

**PARTICIPATION POLICIES AND GUIDELINES  
BAPTIST MEMORIAL HOSPITAL  
DIAGNOSTIC RADIOLOGY RESIDENCY PROGRAM  
July 1, 2010 – June 30, 2011**

Baptist Memorial Hospital (“Baptist” or “Hospital”) Graduate Medical Education (“GME”) residency programs are accredited by the Accreditation Council for Graduate Medical Education (“ACGME”). The GME Director has the authority to supervise all of the activities related to the GME Program’s resident physicians.

**Length of Appointment:**

Appointment to the Radiology Residency Program (“Program”) is contingent on an applicant’s ability to satisfy all applicable state and federal guidelines. These guidelines include successful completion of appointment documentation (I-9), State of Tennessee Medical Board exemption application, and training license application. Appointments are on a yearly basis. Continuation in the Program will be based on several criteria including, but not limited to: 1) evidence of satisfactory progress in scholarship; 2) professional growth; 3) satisfactory results of periodic evaluations; and 4) the availability of training positions in the Program. Residents are required to follow all applicable Baptist policies, procedures and work rules.

**Evaluation:**

Each resident will be evaluated periodically during the year. Residents may appeal an adverse decision affecting the resident’s continuation in the program or timely completion of training. The appeal process allows the resident to present his or her views and explain any extenuating circumstances. The current GME Appeal Process policy can be found in the GME Departmental Policy and Procedure Manual, which is available in the GME and Residency Program Coordinator’s offices. This information is also available on-line in the Residents’ Handbook at <http://www.bmhcc.org/services/educational/radiologyresidency/index.asp>. For your convenience, this policy is attached.

**Program Expectations of Residents:**

1. To develop a personal program of self-study and professional growth with guidance from the teaching staff.
2. To participate in safe, effective and compassionate patient care under physician supervision, commensurate with resident’s level of advancement and responsibility.
3. To participate in institutional activities of the Program to the extent required and to assume responsibility for teaching and supervising other residents and students.
4. To participate in institutional programs and activities involving the medical staff.
5. To adhere to established practices, policies and procedures of the Program and policies of all affiliated hospitals where required, including the timely completion of medical records.
6. To participate in institutional committees and councils as requested including, but not limited to, those that relate to patient care review activities.
7. To provide efficient, cost-effective and quality patient care.

8. To engage in the ethical practice of medicine in accordance with all applicable laws, rules and regulations and applicable standards of care.
9. To provide all medical services in a nondiscriminatory manner, without regard to a patient's race, color, sex, age, religion, national origin, disability, or handicapping condition.
10. To cooperate with Baptist's Quality Assurance, Total Quality Assessment, Risk Management, Human Resources and Compliance programs, including, if necessary, providing interviews, written statements, and participating in any investigation as requested by Baptist.

**Benefits and Other Conditions of Employment:**

1. Malpractice insurance coverage through a Baptist-funded self-insurance plan will be provided for residents to cover acts or omissions by residents while practicing in the course of their duties in the Program.
2. Health and life insurance are provided for residents and their eligible dependents. Disability insurance is provided only to residents.
3. A non-matching 403(b) retirement account is available for interested residents.
4. Employment is contingent upon successful completion of all pre-employment requirements including, but not limited to, criminal background check and drug screening.
5. Baptist does not require residents to sign a non-competition agreement.

**Information Available in the GME Office and the Residents' Handbook:**

1. Vacation information
2. Policies on leaves of absence (including parental, sick, professional, and personal leave) and the effect of leave on satisfying completion of the Program
3. Conditions under which living quarters, meals, and laundry are provided
4. Information concerning counseling, medical and psychological support services, and Physician Impairment and Substance Abuse programs
5. Policies concerning harassment, residency program closure and reduction, and resident complaint and grievance adjudication process
6. Information concerning moonlighting, including monitoring of hours worked
7. Annual compensation rates

**Health Status Documentation Required:**

New residents are required to have documentation of immunizations against rubella, rubeolla, mumps, diphtheria, and polio. Residents are required to provide documentation of a negative TB skin test performed within the last six months. In addition, proof of immunization against Hepatitis B must be provided or the incoming resident will be required to begin a Hepatitis B vaccination series before assuming duties. Note: infection control requirements for residents are subject to amendment without notice.

