and up to two weeks leave without pay related to the adoption/birth 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.

A male fellow or partner in a registered domestic partnership 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.

**ACADEMIC/PROFESSIONAL LEAVE**  
At the Fellowship Director’s discretion, additional time may be granted as paid leave for academic leave and conferences. This time is in addition to regular vacation time and is at the discretion of the Program Director or Department Head.
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 fellow requires military leave.

JURY/WITNESS DUTY
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 fellow requires jury duty or court leave.

BEREAVEMENT LEAVE
A fellow may request bereavement leave and either sick or vacation time must be used. The Program Director and the Program Administrators should be concurrently notified of leave requests by e-mail as soon as possible.

UNPAID LEAVE
While on unpaid leave, the fellow is responsible for payment of any insurance (fellows on unpaid leave will be billed monthly).

ABR REQUIREMENTS
Fellows must successfully complete one year (post residency) fellowship training in an ACGME accredited fellowship program (Interventional Radiology Neuroradiology, Nuclear Radiology, Pediatric Radiology) and either a second year or one year of practice to be eligible for the Certificate of Added Qualification Exam in the respected subspecialty.

• Fellowship training must be documented by letter from the Program Director;
• Practice experience must be verified by letter from the Chief of Service or Department Chairman;
• Provide procedure logs from fellowship and practice year; and
• Provide current state medical license with expiration date.
**HOLIDAY SCHEDULE**

Holiday schedules vary, depending on the institution. When rotating to a particular site, the holiday schedule for that institution must be followed. *For UMP – check with clinic for their schedule.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>HCMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 4th</td>
<td>Independence Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Sept. 3rd</td>
<td>Labor Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Oct. 8th</td>
<td>Columbus Day</td>
<td>Open</td>
</tr>
<tr>
<td>Monday, Nov. 12th</td>
<td>Veterans Day</td>
<td>Open</td>
</tr>
<tr>
<td>Thursday, Nov. 22nd</td>
<td>Thanksgiving</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, Dec. 25th</td>
<td>Christmas</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, Jan. 1st</td>
<td>New Year’s Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, Jan. 21st</td>
<td>ML King Day</td>
<td>Open</td>
</tr>
<tr>
<td>Monday, Feb. 18th</td>
<td>Pfellow’s Day</td>
<td>Open</td>
</tr>
<tr>
<td>Monday, May 27th</td>
<td>Memorial Day</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**DEPARTMENTAL POLICY REGARDING PREGNANCY FOR FELLOWS**

The Department of Radiology will not differentiate in the treatment of potentially pregnant or confirmed pregnant fellows. Specifically, on-call and fluoroscopy assignments will not be modified solely on the basis of a female fellow 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.’’
NOTARY SERVICE
Shari Johnston
Phone: 612.626.5589
Office: Mayo B-243

Morgan Goetz
Phone: 612.626.5513
Office: Mayo B-231

FELLOW EXERCISE ROOM
The UMMC, Fairview Medical Executive Committee has provided an exercise facility for use by U of M fellows and fellows.

Location:
Room C-496 Mayo Memorial Building
(Locker rooms/showers are located directly across the hall)

Hours:
The facility is open 24 hours a day, 7 days a week

SHUTTLE SERVICE – EAST/WEST BANK
A shuttle service is available between the Riverside and University campuses from 5:20am to 8:30pm. See the shuttle schedule near the boarding locations on each campus. The shuttle picks up and drops off at the front entrance at Harvard Street SE and Masonic Building on the University campus and in the West circle entrance outside Subway restaurant on the Riverside campus. FALL, SPRING AND SUMMER

<table>
<thead>
<tr>
<th></th>
<th>Monday–Friday (No service during weekends, breaks and holidays.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>7:00am – 5:00 pm</td>
</tr>
<tr>
<td>Frequency</td>
<td>every 15 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Monday–Friday (Fall and Spring Semester ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>5:00pm – 10:00pm</td>
</tr>
<tr>
<td>Frequency</td>
<td>every 30 minutes</td>
</tr>
</tbody>
</table>

SHUTTLE SERVICE –UMMC TO CSC
A shuttle service is available at the front desk of East Bank hospital.

