Graduate Medical Education Office MANUAL

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*In this manual, the term "Graduate Medical Trainee" includes all University of Virginia Medical Center Interns, Residents and Fellows in ACGME, non-ACGME, and paramedical programs.

UVA Medical Center Mission and Values

UVA Medical Center Mission & Values

A. Mission - To provide excellence and innovation in the care of patients, the training of health professionals and the creation and sharing of health knowledge

B. Vision - In all that we do, we work to benefit human health and improve the quality of life. We will be:

   1. A community of caring people committed to our patients, our neighbors, and each other and committed to the professional development of our staff and faculty

   2. The provider of the best complex clinical care in Virginia and surrounding states, with national recognition in selected areas

   3. A highly effective organization which is committed to providing exceptional service to our patients

   4. A model of creative teaching and learning

   5. An organization dedicated to discovery and the application of innovative science

C. Values - This institution exists to serve others, and does so through the expression of our core values:

   1. Respect - To recognize the dignity of every person

   2. Integrity - To be honest, fair and trustworthy

   3. Stewardship - To manage resources responsibly

   4. Excellence - To work at the highest level of performance, with a commitment to continuous improvement

D. Organizational Goals

   1. I care – investing in our customers

   2. I heal – investing in our expertise

   3. I build – investing in our future

Graduate Medical Education Overview

Graduate Medical Education Office

The Graduate Medical Education Office is located in the Barringer Wing, Room 2461. Hours of operation are 8:00 a.m. through 5:00 p.m. Monday through Friday. The office handles matters relating to payroll, health insurance, training certificates, veteran's benefits, loan deferment requests, credentialing/ appointments, employment verifications, and licensure. Graduate Medical Trainees' meal plan, copy cards, lab coats and scrubs, prescription pads, stamper pens, and pagers are also issued through the Graduate Medical Education Office. In addition, the office assists with Foreign Medical Graduate sponsorship (J-1 Visas). Please feel free to contact the office at 924-2047. The GME Office Website is http://www.healthsystem.virginia.edu/internet/housestaff/ or in the UVA Outlook Email Global Address Book – "R GME Office".

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Graduate Medical Education Programs

The University of Virginia Medical Center sponsors sixty-seven ACGME (Accreditation Council for Graduate Medical Education) Graduate Medical Education (GME) training programs. Additionally, GME Programs in Dentistry and such paramedical training programs as Administration, Chaplaincy, Clinical Psychology, and Pharmacy are also offered at UVA. In this manual, the term "Graduate Medical Trainee" includes all University of Virginia Medical Center Interns, Residents and Fellows and all trainees in the paramedical programs.

Goals and Objectives of Graduate Medical Education (GME) at UVA

1. To provide an outstanding educational experience for Graduate Medical Trainees to prepare them for successful clinical practices and for leadership roles in health care in the coming decades.

2. To become a national leader in competency based training by attracting the most outstanding Medical Students, Graduate Medical Trainees and Clinical Faculty to our programs.

3. To provide career opportunities for clinical educators who seek to practice and teach in an intellectually stimulating environment as well as make contributions in the area of medical education research.

4. To oversee the University of Virginia's ACGME-accredited programs in competency-based learning platforms.

5. To develop innovative programs to improve the training process by supporting creative instruction modules and in GME.

6. To improve in GME training by developing unique fellowships responsive to changes in workforce needs, patient demographics and advances in technology and medical knowledge.

7. To support the development of creative programs by which Graduate Medical Trainees' attainment of competencies may be observed, evaluated and documented.

Sponsoring Institution

The organizational sponsorship for all GME at the University of Virginia is provided by the University of Virginia Medical Center. The educational experience of the Graduate Medical Trainees is the primary concern of the GME Office. The clinical care and service experiences of the Graduate Medical Trainees are strengthened by the commitment to excellence in education. (see Institutional Responsibility)

The UVA Medical Center is an integrated network of primary and specialty care services, including the UVA Children's Hospital, the Cancer Center, the Heart and Vascular Center, the Diabetes Center of Excellence, Digestive Health Center of Excellence, an Emergency Department, Kluge Children's Rehabilitation Center, a Level 1 Trauma Center, the Blue Ridge Poison Center, and more than 60 outpatient clinics located within and beyond the main grounds.

In addition to the Medical Center, the other components of the UVA Health System are the School of Medicine, the School of Nursing, the Health Services Foundation and the Claude Moore Health Sciences Library.

The responsibilities toward Graduate Medical Trainees of the Health System and related institutions include:

1. Providing learning opportunities leading to the acquisition of clinical skills and demonstration of competencies in specific areas of training;

2. Providing graded clinical responsibilities as competencies expand and increase;

3. Providing direction and supervision of Graduate Medical Trainees by members of the teaching faculty;

4. Increasing Graduate Medical Trainees' awareness of the social and economic aspects of the medical profession and the needs of communities which they serve;

5. Maintaining and ensuring program compliance with Institutional and Program Requirements set forth by the Accreditation Council for Graduate Medical Education (ACGME) and other accreditation organizations.

6. Providing resources for a successful teaching program and development of new resources for the education process as a whole and

7. Encouraging Graduate Medical Trainees to engage in investigative work, including preparation of statistical analyses from case reports and papers for publication.

Graduate Medical Education Credit Program

GME Credits will be granted as a method to acknowledge that Graduate Medical Trainees at the University of Virginia have received education or training in the areas of the ACGME General Competencies that are mandatory for all programs. In addition, they will be used to help Graduate Medical Trainees build electronic portfolios. Running in conjunction with the GME Credit Program is the Graduate Medical Education Institutional Curriculum Lecture Series. This series a GME sponsored quarterly lecture series with a diversified listing of topics. Program is open to all graduate medical trainees, program directors, and program coordinators. For up-to-date information, please check the GME Website for the next scheduled lecture.

Graduate Medical Education Certificate Program

Graduate Medical Trainees will have the opportunity to participate in a Certificate Program in Public Health and Clinical Research. Each program will offer two 2-week classes (twice a year in July and January) earning 3.0 University credits per course which can be transferred or applied to a Master's Degree Program. Graduate Medical Trainee's participation is subject to approval by Program Director. For further information, please contact the Graduate Medical Education Office or refer to our website at http://www.healthsystem.virginia.edu/internet/housestaff/education.cfm.

Organizational Role

In clinical matters pertaining to the diagnosis and treatment of patients, Graduate Medical Trainees report to the Chief of the Service in which they are working.

In educational and administrative matters, Graduate Medical Trainees report to their Program Directors, Department Chair, or the Designated Institutional Official (DIO) and Associate Dean for Graduate Medical Education or his/her designated representative.