**Moonlighting:**

Residents must obtain express written consent of the Program Director prior to providing any medical services outside of the Program. All "moonlighting residents" are required to submit a log of all moonlighting activities to the Residency Coordinator on a biweekly basis. Residents who violate these provisions will be subject to disciplinary action, up to

and including dismissal from the Program. Residents are not required to participate in moonlighting activities.

**Resident Agreement:**

I understand and agree to all the above-mentioned terms for participation in the Baptist Program. I further understand and agree that any information necessary for evaluation of my performance by my Program Director, the teaching faculty, and/or Baptist's administration will be preserved and made available as necessary to examining boards and other responsible agencies, if requested, without authorization for release of such information. I further agree to comply with all future amendments to the preceding statements.

**EEO/AA Statement**

Baptist does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy is in compliance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Please be sure to review the following attachments.

1. Residency Requirements and Procedure for Academic Review
2. Resident Moonlighting Policy
3. 2009 - 2010 Stipends

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**Residents' Full Name**

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**Residents' Signature**

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**Date**

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**Program Director's Signature**

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**Date**



# BAPTIST MEMORIAL HOSPITAL – MEMPHIS GRADUATE MEDICAL EDUCATION

## DEPARTMENTAL POLICY AND PROCEDURE MANUAL

<b>Effective Date:</b>	<b>Resident Selection Guidelines Applicant Eligibility</b>
<b>Last Review/Revision:</b> 2/13/04	
<b>Reference #:</b> -	

**PURPOSE:** To establish a policy for resident selection that complies with the Accreditation Council for Graduate Medical Education

**POLICY:** Resident Selection Guidelines

**PROCEDURE:**

Only the following individuals will be considered as applicants in residency programs in the Baptist Memorial Hospital Graduate Medical Education Program:

- Graduate of Liaison Committee on Medical education (LCME)-approved U.S. and Canadian Medical Schools
- International Medical Graduates who have valid Education Commission for Foreign Medical Graduates (ECFMG) certificates or who have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in which they are in training
- Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools

Visa status for International Medical Graduates must fall within the following categories:

- Eligible to seek J-1 visa
- Permanent Resident or Alien status (i.e., “Green card”)
- Baptist Memorial Hospital does not sponsor residents for “H” type visas

### Application Process & Interviews

6019 Walnut Grove Road  
Memphis, Tennessee 38120  
901-226-1350  
901-226-1351 fax

- All applications will be processed through the Electronic Residency Application Service (ERAS)
- Opportunities for interviews will be extended to applicants based on their qualifications as determined by USMLE scores, medical school performance, and letters of recommendation

#### National Resident Matching Program (NRMP) & Rank Order Process

- This program participates in the NRMP MATCH and will only consider applicants participating in the MATCH
- All eligible, interviewed applicants will be considered for ranking in the MATCH in order of preference based on the following criteria: preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- Characteristics such as gender, age, religion, color, national origin, disability or veteran status will not be used in the selection procedure. Baptist is an Equal Opportunity Employer.
- Recommendations of all interviewing faculty and residents will be considered in determining the rank order of the interviewed applicants.

#### Appointments

- Appointments will be issued to all matched applicants who meet eligibility requirements
- Following release of the MATCH results, attempts will be made to fill any vacant positions in accordance with the terms of our agreement with the NRMP.
- Letters of Agreement for all positions will be issued through the Graduate Medical Education Office Following a review of eligibility.

#### **OIG Exclusion**

Baptist Memorial Hospital participates in the Office of Inspector General Exclusion Program. All names submitted to the NRMP are checked through the OIG to ensure that those individuals are not listed on the OIG “List of Excluded Individuals / Entities.” This list contains the names of parties convicted of “program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans.”



