

**FAMILY MEDICINE RESIDENCY  
PROGRAM GUIDELINES 2008-2009**  
Revised by the Family Medicine Department

**Administrative Structure**

- Chair and Professor, Department of Family Medicine - J. Mack Worthington, MD
- Program Director and Associate Professor, Family Medicine Residency – Stephen Adams, MD
- Associate Program Director, Family Medicine Residency – Kent Lee, MD
- Program Director, Geriatric Medicine Fellowship – John Standridge, MD
- Residency Program Coordinator - Sharron Skoretz
- Program Secretary - Pam Thomas
- Clerkship Director – Gina DeFranco, DO

The patient care activities and administrative and academic offices for the Department of Family Medicine are located in the UT Family Practice Center, 1100 East Third Street. The departmental phone is 778-2957; fax number is 778-2959, and the departmental e-mail address is [Utfammed@erlanger.org](mailto:Utfammed@erlanger.org). Calls regarding patient care should be made to 778-8837.

**Vacation Policy**

Each resident is allowed three weeks, 15 working days, of vacation each academic year, July to June. Vacation may not be more than one week for any one-month rotation. Some departments restrict vacation during certain rotations. No more than 4 residents may be gone on vacation or CME at one time. In order to assure everyone gets all their vacation, half of the resident's time away, vacation and CME, should be taken in the first half of the academic year. Residents are not guaranteed that they will receive all their vacation if requested in the last half of the year. Any vacation not taken during the academic year may not be carried over to the following year. An appropriate "Request for Time Away" form must be completed in order to request vacation. This form must be signed by the chief resident before the Program Director receives the form. Vacation must be requested three months in advance. Vacation is granted on a first-come, first-approved basis. All residents are required to be on campus the last two weeks of June. The resident is responsible for arranging for another resident to cover his/her FPC patients during vacation. All administrative duties, including medical records, must be completed before any time off. Only the Program Director may make exceptions to these policies.

Late requests are unlikely to be considered. Vacation requests are due at the first of the year. The master schedule will be completed for a year & vacation changes need to be made three months in advance. Any exceptions to these policies need to be cleared by the Department Chair, Dr. Worthington, or the Program Director, Dr. Adams.

**Sick Leave**

Residents may be paid for up to 21 Sick Leave Days per year for personal illness. As soon as the resident realizes he/she will be unable to work due to

illness, he should contact his rotation attending, the rotation chief resident, and the Department of Family Medicine (extension 2957) to notify the Program Director of the illness. If unable to contact the departmental office, the resident must page the attending on call for the practice. The resident is expected to identify coverage for any clinical responsibilities. Every attempt should be made to avoid canceling patient appointments.

### **Conference Leave**

Residents can request leave for educational conferences that are deemed sound educational experiences such as board review courses. Residents should receive prior approval from the Program Director and Dean before making any travel arrangements (UT Travel Authorization Form). Original receipts must be turned in within 5 days of your returning from your trip in order that appropriate documentation can be submitted to the GME Office within 30 days of your return from travel. Conferences from which residents should consider are those that are approved for AAFP credit and those that provide an average of six hours of study each day. Erlanger provides reimbursement of up to \$1750 per resident per year for professional development (including educational travel and book reimbursement) in accordance with UT and Erlanger guidelines subject to availability of funds. Specific information regarding receipts, allowable expenses, documentation, etc., should be addressed with Ms. Skoretz prior to the trip. [Note: Residents must seek pre-approval from both the Program Director and the Business Manager if requesting a rental car. Such expenses will not be reimbursed unless approved by both in advance of the trip.]

### **Moonlighting**

All moonlighting activities, including location and duty times, must have prior approval by the Program Director. This information must be kept on file by the residency coordinator. It is the resident's responsibility to update this when there are changes. First year residents are not allowed to moonlight. Residents are responsible for their own professional liability insurance coverage. Regular duties and on-call schedule must be attended to before consideration of moonlighting. A resident should never obligate themselves to an extent that moonlighting becomes a necessity or interferes with personal time, family time, or residency training. The department reserves the right to discontinue a resident's permission to moonlight.

### **Personal Leave**

A limit of six Personal days may be granted to attend to personal needs each year. A resident may not use a Personal day on either a Monday or a Friday. **Any exceptions** to this must be cleared by the Program Director, Dr. Adams. Personal days **cannot** be taken on an office day. A one-week notice must be given. A form requesting a Personal day must be signed by the attending physician and Dr. Adams, then submitted to the Department of Family Medicine office. The Request for Time Away form will have a space for the resident to indicate which resident will cover for him when patients call or in case of emergencies. That space must be signed by the resident who is covering. A resident may not take more than one Personal day in a given month.