Graduate Medical Trainees are encouraged to take their concerns and complaints to their Chief Resident(s), their Program Director, the Department Chair and, if necessary, to the DIO. (See Policy GMEC.06 – Grievance Procedure).

Graduate Medical Trainee Position Description

1. Graduate Medical Trainees provide patient care commensurate with their training, experience, and education, under the general supervision of appropriately privileged members of the Clinical Staff (See Levels of Supervision Policy). Graduate Medical Trainees are expected to participate in progressively complex and independent patient care during the course of their training, while also participating in formal educational activities and management functions. Graduate Medical Trainees may perform procedures independently without direct supervision only after
   1. Their evaluations have established sufficient expertise and competency for that particular procedure.
   2. This expertise has been recognized by their sponsoring clinical department.
   3. Appropriate clinical privileges have been granted. In the event of a clinical emergency, Graduate Medical Trainees may provide patient care independently in situations where they may not otherwise do so. However, under such circumstances, a supervising attending or other appropriate independent practitioner should be called to assist as soon as reasonable.
2. Graduate Medical Trainees shall participate in institutional committees and activities as requested by representatives of the Health System, including accepting management responsibilities as requested by the training program, Graduate Medical Education Committee, or other areas of the Health System.

3. Evaluations on each Graduate Medical Trainee shall be completed at the end of each rotation or assignment by the clinical department in which the Graduate Medical Trainee is participating in clinical care. Such evaluations shall be regularly reviewed by the clinical department sponsoring the clinical Graduate Medical Trainees' training and such evaluations shall be used in deciding what level of care and treatment a graduate medical trainee shall be allowed to practice and with what degree of physician oversight. In order to remain a Graduate Medical Trainee and progress to the next level of training, each Graduate Medical Trainee must meet the qualifications for Graduate Medical Trainee eligibility as set forth by the Accreditation Council for Graduate Medical Education and its Residency Review Committees, by the American Dental Association Council on Dental Education, or by the American Psychological Association, and all other relevant accreditation agencies.

4. Graduate Medical Trainees are required to maintain documentation of proficiency in procedural skills to substantiate clinical competence and proficiency. Clinical competence and proficiency shall be reviewed at least annually for

reappointment as documented on the Graduate Medical Trainee evaluation form. Clinical competence and proficiency shall also be assessed for purposes of granting clinical privileges.

Graduate Medical Education Committee (GMEC)

The Graduate Medical Education Committee is composed of the Designated Institutional Official (DIO) and Associate Dean for Graduate Medical Education, as Chair, Program Directors of several ACGME Residency and Fellowship programs, Co-Presidents of the Housestaff Executive Council, plus one additional resident and an alternate, the Medical Center's Quality Representative, the Program Coordinators' Representative, and GME Office Management. However, all Program Directors, Program Coordinators, and Graduate Medical Trainees are invited to attend General Sessions of the GMEC Meetings. Meetings are held monthly on the 3rd Wednesday at 4:00 p.m. in McKim Hall, 3rd Floor VP Conference Room. Supplemental meetings are held on an as needed basis. For further information on the GMEC, please visit the GME website.

Responsibilities of the GMEC include, but are not limited to, making recommendations relative to the following:

1. Review of all ACGME official Letters of Notification.
2. Providing Oversight to the Internal Review Process including:
   a. Review of the Internal Review Summary Reports submitted by the Internal Review Teams.
   b. Providing feedback to the individual program to achieve maximum accreditation at next RRC Site Visit.
   c. Monitoring any required corrective action by the programs.
3. Requests for the establishment of new programs
4. Program Complement changes
5. Program Director changes
6. Monitor program, service, and educational activities which includes Away Rotations for Graduate Medical Trainees
7. Monitoring quality and effectiveness of all residency training programs
8. Ensuring that institutional facilities and resources are adequate to provide quality educational experiences and opportunities, and to meet requirements set forth by the ACGME
9. Addressing any issues pertinent to the management of programs as mandated by the ACGME, AAMC, AMA, NRMP, and each individual certifying specialty Board
10. Issues brought forward by the Housestaff Executive Council that need attention
11. Regularly reviewing Graduate Medical Trainee salaries and fringe benefits and making recommendations regarding appropriate and competitive compensation structure for Graduate Medical Trainees

Housestaff Executive Council

The Housestaff Executive Council is comprised of Graduate Medical Trainee representatives from each of the clinical departments plus Chaplaincy and Dentistry. Meetings are held the first Tuesday of every month at 7:00 am. The current location is the Housestaff lounge, room 6405 of the hospital. The Council represents Graduate Medical Trainees as a whole on Health System Committees, and addresses problems and issues affecting them. Co-Presidents of the Housestaff Executive Council are elected by their peers annually. Responsibilities of the Council and its officers include but are not limited to:

1. Providing appropriate Graduate Medical Trainee representation on Health System committees. The Co-Presidents are members of the Graduate Medical Education Committee, the Clinical Staff Executive Committee as well as any other additional committees requiring their membership. Other committees where the Co-Presidents may be members or delegates of the Housestaff Executive Council are Patient Safety, Patient Care and Quality Assurance Committees.

2. Co-Presidents meet monthly with the DIO to discuss issues relevant to GME administration and Education.

Employment Information for Graduate Medical Trainees

Employment Information for Graduate Medical Trainees

The following information briefly describes benefits and the terms and conditions of employment for Graduate Medical Trainees who are accepted into a training program and who complete the orientation and registration process. The Graduate Medical Education Office collects and maintains all records for employment and certification of Graduate Medical Trainees.

Credentialing, Privileging and Appointment of Graduate Medical Trainees

All Graduate Medical Trainees must be appropriately credentialed, granted clinical privileges, and appointed to the University of Virginia Medical Center prior to assuming patient care responsibilities. Appointments are made for one year and renewed annually on the recommendation of the clinical Department Chair. Any offers for initial appointment and reappointment are contingent upon credentialing, which includes having a Virginia Medical License, and privileging by the Medical Center and subject to review and approval of all materials submitted in the application process. Such appointments are reviewed and approved by the Medical Center's Credentials Committee. Specific requirements for appointment can be obtained from the Graduate Medical Education Office.

All required materials must be submitted to the Graduate Medical Education Office no less than 90 days prior to the effective date of the Graduate Medical Trainee's appointment/reappointment. The GME office will review the materials and submit them to the Credentials Committee. If there are deficiencies in the materials, the GME office will notify the appropriate Program Director or Clinical Department Chair. The Credentials Committee submits recommendations for reappointment to the Clinical Staff Executive Committee for approval. Once an appointment letter is sent by the Chair of the Credentials Committee, acceptance of the appointment is required within 30 days of receipt.

