GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: ADDITIONAL GME TRAINING FOR UUSOM FACULTY
Policy Number: 5.3
Chapter: Faculty Appointments

Purpose:

To establish a policy and outline allowable practices for re-training of University of Utah School of Medicine Faculty in GME training programs.

Policy:

ACGME-accredited training programs may, with approval of the Graduate Medical Education Committee, permit practicing School of Medicine faculty to complete GME training on an intermittent basis over an extended time period. Such a course is intended to facilitate established, practicing physicians to return to a trainee role for specific institutional or departmental needs. Whenever possible, faculty appointments for trainees should occur concurrently with a full-time house staff appointment as prescribed in GME policy 5.1, “Faculty Appointment for Trainees”.

Procedure:

A. Eligibility and Appointment
   1. Programs must receive formal approval from the Graduate Medical Education Committee before offering this training option.
   2. Programs offering this option must be ACGME-accredited.
   3. The prospective faculty trainee must have a valid School of Medicine faculty appointment in place prior to the training start date.
   4. All GME eligibility and credentialing requirements for appointment as house staff must be fulfilled as with any other house officer (GME Policy Manual Section 1).
5. The Office of Graduate Medical Education will collaborate with the funding/faculty department to process two separate employment records within the University’s employment management system (PeopleSoft).
   a. The faculty/funding department will initiate an appointment at 0.51 FTEs to ensure benefits are provided in accordance with a faculty, rather than house officer, benefits plan.
   b. GME will initiate a house officer appointment at 0.49 FTEs.

6. A house officer agreement must be signed and on file with the Graduate Medical Education Office prior to the start of training.
   a. Detail of planned dates for active training blocks and faculty training blocks will be given to the trainee, and included with the house officer agreement.
   b. Compensation and benefits must be clearly defined in the agreement as detailed below. All salary/stipend to be paid via the University central payroll function will be documented within the agreement.
   c. A template for this agreement will be available from the Office of Graduate Medical Education.

7. GME will work with the uCard Office and the trainee to obtain an identification card displaying appropriate training program name and trainee title. This card will not be functional for facility access, payroll deductions, public transportation, or other features dependent on the card’s magnetic signature. The trainee must retain and utilize their faculty ID for these functions.

B. Training

1. Training must take place on a full-time basis within blocks of no less than three months at a time, alternating with equivalent blocks of time free of training to allow for faculty practice. This will effectively double the amount of time needed to complete the training program.

2. An outline of the intended training / faculty block schedule must be provided to the Graduate Medical Education Office and attached to the house officer agreement prior to the training start date.

3. A rotation schedule for the initial year of training must be provided to the Graduate Medical Education Office prior to the training start date.

4. During active training blocks, the trainee must meet all ACGME training requirements for the program and comply with all GME policies, including supervision, moonlighting and work hours.
5. Upon completion of the training program, a certificate will be issued by the Office of Graduate Medical Education.

C. Compensation / Benefits

1. The sponsoring department must pay the entire salary and benefits costs for the faculty member. No University Hospital or Affiliated Hospital funding may be used.
   
   a. If affiliated hospital funding is available to the program, GME should be consulted and may agree to utilize a hospital payroll account for a separate trainee in the same program to recoup these funds. Every effort should be made to maintain a non-hospital account for payment of the actual faculty trainee’s salary, as affiliate billing rates do not sufficiently offset the higher liability and benefits costs incurred for these individuals.

2. Total pay will consist of separate faculty pay and trainee stipend components that must be individually identifiable and detailed on the house officer agreement.

   a. Faculty pay component will be negotiated between the trainee and the sponsoring department. This must be communicated with the Office of Graduate Medical Education and detailed on the house officer agreement.

   b. Trainee stipend component will be calculated as an appropriate percentage of the approved house staff stipend level published by the Office of Graduate Medical Education.

3. Benefits, as listed here, will be the usual faculty benefits.

   a. Health Insurance
   
   b. Long Term Disability Insurance
   
   c. Life Insurance
   
   d. Dental Insurance
   
   e. Retirement Benefits

4. Paid Vacation, sick time, and educational leave time will be handled as appropriate for the individual’s role at the time in question.

   a. Time utilized during faculty / non-training periods will be governed by the faculty/funding department in accordance with their faculty appointment.

   b. Time to be used during active training periods will be granted based on an appropriate percentage of the established benefits outlined for house officers (GME policy manual section 4). This time is non-accruable and
will be determined and documented on the house officer agreement prior training start.

5. Liability / malpractice coverage will be paid by the funding department at a rate based on the individual’s percent-effort as faculty. This rate will be determined by the School of Medicine Dean’s Office.

6. These individuals’ training time will not be claimed on the GME CMS cost report, pursuant to their faculty appointment.