# BAPTIST MEMORIAL HOSPITAL – MEMPHIS GRADUATE MEDICAL EDUCATION

## DEPARTMENTAL POLICY AND PROCEDURE MANUAL

<b>Effective Date:</b>	Academic Due Process Policy
<b>Last Review/Revision:</b> 2/17/04	
<b>Reference #:</b> -	

**PURPOSE:** To establish a policy for academic due process that complies with the Accreditation Council for Graduate Medical Education guidelines

**POLICY:** Academic Due Process Policy

### PROCEDURE:

#### Residency Requirements and Procedure for Academic Review

Housestaff are trainees and students of the Graduate Medical Education program and required to demonstrate proficiency in the areas listed below. Academic remediation or dismissal can be based on deficiencies in one or more of the following areas:

1. Incremental increases in clinical competence (including identifying and performing invasive and non-invasive medical procedures; gathering critical information and data, whether in the form of H & P's or diagnostic testing; interpreting results; and knowledge of protocols);
2. Fund of knowledge and willingness to teach and supervise others;
3. Clinical judgment (including synthesizing data gathered from appropriate sources and applying the information and medical knowledge to a particular patient care situation, and the ability to respond to unpredictable treatment situations);
4. Necessary skills (those technical skills necessary to perform diagnostic, medical and surgical procedures and to deliver other forms of medical treatment);
5. Humanistic skills (interacting with patients, peer residents, faculty, and medical staff; receptivity to feedback and corrective action from faculty and peers; and demonstrating concern for patients' well-being);
6. Attendance, punctuality, enthusiasm and availability; and
7. Adherence to institutional standards of conduct, rules and regulations, including program standards, and hospital and clinic rules with respect to scheduling, charting, record keeping, and delegations to medical staff.

Reappointment and promotion to the subsequent year of training require satisfactory, cumulative evaluations by program faculty.

### I. ACADEMIC DEFICIENCY AND REMEDIATION PERIODS (ADRM)

A remediation period is an opportunity for the resident to correct academic deficiencies and to develop and demonstrate appropriate levels of proficiency for patient care and advancement in the program. Being placed in remediation is notice to the resident of his or her failure to progress satisfactorily as reflected by evaluations and/or other assessment modalities. It is not discipline, and residents in ADRM status have continued privileges at Baptist Memorial Hospital. Placement in ADRM status is not subject to the academic review provisions of part II.

**Forms of remediation may include:**

- (1) Repeating one or more rotations;
- (2) Participation in a special program;
- (3) Continuing scheduled rotations with or without special conditions;
- (4) Supplemental reading assignments;
- (5) Attending undergraduate or graduate courses and/or additional clinics or rounds; and
- (6) Extending the period of training.

The program director or his or her designee shall determine the remediation measure(s) assigned and the period of time that such measures remain in place. The form(s) of remediation assigned are left to the discretion of the department and is/are not subject to the academic review provisions of part II.

If the program director determines a resident's deficiency to be of sufficient gravity to warrant immediate dismissal, the resident may be dismissed without first being offered an opportunity for remediation. However, the program director must consult with the Office of Graduate Medical Education prior to instituting a dismissal that is not preceded by a period of remediation. In that instance, the resident may obtain review under the process for academic dismissal. In addition, during or following a period of remediation, any resident who fails to correct a deficiency may be dismissed.

**II. ACADEMIC DUE PROCESS**

A. Residents may obtain review of an academic dismissal by submitting a written request for review to the program director within (10) ten business days. The following procedure shall apply:

1. A written request for review must be submitted to the program director within ten (10) business days.
2. The review request must include:
  - (a) all information, documents and materials the resident wants considered.
  - (b) the reason the resident believes dismissal is not warranted. The resident may submit the names of fact witnesses whom the program director has discretion to interview as a part of the review process.
3. The program director may appoint a designee or designate an advisory committee to review the decision. The committee's recommendation to the program director shall be non-binding.
4. On reaching a decision, the program director will notify the resident in writing. If the decision is adverse to the resident, the notice shall advise the resident of the right to review on the record. At the discretion of the Administrator of Graduate Medical Education (GME), a hearing may be allowed if requested by the resident. The GME Administrator shall determine whether a hearing or review on the record is appropriate. Review on the record may include a face-to-face meeting with the resident and interviews with witnesses by the GME Administrator.
5. The process will be as follows:

- a. Within ten (10) business days of notice of the program director's decision, the resident shall submit a written request for review to the GME Administrator; **OR**
  - b. Within ten (10) business days of notice of dismissal, the resident shall submit a signed waiver of department-level review and a written request for review to the GME Administrator.
6. The resident's review request must include:
- a. any information the resident wants considered, and
  - b. any reason the resident feels dismissal is not warranted. The resident may submit the names of fact witnesses whom the GME Administrator has discretion to interview as a part of the review process.
7. Upon reaching a decision, the GME Administrator will notify the resident in writing and advise the resident concerning the next level of institutional review. The resident may obtain additional review on the record by the Baptist Memorial Hospital – Memphis Administrator or his designee by submitting a written request within five (5) business days after being advised of the outcome of the GME level of review.

#### **B. Additional Provisions**

1. The resident has a right to obtain legal counsel at any level of the review process, but attorneys are not allowed at academic grievance hearings or at reviews.
2. Residents who have been dismissed will receive no remuneration during the review.
3. Baptist Memorial Hospital cannot compel participation in the academic review process by peers, medical staff, patients, or other witnesses, even if such is requested by a resident seeking review.

#### **III. DISCIPLINARY ACTION (OTHER THAN ACADEMIC)**

Residents in Baptist Memorial Hospital's Graduate Medical Education Program are subject to Baptist's Employee Personnel Policies and Procedures. Copies of all applicable policies and procedures are available through the Graduate Medical Education office or the Baptist Memorial Hospital Human Resources office located on the 1<sup>st</sup> floor of the hospital.



## BAPTIST MEMORIAL HOSPITAL – MEMPHIS GRADUATE MEDICAL EDUCATION

### DEPARTMENTAL POLICY AND PROCEDURE MANUAL

<b>Effective Date:</b>	Resident Moonlighting Policy
<b>Last Review/Revision:</b> 2/17/04	
<b>Reference #:</b> -	

**PURPOSE:** To establish a policy for resident moonlighting that complies with the Accreditation Council for Graduate Medical Education guidelines

**POLICY:** Resident Moonlighting Policy

**PROCEDURE:** Moonlighting is defined as any professional activity outside the course and scope of a resident's approved training program. Practice activities permitted outside the educational program vary with the academic performance level of each resident. To ensure that professional activities outside the program do not interfere with a resident's performance, the program director must issue his written approval for all extramural professional activities. Residents are also required to complete a duty hour log and submit these to the Residency Coordinator biweekly.

According to the ACGME's Common Program Requirements, regarding moonlighting, "Moonlighting that occurs within the residency program and/or the sponsoring institution or the non-hospital sponsor's primary clinical site(s), i.e., internal moonlighting, must be counted toward the 80-hour weekly limit on duty hours" and "...residents' performance will be monitored for the effect of these activities upon performance and that adverse effects may lead to withdrawal of permission." Residents are not required to participate in moonlighting activities.

Each resident is responsible for maintaining the appropriate state medical license where moonlighting occurs and separate malpractice insurance. The Baptist liability trust does not cover residents who are moonlighting.

Violation of this moonlighting policy could result in disciplinary actions up to and including dismissal from the Baptist Memorial Hospital Residency Program.



Diagnostic Radiology Residency Program

I, \_\_\_\_\_, Program Director of the Diagnostic Radiology Residency Program, do hereby acknowledge that

\_\_\_\_\_, Diagnostic Radiology Resident is engaging in extracurricular moonlighting activities. The resident has been given a copy of the

Resident Duty Hours Policy and has been advised to limit his moonlighting to

\_\_\_\_\_ hours / week. Further, the resident is required to submit monthly a duty log for all moonlighting hours worked. The resident acknowledges, understands and agrees that moonlighting activity is not

covered under the Baptist Memorial Hospital Malpractice Liability Insurance Policy.

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date



## 2009 - 2010 RESIDENT STIPENDS

PGY LEVEL	BASE ANNUAL
PGY 1	NA
PGY 2	\$ 44,805.00
PGY 3	\$ 46,350.00
PGY 4	\$ 47,895.00
PGY 5	\$ 49,440.00