As part of the credentialing process, queries are made to the National Practitioner Data Bank for all PGY -2 and above. In addition, at the time of initial appointment and reappointment, queries will be made to websites maintained by the Health and Human Services Office of the Inspector General (OIG), Excluded Parties List System (EPLS) and the United States Treasury (SDN List).

Graduate Medical Trainees Transferring to Another Institution

If a Graduate Medical Trainee wishes to transfer to another institution, written permission must be obtained from his or her current Program Director, before a formal application is submitted. The current Program Director is responsible for providing the prospective institution with a final summative evaluation, and this must be documented in the graduate medical trainee's file of record.

Employee Background Screening

All Graduate Medical Trainees who have been offered a position at the University of Virginia shall be subject to a criminal background check as provided in Medical Center HR Policy No. 202.

https://www.healthsystem.virginia.edu/opr/manuals/mc_hr/202-Criminal-Background-Check.pdf

Additionally, the University of Virginia Medical Center (MC Policy 0215) does not knowingly employ individuals excluded from participation in a federal health care program, or convicted of a criminal offense related to the provision of health care items or services (excludable crimes.)

https://www.healthsystem.virginia.edu/opr/manuals/mc/0215-Employee-and-Vendor-Background-Screening.pdf

High Risk/Safety Sensitive Drug and Alcohol Screening

The University of Virginia Medical Center has a vital interest in providing a safe environment for its students, employees, patients and visitors. It is the intent and goal of the University policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment. This policy authorizes drug and alcohol testing of University personnel performing in safety-sensitive positions when there is reason to be concerned for drug or alcohol use. This policy can be obtained in the GMEO or on the web at http://www.healthsystem.virginia.edu/internet/housestaff/

All incoming Graduate Medical Trainees must provide urine specimens for drug testing before employment begins at the University Medical Center.

Medical Licensure

All Graduate Medical Trainee physicians and Graduate Medical Trainee dentists are required to obtain a Commonwealth of Virginia license to practice while employed in an /residency/fellowship training program. Practice under a training license is confined to the GME program in which the Graduate Medical Trainee is participating. Training licenses are issued annually; the Graduate Medical Education Office coordinates license renewal and payment.

Graduate Medical Trainees who provide clinical services that are not part of their GME programs are practicing outside the limits of their training license and may jeopardize their malpractice coverage and/or legal position in the event of a complaint or litigation.

Graduate Medical Trainees are encouraged to direct those who may seek treatment or advice outside the limits of the GME program (e.g. friends, family, visitors, employees, volunteers) to their private physicians, the Emergency Room, or the Occupational Health Department. Life-saving or emergency treatment should, of course, be rendered when it is deemed necessary and appropriate by the physician.

Information on securing a full medical license can be obtained from the Virginia Board of Medicine in Richmond, or http://www.dhp.virginia.gov/medicine/default.htm Graduate Medical Trainees currently holding a permanent medical license must submit a copy to the GME Office. The cost to obtain or renew the permanent license is the responsibility of the Graduate Medical Trainee.

Graduate Medical Trainees are required to keep their Practitioner Profile with the Virginia Board of Medicine up to date. Graduate Medical Trainees who fail to comply with this requirement are subject to action being taken by the Board. Updating Practitioner Profiles can be done by accessing the Virginia Board of Medicine Website, http://www.vahealthprovider.com/

Financial Support

1. Salary Levels: Graduate Medical Trainee salary levels are set based on the appropriate Post Graduate Year (PGY) in the appointed residency training program, according to specialty or subspecialty Board requirements for certification. Only previous training that is required for certification in the current specialty or subspecialty is considered in determining PGY Level.

2. Source of Funding: Most Graduate Medical Trainees are paid bi-weekly through the Medical Center Payroll Office and, as such, have appropriate taxes and deductions taken from each paycheck. However, some Graduate Medical Trainees (particularly fellows) may receive funding from NIH or other grants that cannot be paid as above. These payments generally are paid monthly with neither taxes nor social security deducted. In these cases, the graduate medical trainee must arrange with the IRS to make appropriate tax payments. Information about amounts paid through Payroll and by grants should be provided the clinical department.

3. Paychecks: All Medical Center staff (this includes Graduate Medical Trainees) must sign up for Direct Deposit. With direct deposit, a bi-weekly paycheck is automatically deposited into the graduate medical trainee's bank of choice. Direct deposit forms are available in the Graduate Medical Education Office or at the following Payroll website, https://www.healthsystem.virginia.edu/intranet/payroll/downloadableforms.cfm. The Payroll Office is located at 1222 JPA (Jefferson Park Avenue) and is open from 8:00 am – 5:00 pm, Monday through Friday. Payroll Office can be reached at 434-924-9855. All medical center employees may view their paystub electronically the Thursday before each payday through Knowledge Link. Paystubs are no longer distributed, except for the first paycheck, which is paper and must be picked up at the Payroll Office.

4. Changes: An earning statement detailing earnings, deductions, etc. is mailed to employees following each pay period. If tax status (e.g., marriage, children) or address should change, notify the Graduate Medical Education Office immediately.

Moonlighting

The Graduate Medical Education Committee of the University of Virginia Medical Center believes that moonlighting by Graduate Medical Trainee members is generally inconsistent with the educational objectives of their training. However, since the need for extramural professional activities may vary according to the education objectives of the clinical departments to which residents are assigned, each department chair is required to determine the appropriateness of such activities within that department's educational objectives and to incorporate these activities into the training programs. (See Policy GMEC.11 – Moonlighting Activities)

Leave of Absence

Graduate Medical Trainees are allowed three weeks of vacation (unless otherwise specified by the department chair) and up to two weeks of sick leave per year. (see Policy GMEC.03 – Leave or Request for Absence, and departmental leave policies)

Meal Allowance

Most Graduate Medical Trainees receive a meal allowance based upon their duty hours. It is a 3-level tier plan based upon duty hours logged by each program/each level. Meals are available in the Hospital Main Cafeteria and the West Wahoo Café.

On-Call Rooms

Programs requiring Graduate Medical Trainees to take overnight call have call rooms available. Information regarding usage of and access to these rooms may be obtained from the Program Coordinator or Graduate Medical Education Office. Any issues or concerns regarding the condition (i.e. cleanliness) of the on-call room should be brought to the Graduate Medical Education Office attention. Please call the GME Office or you may email us at gmeoffice@virginia.edu

Paging and Communication System

Pagers and employee ID cards are distributed during Orientation.