INSURANCE COVERAGE
For information regarding insurance coverage, please refer to the Office of Student Health Benefits:
http://shb.umn.edu/health-plans/rfi

- HEALTH AND DENTAL INSURANCE COVERAGE
- FLEXIBLE SPENDING ACCOUNT
- LONG-TERM DISABILITY INSURANCE COVERAGE
- SHORT-TERM DISABILITY INSURANCE COVERAGE
- LIFE INSURANCE COVERAGE
- VOLUNTARY LIFE INSURANCE COVERAGE
- INSURANCE COVERAGE CHANGES

PROFESSIONAL LIABILITY INSURANCE COVERAGE
Contact the Office of Risk Management
ORM@umn.edu
Phone: 612-624-5884
Fax: 612-625-7384

July 6, 2018
WORKER’S COMPENSATION
University employees must promptly report on-the-job injuries/illnesses to the employee's supervisor. Within 24 hours of the employee's report the supervisor shall complete the First Report of Injury and the Employee Incident Report forms and forward these to the University's vendor and a copy to the University Workers' Compensation Department. http://policy.umn.edu/hr/workerscomp

MEAL PROGRAM
Fellows on duty have access to adequate and appropriate food services at all institutions. UMMC-F fellows may visit the Bridges Cafeteria (University campus) or the East Side Market Café (Riverside campus). There are no meal cards provided by the Department for fellows with the exception of IR fellows who spend more time in-house on call.

LAUNDRY SERVICES
Two lab coats will be provided at the beginning of your fellowship. If you should require a replacement lab coat during your fellowship program, please contact the Education Office.

No laundry services are provided for Radiology fellows. Scrubs are provided at all three institutions when you are on an appropriate rotation. 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 Kathy Monitor in Linen Services: 612-273-5793.

**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.

PARKING
**UMMC**
The Department provides general parking at Oak Street Ramp C. Fellows receive a parking card at the beginning of their F1 Year. If you encounter a problem with your parking card, contact Program Administrators Shari Johnston at 612-626-5589 or Morgan Goetz at 612-626-5513. Fellow is responsible for replacement cost ($65).

**DO NOT TAKE YOUR KEY CARD INTO ANY MRI FACILITY, AS THESE UNITS WILL ERASE THE CARD’S MEMORY. EXITING PARKING FACILITY WITHOUT SCANNING CARD WILL AUTOMATICALLY RESULT IN YOUR CARD BEING LOCKED**

**UMACH**
Fellows in programs based on the West bank campus must go to the parking office to activate their parking. There is a $25 refundable deposit for parking.

All fellows must have a UMMC ID badge in order to activate parking. Please bring a photo ID with you if you need to acquire a Fairview or UMACH ID badge. $25 refundable deposits must be made by cash or credit card at our offices, checks are not accepted.

Fellow day-time parking on the West bank campus will be located in the **Yellow ramp.** Day-time parking is not available on the East bank campus in the Fairview patient/visitor ramp.
After hours parking begins at 4:30pm Monday through Friday and is available all day/night on weekends. After hours parking is available in the East bank patient visitor ramp and in the red, yellow, and purple ramps on the West bank campus. Individuals that enter the ramps during after-hours will be able to exit the ramp at any time.

To receive the refundable deposit the fellow must go to the parking office in person to receive their refund.

**PARKING OFFICE HOURS**

**EAST BANK** office is located in the Mayo Building, Room B-340. The office hours are Monday thru Friday, 7:30am-3:30pm and are closed from 1-2pm.

**WEST BANK** office is located in the Riverside East Building, Room MB218. The office hours are Monday thru Friday, 8:00am – 4:00pm.

Questions regarding parking at UMMC may be directed to 612-273-7482.

**HCMC** Every fellow can pick up his/her own parking card, with a $50 deposit. You will be allowed to keep it for the duration of your Radiology fellowship.

You will have 30 days to return the card to the Parking/Security Office at the end of your fellowship. The hours are: 6:00 am to 3:30 pm. If you do not return it within the 30-day period, you will forfeit the full deposit.

**SECTION III: INSTITUTIONAL RESPONSIBILITIES**

**SECTION IV: DISCIPLINARY AND GRIEVANCE PROCEDURES**

**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 fellow performance is felt to be below an acceptable level, discipline and possible dismissal will follow guidelines set forth in the Institutional Policy Manual (see Disciplinary and Grievance Procedures).