### **Book Reimbursement**

As part of the professional development reimbursement, Erlanger provides reimbursement for medical related books each year within the total \$1,750 professional development allotment. Original receipts denoting proof of payment must be submitted to the Department staff as soon as possible after purchase date in order to allow the Department time to prepare the check request and submit to the Business Office within 30 days of the purchase date.

### **Holidays**

Residents are granted the eight holidays observed by the University:

New Year's Day  
Martin Luther King's Birthday  
Good Friday  
Independence Day (July 4th)  
Labor Day  
Thanksgiving Day (2 days)  
Christmas Day  
Memorial Day

Residents may have hospital or call responsibilities on some of these days.

### **Patient Care**

Each resident will have a panel of families. They will provide comprehensive care to their patients at all times. This includes care in the office, as well as the hospital so that full continuity of care can be assured. When away or not available, prior arrangements must be made with another resident and our office personnel and the answering service notified.

Residents should check for calls from patients on a daily basis.

The Family Practice Center is the place we care for our patients. A focus on preventative measures and healthy life styles with continuing care for chronic illness will enhance our ability to provide the care our patients need and deserve. Family Practice Center patient care hours will be Monday through Friday from 8:30 AM – Noon and 1 PM - 5 PM. Residents will be assigned half day sessions as follows:

PGY-1	2 half day sessions
PGY-2	3 half day sessions
PGY-3	4 half day sessions

### **Admissions**

Patients are usually admitted from the Emergency Department, the Family Practice Center or nursing home. The resident seeing the patient will complete the H/P and admitting orders. The Family Practice attending must be notified of all potential admissions with discussion of each patient prior to admission. The patient's physician is notified and must make regular visits to his/her patients.

### **Call Assignments**

1. The Call Schedule will be made by the Chief Resident.
2. Call will be scheduled in a pyramid style with PGY-3 < PGY-2 < PGY-1, unless it is felt by the Program Director that an individual is not ready for that level call.
3. Weekends will be considered 24 hours on Saturday & 24 hours on Sunday (8 a.m. - 8 a.m.). Friday will not be considered in tabulating weekend call.
4. Week day call, Monday through Friday, is 5 p.m. to 8 a.m.
5. Holidays will be considered similar to weekends and an attempt will be made to distribute these evenly at each level.
6. Holiday call will be 24 hours (8 a.m. to 8 a.m.).

### **Teaching Responsibilities**

The education of junior residents, M-3 and M-4 students is expected of all residents, especially senior residents.

### **Completion of Records**

Medical records are completed at the time a patient is seen in the Family Practice Center. A complete H&P and database must be completed by the third office visit. H&Ps must be dictated at the time of the patient's admission to the hospital. Discharge summary must be dictated on the day of discharge from the hospital. Medical records should be checked at least once a week to sign current dictation. All phone orders must also be signed within 24 hours. All H&Ps and Discharge Summaries must be dictated including 23 hour observations.

### **Rounds**

Rounds are done on a daily basis with review of pertinent history, physical, and lab and a progress note recorded in SOAP format.

### **Procedure Log Books**

Procedure logs are logged into New Innovations by the resident and are monitored on a quarterly basis. Procedures must be kept up to date and available for regular meetings with the resident's advisor.

**Careful documentation is needed to support a recommendation for privileges in the hospital to do these procedures. The resident will provide a summary of procedures at the end of each quarter. Each resident will provide a yearly summary of procedures to the Program Director at the time of annual evaluation.**

### **Resident Research Week Expectations**

Scholarly activities are an important aspect of residency training and mandated by the accrediting body. As a part of this requirement, Family Medicine residents are expected to do one of the following:

1. A research paper for presentation at Resident Research Week.
2. A case report for presentation at Resident Research Week.
3. A regional or national presentation.
4. A review article that could be submitted for publication.
5. A scientific exhibit or poster accepted for a meeting.

An abstract of 250 words must be submitted to the Annual Research Week Committee in order to be considered for presentation. The Department of Family Medicine and the College of Medicine Chattanooga enthusiastically support and assist in these efforts, including the typing of the abstract and preparation of professional slides or poster. A robust statistical consulting service is also available (through funding from the University) for resident research projects.

Revised 7/2008