A. Paging System: To place a routine page for someone in the Health System, dial "500" to reach SIMON3, the direct-dial paging system. When SIMON3 answers, dial the four (4) digit pager identification code (PIC) of the individual or function you wish paged. (PICs are listed in the SIMON3 Paging Directory.)

   Pagers are provided by Communication Services free of charge to those determined by the GME Office and the Chief Residents as having a need. Individuals are responsible for a minimum of 50% of the cost to replace or repair a pager. The department is responsible for the balance of the replacement cost. Individual page unit batteries and other maintenance to the pager will be handled by the Communication Services office, Room 1078, McKim Hall. Upon leaving the service of the hospital, all users must return the paging unit to their program coordinators.

   If a pager is temporarily unavailable, the page operator must be notified by dialing "500" and "0". Graduate Medical Trainees may not borrow pagers from one another.
   Graduate Medical Trainees must change their status/location with SIMON3 upon leaving and arriving at the hospital. Loudspeaker paging is available for those with little or no call responsibility and/or who use a pager for a specific function (i.e., Departmental Graduate medical trainee On-Call).

B. Loudspeaker System: Health System employees may be paged if they have PIC's. Patients, visitors, guests, and other employees may be paged only with Communication Services clearance. Loudspeaker paging is not allowed in the hospital between 10:00 p.m. and 7:00 a.m. except in emergencies.

C. Emergency: To place an **emergency page** (Code 12, stat, or a fire), dial 4-2012. When the operator answers, state clearly the emergency condition and the location. **4-2012 MAY NOT BE USED FOR ROUTINE PAGES.**

Long-Distance Telephone Service

Graduate Medical Trainees are provided with a seven-digit Forced Authorization Code (FAC) number for use in placing long-distance telephone calls while in the Hospital. This number is to be used for **patient and business-related calls only**.

University policy prohibits the use of University telephones for long-distance personal calls. Violation of this policy is subject to all applicable sanctions.

University goods and services, including the telephone systems, are exempt from local, state, and federal taxes. Individuals using the system for personal calls are avoiding tax payments and, in doing so, jeopardize the University's tax exempt status.

The University recognizes that occasions arise when it is necessary for an employee to place a personal call during working hours (i.e., work schedule changes, family illnesses). Such calls may be placed; however, they must be charged to the employee's home phone number, a telephone calling card, or other non-University source.

The Medical Center and the GME Office monitor the calls made using FAC numbers. Graduate Medical Trainees will be requested to explain and/or remit payment for any calls that appear to be personal in nature. Failure to respond to such requests will result in the enforcement of established sanctions.

Mail Service

Graduate Medical Trainees will use their ***Department's mailbox number***. The assigned box number is to be used as the business mailing address during training at the University of Virginia Medical Center.

Electronic Mail (E-Mail) Accounts

As a function of credentialing, all Graduate Medical Trainees are provided Outlook Web Client accounts. Outlook Web Client can be accessed from any computer that has an Internet browser. The Clinical Workstations on most patient care units provide Internet browser access. Detailed instructions for logging in to Outlook Web are available from the Medical Center Computing Services website. https://www.healthsystem.virginia.edu/intranet/computing/home.cfm

Graduate Medical Trainees are required to maintain their e-mail accounts -- keeping them active and checking mail regularly. For specific policies and guidelines on using your accounts, please see Medical Center Policy 0193 and departmental policies.

Computing Services and Information Security

Medical Center Computing Services and the Medical Center Information Security Office provide information and support for workstations, electronic information, and handheld devices. For more information on password management, workstation security, and electronic security, see the Medical Center Information Security Office website at https://www.healthsystem.virginia.edu/Intranet/security/home.cfm. For information on handheld devices, clinical, shared or individual workstations, and computer troubleshooting, see the Medical Center Computing Services site at https://www.healthsystem.virginia.edu/intranet/computing/home.cfm.

Parking and Annual Cash Benefit

All Graduate Medical Trainees are provided annual cash benefit that is intended to be used for reimbursement of UVA parking fees; however, the benefit may be used for athletic membership. The cash benefit is based on the annual cost of parking and is added to Graduate Medical Trainee earnings via a bi-weekly payroll adjustment. The cash benefit is applied to 24 pay periods and is received as a fixed amount which is added to gross income. If the benefit is applied for UVA parking reimbursement, the benefit is not taxed.

All Graduate Medical Trainees wishing to park motor vehicles on University of Virginia property must obtain a parking permit and pay a monthly parking fee. Parking permits are issued for one year and must be renewed annually.

Graduate Medical Trainee Parking Areas - The Medical Center Parking Operations Office assigns parking to any Graduate Medical Trainee upon request from the Graduate Medical Education Office. Parking assignments are made in any of the Medical Center lots where space is available or in satellite locations

Buses - The Department of Parking and Transportation operates a transit bus system (UTS) that serves the Central Grounds, the Health System, and the satellite parking areas (Scott Stadium, Emmet/Ivy Garage and U-Hall).

Shuttle Service - This service is provided for staff, outpatients, and visitors. Trainees can access the employee shuttle service 24 hours a day. Between the hours of 1:00 a.m. and 4: 00 a.m the service is by request only and can be accessed by calling 2-1600. A complete shuttle schedule and maps can be found here: https://www.healthsystem.virginia.edu/intranet/transportation/Emp-Shuttles-1109.cfm

Stops:

- Lee Street parking decks
- University Hospitality
- West Complex
- Jefferson Park Avenue Medical Office Building
- UVA Health South Rehabilitation Hospital
- Fontaine Clinical Office Building 1 & 2
- Northridge Medical Office Building
- Kluge Children's Rehabilitation Center
- Ronald McDonald House
- Sawyer House

The Charlottesville Transit Service (CTS) offers free bus rides to all UVA employees when a valid UVA ID is presented.

Motorcycles - Motorcycles are considered motor vehicles in the University parking system. Graduate Medical Trainees may purchase a standard or reserved area permit for a motorcycle, as applicable. There are areas designated for motorcycle parking. A map is available from the Department of Parking and Transportation.

There are a finite number of spaces reserved for use by graduate medical trainees. The Medical Center Parking Operations Office makes all lot assignments and the majority of changes occur annually on July 1st. A waiting list for changing your parking assignment is maintained by the Medical Center Operations Office and the Graduate Medical Education Office. You may place your name on this list at any time by contacting the GME office or the Parking and Transportation office (924-5147 or email rhr@virginia.edu).