**Procedures:** The 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 fellow continues to demonstrate a pattern of marginal or unsatisfactory academic performance, they will be placed on academic probation as specified in the Institutional 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.

**DISCIPLINE/DISMISSAL FOR NON-ACADEMIC REASONS**

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

July 6, 2018
GRIEVANCE PROCEDURE AND DUE PROCESS
Refer to the Institutional Policy Manual

SECTION V: PROGRAM REQUIREMENTS
Fellowship programs accredited by the Accreditation Council for Graduate Medical Education follows the requirements set forth by the ACGME. To view these requirements, go to http://www.acgme.org.

For non-accredited programs, please see your Program Director or Program Administrator for additional requirements information.

TRAINING GRADUATION REQUIREMENTS
Fellowship programs adhere to the training requirements set forth by the American Board of Radiology. These requirements can be reviewed at http://www.acgme.org/Fellows-and-fellows/The-ACGME-for-fellows-and-fellows.

Program Directors, along with the Graduate Medical Education Committee, a faculty committee of the Department of Diagnostic Radiology, 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 and a summary of the meetings becomes a part of the fellows permanent record.

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

ACGME CORE COMPETENCIES AND MILESTONES
Program evaluates fellows on knowledge, skills, attitudes, and educational experiences required by the ACGME/RRC to ensure fellows demonstrate the following:

COMPETENCIES:
1. **Patient care** that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
2. **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.
3. **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.
4. **Interpersonal and communication skills** that result in effective information exchange and teaming with patients, their families, and other health professionals.
5. **Professionalism**, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.
6. **Systems-based practice**, as manifested by actions that demonstrate an awareness of and 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.

July 6, 2018
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.

Federal regulations mandates that GME programs account for all fellow hours worked in order to maintain Medical Education funding. In addition to these federal regulations, ACGME also mandates programs monitor duty hours to ensure compliance with duty hour requirements. This means that fellows must complete an online timecard of their hours worked in order to be compliant with these mandates and continue funding, accreditation, and flexibility of the program.

Duty hour violations are prohibited. Fellows are responsible for making the program aware of impending violations before they occur.

DUTY HOUR APPROVAL POLICY & PROCEDURE

The Minnesota Medical Council of Graduate Medical Education (MMCGME) mandates the University of Minnesota use RMS to track fellow duty hours. The data held within RMS is used to document and reconcile payments with the institutions where the fellow rotates. Fellows are required to enter their duty hours, review for accuracy and approve.

Maintaining your duty hours is not only a GME requirement it is also a requirement for the completion of your degree. Note: Failure to ensure accuracy of your rotation activities is considered an act of Medicare fraud.

- Duty hours for the previous month are to be entered by 7AM on the first working day of the month.
- All fixes identified by Program Administrator must be corrected by the following morning.
- Fellows on a UMMC rotation will have their parking privileges revoked beginning the next day and will be in effect until the education office has cleared you.
- Fellows will have a letter placed in their permanent file reflecting a lack of professionalism if pattern continues.

LOGGING INTO NEW INNOVATIONS FELLOWSHIP MANAGEMENT SUITE (RMS)

- Use your browser to go to https://www.new-innov.com/login/
- Internet Explorer is the preferred browser.
- Enter MMCGME for the Institution ID.
- Enter your User Name and Password in the appropriate boxes.
- Make sure that you have arrived at your Welcome Page. You should see your Department name in the upper left section of the screen, and your User Name will be listed just below that.

ENTRY OF NEW DUTY HOURS

- The Main Menu is the first option in the top navigation bar. It provides links to each application and to the Welcome Screen.
- From the Main Menu, select Duty Hours
- Select the Add Duty Hours link and ensure that Graphical entry is selected. Select the date you wish to enter hours for and click continue.

July 6, 2018
• Choose an Assignment from the drop down menu and “paint” in your hours by holding your left mouse button down and dragging across the grid. Click save regularly to avoid losing the hours entered.

APPROVAL OR MODIFICATION OF ENTERED HOURS

• Select the Approve Existing Hours link.
• If necessary, enter a date range to restrict the unapproved or conflicting logged Duty Hours to display, and then click the Update Table button.
• Where appropriate, place a check in one or more of the checkboxes located to the left of the entries. Then click the Approve Selected Entries or the Did Not Work button.

