

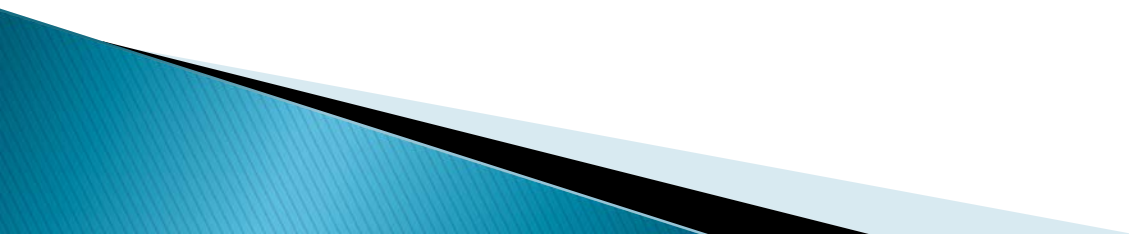
Cardiology Fellowship

Theresa Shugart – Program Administrator (Manager)

Sally Habegger – Program Coordinator (Assistant)

Carlie Anderson – Student Assistant

Welcome to the University of Washington
Cardiology Fellowship, 2016–2017 Academic year!



GME Policies and Procedures

It is the responsibility of each fellow to review the RFPA on the GME website annually.

The link for the 2016–2017 RFPA can be found here:

<http://www.uwmedicine.org/education/Documents/gme/RFPA-AY17.pdf>

If you still have questions, please check with Theresa and/or your Program Director.

Vacation Changes

We realize that planning your time away as far in advance as we ask, is not always optimal. In the event that you need to change one of your vacation weeks, please email your Program Director and administrator well in advance. We will work with you to make sure this is possible.

Once your change has been approved, Sally will update in MedHub.

Please note that it is the responsibility of all fellows to communicate your changes to all of your clinical areas, attending(s) and schedulers.

Call Changes

In the event that you need to switch call with another fellow, please do the following as early as possible – *note that any changes emailed after 5pm Mon–Fri may not be seen until the next week day – you will need to contact the paging operators directly:*

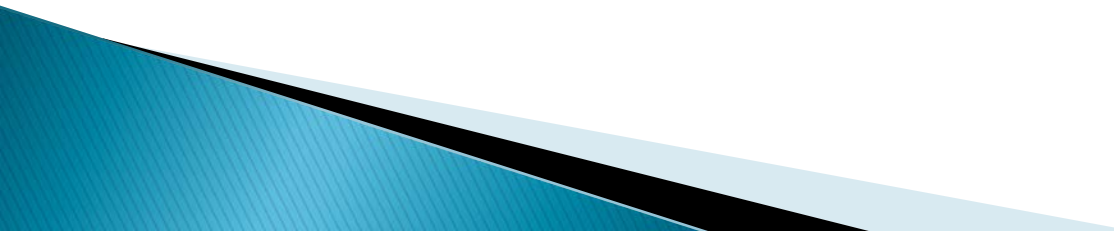
- Send an email to each of the following individuals: *Sally Habegger*, fellowship (shabeg@uw.edu), *Heather McDonald*, UWMC Infinity (mcdonh@cardiology.washington.edu) and *Carla Griswold*, HMC Infinity (griswold@uw.edu), and Chief Fellows, *Patrick Goleski and Jill Steiner*, with the concurrence email from the fellow you are switching dates with.
- Please make sure you have exact dates/times, full name of fellow your are switching with (for Infinity personnel), and name of call as it is listed in MedHub.
- Please check with the paging operator to make sure they have the change in their system – if not, please make sure this is taken care of before you leave

Fellowship Resource Center

Please make sure you check your mailbox on a weekly basis. For those of you rotating through VA and HMC, this should be on Friday morning immediately after tutorial session. You will also find your clean white coats in your cubby.

Printer/Scanner – this should be set up on each computer; if you run into difficulty, please call IS Help at 616-8805.

Are you running out of paper? Is the printer low on toner? Need pens? Tissue? Let Sally, or our student assistant, in the Fellowship office know. If you need something that we don't have, we may need to order it.



White Coats and Scrubs

The yellow laundry bag in the fellows' resource center is to be used for white coats only. The white coats are sent out on a weekly basis and charged to a specific budget.

Please do not ever put, or leave, scrubs in the fellows' room/laundry bag; they should be placed in the hospital laundry only.

Radiation Badges/Rings

All fellows on cath rotations and/or procedure call, must have their radiation badge/ring on at all times. For other rotations, and while on research blocks, this is not necessary. When not using your badge/ring, please leave in your mailbox so they do not get misplaced...just make sure to return them at the end of the month to the fellowship office.

If you lose a badge, please complete the form here:

<https://www.ehs.washington.edu/forms/rso/form15.pdf> and return to Sally as soon as possible; there is a \$25 charge for each item not returned to the radiation safety office; this charge will be deducted from your travel funds.

Mid-year and Year-End evaluations

Evaluations are held semi-annually, December/January and May/June. We ask that all requested documents be submitted to the fellowship office by December 1 and May 1, as evaluation letters are drafted prior to your meeting. You will be sent one reminder prior to your evaluation with the documents we need returned to us.

Moonlighting and Loan Deferment Forms

For those fellows eligible to moonlight, please submit a completed moonlighting approval request form (including copy of your DEA) to the fellowship office. We will process for Program Director and GME approval.

Loan Deferment forms – Please bring your completed loan deferment form to the fellowship office for processing. Make sure you provide us with the return address/fax information.

MedHub

It is the responsibility of each fellow to complete evaluations of faculty and rotations as soon after your rotation as possible. Please also make sure you are entering duty hours and procedures on a weekly basis – procedures more frequently if possible.

In addition, all conference information will be found in MedHub – on your home page, please watch for updates in the “Announcements” tab. We recommend syncing to your phone so you can easily find updated information.

Our Roles

- ▶ Theresa is the overall administrator for our accredited and non-accredited programs – 8 total. Her primary responsibilities are the management of the accreditation for each program, as well as compliance/credentialing, etc., for each trainee
- ▶ Sally is the program assistant and reports to Theresa. She provides support to the fellowship office and all trainees.
- ▶ Processes all fellow reimbursements
- ▶ Makes updates in MedHub for call, vacation, sick leave when changes come in

Our Roles (continued)

- Carlie is the student assistant and supports both Theresa and Sally with various fellowship tasks.

What the Fellowship Staff Do Not Do

- ▶ We do not clean up after you in the resource center – you are all responsible for tidying up the fellows' room, cleaning up spilled coffee, putting your garbage and recycling in the proper containers. This includes PHI – there is a drawer marked to place any PHI in which is emptied and shredded weekly – please do not leave any patient information out as the room is accessed by numerous individuals
- ▶ Your personal mail, including applications to other fellowship programs – these are your responsibility. If you want to mail something from here, there is a US Postal Mailbox in front of the hospital on Pacific Street

Questions?

You can reach us by email, phone or in-person. If you would like to meet in-person, please schedule a time to do so. We are happy to work something out with your schedule that works for all parties.