Please provide the following information:

- Name
- Department
- PGY level
- Current Parking Lot
- Parking Lot Desired

Parking Tickets - Parking tickets must be paid or appealed within seven days of receipt. Appeal forms and instructions for submitting appeals are available in the GME office or, on-line at the following: http://www.web.virginia.edu/APPEAL/appeal.aspx

Permits remain the property of the University of Virginia and are subject to removal and repossession by University authorities for abusing parking privileges or failing to pay parking fines or bills. Unpaid traffic fines or bills from previous periods are justification for refusal to issue the next year's parking permits to University personnel. Graduate Medical Trainees will not receive certification of completion of training if they have any outstanding fines or bills.

Recreational Facilities

A small gym with free weights, nautilus, and cardiovascular equipment is available to Graduate Medical Trainees and Medical Students and is located currently on the 2nd floor of Davis wing in the Hospital West complex. The door combination can be obtained from the GME Office.

Graduate Medical Trainees are eligible for membership at the University's Aquatic Fitness Center (AFC). Under the AFC's Plus One program, employees may sponsor one adult who resides in the same household. For a list of facilities, locations, and details, see the UVA Intramural and Recreational Sports website at http://www.virginia.edu/ims.

Lab Coats

Graduate Medical Trainees will receive two white lab coats with embroidered name and department. Two sets of blue scrubs will be provided by Linen Services, Level 0 Main Hospital. Linen service is available by dropping off coats and scrubs that need to be laundered at the Linen Room Service Window, located on Level 0 of University Hospital. Lab coats need to be dropped off by 3:00pm Monday and can be picked up on Tuesday of the following week (after 10:00am). Uniforms requiring repair should also be brought to the Linen Room Service Window. Any lab coat purchased by individual Departments or Graduate Medical Trainees will not be laundered by the Medical Center vendor and separate arrangements must be made.

Prescription Pads and Stamper Pens

UVA generic prescription pads are ordered and distributed by the GME Office. Each pad contains the hospital DEA and Medicaid number. The GMEO also orders and distributes personalized stamper pens are issued to all graduate medical trainees and include the GMT's name, pager PIC number, NPI number, and date/time blanks to assist in JCAHO compliance.

Changes in Personal Information

The GME Office must be notified of all name and address changes. The GME Office will in turn notify Payroll and Human Resources. For all name changes, a copy of the ***Social Security Card*** reflecting the change **must** be submitted to the GME office. (Marriage license required for Benefit changes.) Name/address change form can be found at: http://www.healthsystem.virginia.edu/internet/housestaff/incominginfo/Form_NameAddressChange.pdf

Away Rotations

Graduate Medical Trainees may engage in "away" rotations to facilities outside the University of Virginia Medical Center for clinical experience. The UVA Medical Center will provide salary and benefits (including liability coverage) for one away rotation (one month duration) per Graduate Medical Trainee per year. Rotations longer in length or second rotations may be funded by the department or by using vacation time. All away rotations must be approved by the GMEC and appropriate Certifying Specialty Board; if applicable. The application is available on the GME Office website and should be coordinated through your department for be submission to Peggy Infantino in the GMEO at PO BOX 800136.

Claude Moore Health Sciences Library

Information on hours and resources can be found at the Health Sciences Library website at http://www.hsl.virginia.edu/.

Benefit Information
for
Graduate Medical Trainees

Benefit Information for Graduate Medical Trainees

Liability Coverage

All Graduate Medical Trainees of the University of Virginia Medical Center are provided malpractice insurance through the Commonwealth of Virginia's Division of Risk Management. This policy provides coverage for alleged acts of medical negligence (both commission and omission) only if the alleged negligent act was performed in the scope of employment at the University of Virginia Medical Center or one of its affiliated health care facilities. Coverage is not extended for employment opportunities which Graduate Medical Trainees seek or arrange on their own (i.e., external moonlighting).

The policy is written on an "occurrence" basis, providing coverage for malpractice claims related to activities performed while Graduate Medical Trainees are employed by the University of Virginia Medical Center. Should a malpractice claim be instituted after completion of residency, the Graduate Medical Trainee will have coverage if the claim is based on alleged negligent acts performed in residency at UVA. Should a Graduate Medical Trainee receive a Notice of Claim and/or Complaint papers, please advise the Medical Center Office of Risk Management immediately, 924-5595.

All potential malpractice incidents should be immediately reported to the Program Director, Department Chairman and the Medical Center Director of Risk Management.

Insurance Coverage

Medical Insurance – **Effective January 1, 2010**

The medical insurance carrier is Southern Health Services, the same as the UVA Health Plan, but this plan is separate and distinct. There are two program choices, the POS (Point of Service) Plan and a PPO Plan. You will automatically be enrolled in the POS Plan, unless you choose otherwise on your health plan enrollment forms.

- Understanding Your Health Benefits
- Health Plan Enrollment Form
- GMT POS Medical Schedule of Benefits
- GMT PPO Medical Schedule of Benefits
- GMT Prescription Schedule of Benefits
- GMT Vision Benefits Summary
- Medicare Part D notice of Creditable Coverage: For Medicare Eligible Individuals

POS and PPO copayments and coinsurances are waived when you utilize healthcare services from the UVA Medical Center, UVA Imaging, UVA Physicians, and HealthSouth. This waiver does not include prescription copayments. You are responsible for paying deductibles no matter which plan you are enrolled in.

Cobra – **Effective January 1, 2010**

Southern Health Plan COBRA Information for GMTs

Under a Federal law called the "Consolidated Omnibus Budget Reconciliation Act" (COBRA), you and your eligible covered dependents may continue your group health benefits under the Plan when your coverage is lost due to a "Qualifying Event." You and your spouse and/or dependent children must apply for coverage under COBRA following the Qualifying Event. Then, you must make monthly payments in order to keep your coverage.

Qualifying Event	**Who May Purchase Continuation Coverage**	**Duration of Continuation Coverage**
Your employment terminates	You, your spouse and your dependent children who were covered under the Plan when coverage was lost	18 months
Your working hours are reduced, i.e., you become a part-time Employee	You, your spouse and your dependent children who were covered under the Plan when your status changed	18 months
You experience a termination or reduction in hours while you are disabled (as determined by the Social Security Administration)	You, your spouse and your dependent children	29 months (18 months plus an additional 11 months)

Qualifying Event	Who May Purchase Continuation Coverage	Duration of Continuation Coverage
You divorce, or your marriage is annulled	Your spouse and your dependent children who were covered under the Plan at the time of divorce, marriage or annulment	36 months
Your dependent child no longer qualifies as a dependent	Your dependent child	36 months
You die	Your spouse and your dependent children who were covered under the Plan at the time of your death	36 months

What You Need to Do

GMT members enrolled in the Southern Health Plan must wait for your COBRA Qualifying Event Notification Letter to come to your home address from Chard Snyder before you can enroll in COBRA. If you are moving, the GMT should notify Medical Center Human Resources Office of your address change to ensure COBRA documents will be sent to the correct address.