• A red asterisk (*) indicates that the entry conflicts with an existing entry (time periods overlap).
• Text in bold red indicates the entry has caused a Duty Hour rule exception.
• Hours will not be automatically approved if they were logged for future dates or times, if they conflict with existing logged hours, or if they trigger a Duty Hour exception. Hours that trigger a Duty Hour exception CAN be approved, although you may want to enter an explanation in the Comment box. Conflicting Duty Hour entries must be resolved before the entry can be successfully approved. Duty hours logged for any time in the future cannot be approved.

• Click the Details link to the far right of an entry to see more information about the entry.
• Click the Comments link to view, edit, or delete any comments that are associated with the logged hour entry OR to add another.

ON-CALL ACTIVITIES

The Neuroradiology Fellows does pager call and does not do in-house call. Please document anytime that you are called in. (In-house call is defined as those duty hours beyond the normal workday when resident/fellows are required to be immediately available in the assigned institution. In-house call must occur no more than every third night averaged over a four-week period. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. 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).

Neuroradiology fellows are assigned call at UMMC-F and HCMC. Call averages no more than one-in-four, but can change on an as-needed basis. Scheduling of the fellows for call is the direct responsibility of the section with Program Director approval.

Currently the Breast Imaging, MSK Radiology, Nuclear Radiology, and Thoracoabdominal Radiology Fellows do not participate in call as part of their training rotation.

ON-CALL ROOMS

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

On-call fellows are also eligible to use one of 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 2:00P.M. – 7:00A.M. Check-in can only occur during designated check-in hours: 2:00P.M. – 7:00 A.M.

July 6, 2018
• Go to the check-in desk located in the Fellow 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 8:00A.M. Housekeeping will begin cleaning by 7:00A.M. If you wish to sleep past 7:00A.M. or 8:00A.M, make sure your “Do Not Disturb” sign is indicated on your door.

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.

MEDICAL RECORDS - HEALTH INFORMATION MANAGEMENT
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 fellows, 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. To access please contact: UMMC Information Management Office at 612-626-3535.

SECURITY /SAFETY
Security and personal safety measures are provided to fellows 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).

<table>
<thead>
<tr>
<th>UMMC</th>
<th>UMACH</th>
<th>HCMC</th>
<th>U of MN</th>
<th>CSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>672-4544</td>
<td>672-4544</td>
<td>873-3232</td>
<td>624-9255</td>
<td>273-4544</td>
</tr>
</tbody>
</table>

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.

July 6, 2018
UMMC
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 fellow will be billed for the amount owed. Fellows 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 Program Administrators (Shari Johnston or Morgan Goetz).**

**VISA POLICY**
[http://www.gme.umn.edu/international/home.html](http://www.gme.umn.edu/international/home.html)

**MOONLIGHTING**
This policy does not acknowledge in any way, any departmental acknowledgement of the fellow’s ability to satisfactorily perform any moonlighting activities. Malpractice insurance is the responsibility of the fellow involved. Credentialing is up to the party hiring the fellow. Fellows are not required to engage in moonlighting.

Because fellowship training is a full-time endeavor, moonlighting must not interfere with the ability of the fellow to achieve the goals and objectives of the educational program. Fellows are required to get prospective permission from the Program Director of their moonlighting activities. They shall email the Program Administrators the dates, times and locations of all moonlighting activities and will become a part of the fellows file. Moonlighting activities will not be allowed to conflict with the scheduled and unscheduled time demands of the educational program and its facility. The fellow’s performance will be monitored for the effect of these activities upon performance and that adverse effects may lead to withdrawal of permission. Both internal and external moonlighting must be counted toward the 80-hour weekly limit on duty hours. Fellows on J1 visas are NOT permitted to be employed outside the fellowship program. A fellow on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the fellow works outside the training program.

**J1 Visa Holders:** In accordance with ECFMG and GME policies (referenced below), J1 Visa holders are **NOT** allowed to be EPIC trainers, because they may receive compensation only for activities that are part of the designated training program. (The Form DS-2019 states the training program name and the allowed stipend amount.) Per the ECFMG Memo on Moonlighting, “an exchange visitor who engages in unauthorized employment shall be deemed to be in violation of his or her program status and is subject to termination as a participant in an exchange visitor program.”