Chard Snyder will send a COBRA Qualifying Event Notification, COBRA Enrollment Form, COBRA Family Member Enrollment Form, and COBRA Premium Computation Form to the Southern Health subscriber once your termination is entered by your department. You must complete these forms and return them to Chard Snyder. Enrollment in the COBRA program will not occur unless premium payment accompanies the enrollment forms. The GMT has 60 days from the date of the letter of Notification or the date of the Qualifying Event, whichever is greater, to return the COBRA forms. You must pay all back premiums before any COBRA enrollment will take place.

Cost of Coverage - 2010 COBRA premiums for GMTs enrolled in Southern Health:

Premium rates for the Southern Health POS:
Single $355.84/month
Employee+1 $741.29/month
Family $1014.61/month

Premium rates for the Southern Health PPO:
Single $364.43/month
Employee + One $759.25/month
Family $1039.00/month

GMTs on the POS are only covered for emergencies when you travel or move outside the POS provider area. If a GMT's family is moving early in June and wants more than emergency care during that month (for example, if there is a pregnancy involved), the GMT will need to submit a form BY MAY 31 to move to the PPO plan (moving out of the service area is a mid-year qualifying event) since all applications are effective the 1st of the month following receipt of the form. PPO premiums will be deducted from GMT paychecks for the month of June.

If you are a GMT currently enrolled in the POS and are moving out of the Mid-Atlantic area where providers participate with the POS (Virginia, Maryland, Washington D.C.), you will need to move from the POS to the PPO to receive COBRA coverage from a national network of providers. You should call Chard Snyder (1-800-567-0043) when you receive your Qualifying Event Notice to let them know you must switch to the PPO.

Disability Insurance and Emergency Travel Assistance – Effective January 1, 2010

Disability Insurance is provided through UNUM Life Insurance Company of America and enrollment is automatic for all GMT members. The benefit provides 70% income replacement up to $8,000 per month. Income replacement continues as long as you cannot perform the material duties of your own occupation (your medical specialty) to age 65. The disability benefit is entirely employer paid. Benefits begin on the date full-time active employment begins and coverage ends on the date full-time active employment ends. There is an elimination period of 90 days and an exclusion period of 5 days for pre-existing conditions. There are limited conversion rights so long as application is made within 31 days of termination. All GMTs who have UNUM Long Term Disability are also covered in the UNUM sponsored Emergency Travel Assistance Plan at no additional charge. Please see this flyer describing this program.

Life Insurance – Effective January 1, 2010

Life insurance is provided for GMTs through The Guardian Life Insurance Co. in the amount of 1.5 times your salary, rounded to the next thousand, up to $100,000. The life insurance benefit is fully employer paid. Coverage begins on the date full-time active employment begins and ends on the date active full-time employment ends. Coverage will continue for one year if you become totally disabled. Conversion rights are available for up to $10,000 in coverage, or the amount of coverage under this plan less any group coverage you become eligible for within 31 days of this policy terminating. Housestaff are required to complete the Life Insurance application and name a beneficiary.

Prescription – Effective January 1, 2010

http://www.hrs.virginia.edu/forms/oe/housestaffpharmacy.pdf

Dental Insurance – Effective January 1, 2010

Effective January 1, 2010, the new dental carrier is Delta Dental. You pay no additional premium for this coverage and all eligible dependents enrolled on the medical plan automatically have Delta Dental. The network you have access to is Delta's largest network, Delta Dental Premier. You can find additional details about plan benefits and the provider network, along with a Frequently Asked Questions, below.

- Schedule of Dental Benefits
- Delta Dental Welcome Kit
- Questions and Answers about Delta Dental

Optical Benefits – Effective January 1, 2010

http://www.hrs.virginia.edu/forms/oe/housestaffvision.pdf

Tax-Deferred Savings – Effective January 1, 2010

The University of Virginia offers an optional savings program that allow employees to tax-defer income and invest for the future. The plans are available through TIAA/CREF, The Vanguard Group, and Fidelity Investments, and are open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2009 is $16,500 with an additional age catch-up of $5,500. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000. The University calculates this maximum amount and the employee signs a Tax Deferred Savings Program Authorization Form (Salaried Employees) or Tax Deferred Savings Program Authorization Form (Wage Employees) which specifies the authorized amount of the salary reduction. These forms were previously referred to as the Salary Reduction Agreement (for salaried employees), and the Wage Reduction Agreement (for wage employees).

Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.

For more information contact the Benefits Division at (434) 924-4392 or email benefits@virginia.edu.

For Plan Details:

TIAA-CREF	(800) 842-2733	Website	Meet a Representative	403(b) Application
Fidelity	(800) 343-0860	Website	Meet a Representative	403(b) Application
Vanguard	(800) 523-1188	Website	Meet a Representative	403(b) Application

Forms: Tax Deferred Savings Program Authorization Form (Salaried Employees)

Commonwealth Deferred Compensation Plan (457b)

The Commonwealth of Virginia offers for employees an optional savings program that allow employees to tax-defer income and invest for the future. The plan is available through the Commonwealth's vendor, ING, and is open to all employees who can contribute a monthly minimum of $20 per month. The maximum amount that can be contributed on a tax-deferred basis in 2009 is $16,500 with an additional age catch-up of $5,500. In addition there is a standard catch-up that employees may be eligible for during the three calendar years prior to the designated normal retirement age. ING will determine eligibility for this catch-up.

To enroll in the Commonwealth's plan employees need to complete the Participant Enrollment Form and Beneficiary Designation Form and submit to the Benefits Division.

For more information contact the Benefits Division at (434) 924-4392 or email benefits@virginia.edu.

ING (877) 327-5261

- Plan Highlights
- Payroll Authorization Form (Change Form)
- 457 Enrollment Guide
- 457 Enrollment Form

Applying for a GME Loan

The loan program was created to assist qualified Graduate Medical Trainees of the University of Virginia Medical Center. Loans are granted to qualified individuals at a fixed percentage rate in $500 increments not to exceed $1500. Repayment of all loans shall be by payroll deduction with payback not to exceed 18 months or completion of residency training whichever is sooner. Prepayment is allowed at any time without penalty. If the employee terminates his or her employment with the Medical Center, any remaining balance plus accrued interest will become immediately due and payable to the University of Virginia. Loan processing takes 1-2 weeks. A loan must be paid off in full before applying for another.

Student Loan Deferments

The GME Office can assist with completion of student loan deferment applications.

Veteran's Benefits

Any Graduate Medical Trainee eligible for educational benefits under the G.I. Bill or other program administrated by the Department of Veterans Affairs should contact the GME Office for verification of such status. Most forms are available on-line at http://www.va.gov.

Faculty Employee Assistance Program/ Physician Wellness Program

The GMEO maintains a strong commitment to the health and well being of its trainees and faculty. Training can be a very stressful experience for the trainee as well as their spouses, partners and families. It is the goal of the GME Office to provide support and assistance to help alleviate and manage this stress.

Assistance is available to graduate medical trainees through both the Faculty and Employee Assistance Program or the Physician Wellness Program. The institution sponsors the Faculty Employee Assistance Program (FEAP) which is an extensive support program available to all faculty and GMTs, offering consultation services, seminars, coaching, counseling, and other referral services relating to both personal and professional matters. Trainees may self-refer, or may contact their Program Directors, Coordinators or the GME Office for assistance with a referral. For general information or to schedule an appointment directly, call (434) 243-2643.

FEAP has a counselor on call 24 hours a day and is prepared to respond to critical incidents or acute needs. Emergencies and urgent matters are best directed to the on-call FEAP Consultant. This can be accomplished by paging (866) 950-0159.

FEAP counseling services are completely confidential.

Additionally, the Medical Center strives to maintain a work environment free from the adverse effects of alcohol and other drugs. Issues of substance abuse among trainees would be referred to the Physician Wellness Program, under the Direction of Dr. John Schorling. This program is similarly confidential. Referral can be self-made, directly to Dr. Schorling by email JBS7F@virginia.edu or phone (434)982-3458 or may be made by a trainee's program in the event of a question of fitness for duty.

In the event of a substance abuse issue, trainees may be granted leaves from work to participate in treatment programs at the discretion of the programs and the GME Office.

The DIO and the GME Office also operates a confidential trainee hotline number, which is staffed 24 hours a day by a designated faculty member. Phone the anonymous incident reporting line at (434) 806-9521**.**

Child Care

The Malcolm W. Cole Child Care Center serves children from six weeks of age to kindergarten. The Child Care Center has a prioritized waiting list with priority going to Medical Center employees dealing with direct patient care (including Graduate Medical Trainees). The waiting list for infants is approximately 15 months long, so it is recommended to send in application forms early. More information is available on the Child Care Center website at http://www.healthsystem.virginia.edu/internet/childcare/home.cfm.

Additional information may also be found at the UVA "Word of Mouth" website that lists child care resources as well as other resources. http://www.healthsystem.virginia.edu/internet/faculty-dev/wordofmouth/

Graduate Medical Trainee Policies

Medical Center Policies

University of Virginia Medical Center Policies

Please refer to each policy for the complete language. To access the online policies, visit the following website. https://www.healthsystem.virginia.edu/documentation/manual.cfm?manual_id=A70A3A2A-110A-2E68-14DBB50667C4BA10

Chapter I: Governance and Leadership

Section I: Governance and Leadership

Policy 0001: Medical Center Policy On Policy Development, Review And Approval
Policy 0005: Creating A Smoke Free Environment At The Medical Center
Policy 0034: Legal Inquiries
Policy 0041: Parking And Enforcement In Controlled Areas
Policy 0049: Management Of Medical Center Public Space
Policy 0066: Food And Drink Restrictions
Policy 0067: Medical Center Space Allocation And Reallocation
Policy 0105: Ethics Consultation
Policy 0132: The Quality Reporting Process
Policy 0210: Management Of Student Preceptorships
Policy 0223: Government And Regulatory Investigation Response
Policy 0233: Conflict Of Interest
Policy 0235: Compliance Code Of Conduct
Policy 0255: Mandatory Reporting Of Healthcare Practitioners
Policy 0263: Medical Center Code Of Ethics And Ethics Committee
Policy 0264: Peer Review
Policy 0279: Professional Practice Evaluations For Members Of The Clinical Staff
Policy 0280: Allied Health Professional Practice Evaluations
Policy 0283: Behavioral Code Of Conduct

Chapter II: External Relations

Section 1: External Relations

Policy 0013: Vendors, Sales And Service Representatives
Policy 0038: Release Of Information To The News Media
Policy 0050: Patient Visitation
Policy 0058: Medical Center Volunteers
Policy 0069: Medical Center Tours

Chapter III: Safety, Security, and Environment of Care

Section 1: Equipment Management

Policy 0019: Alerts And Recalls Of Products, Tissues, Devices, And Drugs
Policy 0055: Use Of Non-uva Health System Equipment
Policy 0076: Management Of New Medical Devices Used In Patient Care
Policy 0139: Cellular Telephones, Wireless Devices And Other Radio Frequency Producing Equipment
Policy 0165: Safe Medical Devices Act Reporting
Policy 0222: Reprocessing And Reuse Of Single-use Devices
Policy 0254: Clinical Alarm Systems
Policy 0272: Labeling Of Non-iv Tubing
Policy 0273: Use Of Medical Center Equipment
Policy 0289: Environmental Management And Sustainability Practices

Section 2: Fire Safety

Policy 0048: Corridor Obstructions, Equipment, And Storage
Policy 0178: Oxygen Shutoff During Fire Emergency

Section 3: General Safety

Policy 0054: Hazardous Material Spill/accident
Policy 0188: Laser Safety
Policy 0208: Management Of Latex Allergy In Patients And Healthcare Workers
Policy 0246: Animals In The Medical Center
Policy 0268: Management Of Hazardous Drugs
Policy 0281: Health Screenings And Maintenance For Clinical Staff Members For Enhance Of Patient Safety
Policy 0284: Alcohol/drug Free Work Place

Section 4: Infection Control

Policy 0091: Infection Prevention And Control
Policy 0134: Transmissible Bloodborne Pathogens

Section 5: Security Management

Policy 0004: Medical Center Identification
Policy 0052: Bomb Threat Incident
Policy 0137: Vehicular Access To Emergency Department
Policy 0141: Infant/child Abduction

Policy 0166: Hostage Incident
Policy 0172: Behavioral Emergency Response
Policy 0174: Prohibition On Firearms, Weapons, And Destructive Devices On University Property
Policy 0175: Threat Assessment
Policy 0176: Access Control To Medical Center Facilities
Policy 0209: Patients Requiring Enhanced Security
Policy 0217: Corporate Compliance Auditing And Monitoring Program

Chapter IV: Finance and Business

Section 1: Expenditure Management
Policy 0015: Travel Reimbursement
Policy 0189: Medical Center Procurement Guidelines
Policy 0238: Local Funds
Policy 0260: Medical Center Vehicle Management Program

Section 2: Fundrasing and Gifts
Policy 0008: Gifts, Gratuities, And Interactions With Vendors
Policy 0009: Solicitations