**H-1B Visa Holders:** Per the GME Visa Sponsorship Policy: A fellow on an H-1B visa wishing to moonlight must obtain a separate H1-B visa for each facility where the fellow/fellow works outside the training program.

**SUPERVISION**
All patient care is supervised by qualified faculty. The Program Director ensures, directs, and documents adequate supervision of fellows at all times. Fellows are provided with rapid, reliable systems for communication with supervising faculty. Fellows are supervised by teaching staff in such a way that the

July 6, 2018
fellow 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 fellows on duty. The teaching staff determines the level of responsibility given to each fellow. Faculty and fellows are educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

Fellow 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 fellows receive excellent training with an appropriate degree of responsibility.

LEVELS OF SUPERVISION

- Direct – the supervising physician is physically present with the trainee and patient
- Indirect
  - With supervision immediately available the supervising physician is physically within the hospital or other site of patient care and is immediately available to provide direct supervision
  - With direct supervision available the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by phone and/or other electronic modalities and is available to provide direct supervision
- Oversight – the supervising physician is available to provide review of procedures/encounters with feedback provided after the care is delivered

A trainee may request the physical presence of an attending at any time and is never to be refused. Any significant change in a patient’s condition must be reported immediately to the attending physician. All patients scheduled for discharge must be discussed with the attending prior to the discharge.

STEPS IN EVALUATION PROCESS

1. The Clinical Competency Committee will meet at least twice per year, prior to the semi-annual reviews that the Program Director conducts with each fellow;
2. Review summary of all Rotation Evaluations submitted by faculty and 360 evaluators regarding fellow performance;
3. Determine milestone level for each fellow and provide feedback; and
4. Advise the Program Director on fellow advancement or remediation/dismissal if necessary.

NEURORADIOLOGY/NUCLEAR RADIOLOGY

The faculty members and Program Directors prepare quarterly evaluations of fellow’s progress. Quarterly meetings are scheduled for fellow and Program Director to discuss outcomes face to face. Fellows seeking confidentiality may discuss their concerns with the Department Chair or submit a written statement anonymously via one of the department assistants. Fellows also evaluate their rotations at the end of each clinical rotation and faculty twice annually. In addition, there is an annual program evaluation fellows are required to complete.

EVALUATION SYSTEM

Evaluations both of and by fellows are essential parts of maintaining our status as an accredited fellowship program and producing superior fellow-physicians. The information obtained from the analysis of evaluation data is instrumental in objectively assessing the quality of all aspects of the fellowship program and for identifying and continuously monitoring areas for improvement.

July 6, 2018
MONITORING OF FELLOW WELL-BEING
Both the Program Director and faculty are sensitive to the need for timely provision of confidential counseling and psychological support services to the fellows.

Fellows feeling fatigued or stressed are encouraged to discuss their concerns with the Program Director, or to contact the (RAP) Fellow Assistance Program at 651-430-3383 or 1-800-632-7643, especially if unable to provide safe patient care.

TRANSPORTATION IF FATIGUED
UMMC: Cab vouchers will be provided by UMMC and distributed in the following way: Monday-Friday daytime hours: contact Social Work Services at University Campus: 612-273-3366. Riverside Campus: 612-372-6797. Evenings and weekends: contact the Administrative Supervisor @ University Campus pager: 612-899-9000. Riverside Campus pager: 612-613-8497.

HCMC: For fellow that would like a cab ride after a call shift, they should call Yellow Cab directly at 312-788-8888 and tell them that this is a non-patient transport for account HCMC, Taxi MR#612-873-3922 and give your name.

ACLS/BLS CERTIFICATION REQUIREMENTS
• BLS – All fellows must remain current on their Basic Life Support Training.
• ACLS – All Neuroradiology, Nuclear Radiology, and Vascular and Interventional Radiology fellows must maintain Advanced Life Support Training.

TRAVEL
Some funding is available for academic items and conference participation at the Department Chairs discretion. Email Education Office (Shari Johnston or Morgan Goetz) with trip details. They will seeks approval prior to travel. Do not commit without Program Director approval.

AFTER THE TRIP
Receipts are required for reimbursements of $25 and above (except for Per Diem meals). Gather all receipts and submit to Program Administrators for processing reimbursement. Program Administrators will contact fellow when the University Employee Reimbursement Form is ready for their signature.