Section 3: Patient Accounting and Billing
Policy 0010: Billing Deferments/adjustments
Policy 0027: Charge Documentation And Control
Policy 0059: External Review Organizations On-site Payor Reviews
Policy 0064: Cash Receipts
Policy 0068: Patient Financial Requirements Prior To Scheduling An Inpatient Admission For Elective Or Routine Medical Care
Policy 0249: International Patients Billing/collection

Chapter V: Human Resources

Section 1: Human Resources
Policy 0051: Attire And Personal Appearance
Policy 0117: Testing For Hiv And Hepatitis Viruses Following Certain Exposures To Blood Or Body Fluids
Policy 0215: Employee And Vendor Background Screening
Policy 0242: Physicians' Wellness Program
Policy 0262: Standards For Professional Behavior

Chapter VI: Information Management

Section 1: Information Services
Policy 0032: Acquisition Of Information Systems Resources
Policy 0163: Access To Computerized Medical Records And Institutional Computer Systems
Policy 0193: Electronic Mail (e-mai)
Policy 0202: Internet And Intranet Access/usage
Policy 0227: Electronic Information Security
Policy 0244: Electronic Medical Record Access Auditing
Policy 0266: Records Management/document Retention And Destruction

Section 2: Patient Information
Policy 0016: Medical Record/billing Audit
Policy 0084: Health Information Request For Non-patient Care Usage
Policy 0092: Release Of Patient's Protected Health Information
Policy 0194: Faxing Of Patient Information
Policy 0201: Patient Identification
Policy 0218: Definition, Characteristics, Authentication And Maintenance Of The Medical Record And Designated Record Set
Policy 0245: Minimum Necessary Use And Disclosure Of Protected Health Information
Policy 0248: Amendment Of Medical And Billing Records
Policy 0251: Use And Disclosure Of Protected Health Information For General Fundraising Purposes
Policy 0252: Use And Disclosure Of Protected Health Information For Marketing And Related Purposes
Policy 0253: Verification For Release Of Patient Information
Policy 0256: Accounting Of Disclosures Of Protected Health Information
Policy 0286: Prevention, Detection, And Mitigation Of The Theft Of Patients' Identities

Chapter VII: Provision of Care, Treatment, and Service

Section 1: Admissions, Transfers and Discharges
Policy 0025: Discharge Planning
Policy 0031: Insurance Certification/authorizaton Requirements
Policy 0039: Reservation, Registration, And Admission Requirements For Surgical Procedures And Admissions
Policy 0063: Internal Inpatient Transfers

Section 2: Consent
Policy 0024: Informed Decision-making And Disclosure Of Outcomes

Section 3: Patient Rights
Policy 0021: Confidentiality Of Patient Information
Policy 0023: Loss, Damage Or Theft Of Patient, Employee Or Medical Center Property
Policy 0026: Patient Rights And Responsibilities
Policy 0070: Patient Concerns And Grievances
Policy 0094: Documentation Of Patient Care In The Medical Record
Policy 0142: Advance Directives
Policy 0220: Interactions With Law Enforcement Authorities

Section 4: Special Circumstances of Patients
Policy 0014: Death Certificates, Fetal Death Reports And Consultation/disposition Forms
Policy 0030: Use Of Photography And Video Technology In The Medical Center
Policy 0046: Child Placement For Adoption
Policy 0098: Organ, Tissue And Eye Donation
Policy 0140: Judicial Treatment Orders
Policy 0150: Requests For Restriction Of Patient Information
Policy 0151: Patient Choice In Selection Of Home Health Vendors
Policy 0192: Medical Treatment Of Prisoners
Policy 0206: Missing/eloped Patients
Policy 0207: Organ Procurement In Donors After Cardiac Death
Policy 0213: Abuse, Neglect Or Exploitation Of Patients
Policy 0219: Searching Of An Inpatient And An Inpatient's Belongings

Section 5: Support Services for Patients
Policy 0156: Language Assistance Services
Policy 0269: Provision And Documentation Of Patient And Family Education

Section 6: Treatment of Patients
Policy 0079: Do Not Resuscitate Orders
Policy 0083: Medical Laboratories Specimen Acceptance/rejection Criteria
Policy 0090: Consultations
Policy 0097: Medical Center Bed Assignment
Policy 0102: Discharges Against Medical Advice
Policy 0109: Medical Orders For Patient Care
Policy 0111: Critical Care Triage
Policy 0112: Drug Samples
Policy 0115: Guidelines For Determination Of Death: Including By Death By Neurologic Criteria
Policy 0119: Tissue Review By Pathology
Policy 0125: Reporting Of Critical Tests And Critical Values And Findings
Policy 0126: Placement Of Admitted Patients Treated With Therapuetic Amounts Of Radioactive Material
Policy 0127: Uva Children's Hospital Madge M. Jones Activity Terrace
Policy 0129: Hospital Education Program
Policy 0146: Blood Utilization And Administration
Policy 0153: Moderate Or Deep Sedation/analgesia By Non-anesthesiology Providers For Diagnostic Or Therapeutic Purposes
Policy 0155: Provision Of Healthcare Services To Children
Policy 0159: Restraint And Seclusion Of Patients
Policy 0171: Use Of Patient's Own Medication
Policy 0187: Emergency Response And Cardiopulmonary Resuscitation (code 12)
Policy 0191: Refusal Of Treatment
Policy 0197: Suicide Precautions
Policy 0203: Point Of Care Testing
Policy 0204: Clinical Pathways,clinical Practice Guidelines, And Protocols
Policy 0212: Closed Formulary System
Policy 0214: Medical Screening And Stabilizing Treatment For Emergency Medical Conditions
Policy 0216: Clinical Use Of Large Lumen Catheters
Policy 0221: Board Certification Requirements For Medical Center Physicians
Policy 0224: Provision Of Patient Supplies And Pharmaceuticals After Discharge Or Clinic Visit
Policy 0229: Use Of Positioning Or Securing Devices For Medical, Dental, Diagnostic Or Surgical Procedures
Policy 0231: Ambulatory Care Pharmacy Cash And Carry
Policy 0239: Pain Assessment And Management
Policy 0250: Universal Protocol For Preoperative/pre-procedure Verification
Policy 0259: Medication Management
Policy 0265: Emergency Response Training
Policy 0267: Administration Of Intravenous Medications On Adult Acute Care Units
Policy 0270: Autopsy
Policy 0275: Management Of Explanted Devices/items, Explanted Tissue, And/or Removed Body Parts
Policy 0285: Laboratory Testing For Patients Receiving Anticoagulant Therapy