LIBRARIES
U of M (Biomedical - Diehl Hall)
Monday through Friday: 7:00 AM – 12:00 AM
Saturday: 8:00 AM – 8:00 PM
Sunday: 12:00 PM – 12:00 AM

HCMC
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

DEPARTMENT
U of M Radiology Department B218 Mayo Bldg
Accessible via combination lock 24 hours per day, 7 days per week

July 6, 2018
**FELLOWSHIP PRESENTATION AT ANNUAL RESEARCH SYMPOSIUM**
It is mandatory that all fellows present their research during the annual research symposium held in May regardless of whether you have presented elsewhere.

**FELLOWSHIP WORK STATIONS**
Fellows have access to work stations in Mayo B226 including use of the fax and copy machine.

**GOAL AND OBJECTIVES FOR TEACHING MEDICAL STUDENTS**
Fellows are an essential part of teaching the medical students. It is critical that any fellow who supervises or teaches medical students must be familiar with the educational objectives of the course or clerkship and be prepared for their roles in teaching and evaluation. Here is the link to the University of Minnesota Medical School Clinical Learning Objectives
## SECTION VI: ADMINISTRATION

<table>
<thead>
<tr>
<th>UMMC DEPARTMENT OF RADIOLOGY PROGRAM ADMINISTRATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAIRMAN, CHUCK DIETZ, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>Mayo B234</td>
<td>Phone: 612.626.3345</td>
</tr>
<tr>
<td><strong>BREAST IMAGING PROGRAM DIRECTOR, TIM EMORY, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>Mayo B237</td>
<td>Phone: 612.626.5529</td>
</tr>
<tr>
<td><strong>NUCLEAR RADIOLOGY PROGRAM DIRECTOR, JERRY FROELICH, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>VCRC 137A</td>
<td>Phone: 612.626.2371</td>
</tr>
<tr>
<td><strong>NEURORADIOLOGY; ADVANCED NEURORADIOLOGY; PEDIATRIC NEURORADIOLOGY; PROGRAM DIRECTOR, DAVID NASCENE, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>Mayo B211</td>
<td>Phone: 612.626.5566</td>
</tr>
<tr>
<td><strong>THORACOABDOMINAL RADIOLOGY PROGRAM DIRECTOR, BENJAMIN SPILSETH, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>Mayo B242</td>
<td>Phone: 612.626.5566</td>
</tr>
<tr>
<td><strong>VASCULAR &amp; INTERVENTIONAL RADIOLOGY PROGRAM DIRECTOR, DONNA D’SOUZA, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td>Mayo B228</td>
<td>Phone: 612.626.5566</td>
</tr>
<tr>
<td><strong>MUSCULOSKELETAL RADIOLOGY PROGRAM DIRECTOR, TAKASHI TAKAHASHI, M.D.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 612-676-5150</td>
</tr>
</tbody>
</table>
# UMMC Department of Radiology Program Administrators

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Pager</th>
<th>Mail Code</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Fellowship Program Administrator</td>
<td>Shari Johnston</td>
<td>B243</td>
<td>612.626.5589</td>
<td>612.624.3188</td>
<td><a href="mailto:sharij@umn.edu">sharij@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Fellowship Program Administrator, Morgan</td>
<td>Morgan Goetz</td>
<td>B231</td>
<td>612.626.5513</td>
<td>612.624.3188</td>
<td><a href="mailto:goetz084@umn.edu">goetz084@umn.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

# HCMC Radiology Program Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Pager</th>
<th>Mail Code</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Program Director, Tony Severt,</td>
<td>Pamela Thompson</td>
<td>P4-221</td>
<td>612.873.2036</td>
<td>612.904.4567</td>
<td>P4</td>
<td><a href="mailto:sever025@umn.edu">sever025@umn.edu</a></td>
</tr>
<tr>
<td>Program Administrator, Hiltje Loyd</td>
<td>Hiltje Loyd</td>
<td>P4-221</td>
<td>612.873.2718</td>
<td>612.904.4567</td>
<td>P4</td>
<td><a href="mailto:hiltje.loyd@hcmed.org">hiltje.loyd@hcmed.org</a></td>
</tr>
</tbody>
</table>