

RESIDENT HANDBOOK

SECTION III: TRAINING ENVIRONMENT

RESIDENT/FELLOW WORK HOUR TRACKING AND REIMBURSEMENT

INTRODUCTION

- I. As part of their training program residents and fellows rotate through various KSOM affiliated institution locations, such as University Medical Center, SNAMHS, Las Vegas-VA, and Sunrise Hospital.
- II. It is mandatory that the hours spent at each of these affiliated locations are tracked accurately and in a timely manner as the affiliates are only charged for the tracked hours.
- III. As a part of fulfilling the Professionalism Competency, residents/fellows have a responsibility to report accurate time for their rotations in New Innovations.

POLICY

- I. As part of the Professionalism Competency, residents/fellows will accurately track their work hours in New Innovations by the conclusion of their rotations.
- II. Residency coordinators will work with the GME office to submit accurate and timely reports to support appropriate invoicing of the KSOM hospital partners.

PROCEDURE

- I. Residents and fellows must track and document – record the hours spent on a rotation and the location of their rotation in New Innovations daily (at least weekly). Failure to comply with this procedure may have an impact on professionalism.
- II. Coordinators will check the duty hours weekly to ensure they are being filled out in a timely manner. Coordinators will also spot check to ensure that the duty hours match the rotations to which the residents/fellows were scheduled.
- III. All programs will be required to develop an FTE spreadsheet in excel.
- IV. The FTE schedules and the completion of the budgets will be due annually by April 15.
 - a. FTE schedules should be submitted to GME Business Manager.
 - b. All electives are to be included in this finalized block schedule.
 - c. The GME office will submit the FTE schedule to the affiliate hospitals by June 15 for the upcoming academic year.
 - d. The FTE schedule will be updated monthly to reflect any change and the changes should be highlighted in Red.
- V. Each month the updated FTE schedule will be saved and printed, signed by the program director and sent to the GME office by the last business day of each month. Program Coordinators will make changes to the block schedule in New Innovations by the last business day of each month for the previous month's resident rotation time.

- VI. If there are changes in the block schedule that come after New Innovations has been closed for billing, the department will make up the difference in loss of funds by having their KSOM Department Funds billed. No additional state funds will be provided.
- VII. Once approved by the Program Director, the final spreadsheets/Duty Hour Reports will be submitted to the affiliate sites for their records and the KSOM Finance Office for invoicing/reimbursement.
- VIII. Due to time and invoicing constraints, the deadline for report submission to the GME Office is **not** flexible.
- IX. Delayed resident time reporting is unprofessional and unacceptable and will result in consequences for the resident and/or program.
- X. Resident time not submitted last business day of each month will be followed up by the GME Office. Repeated delinquent reporting or trends in delinquent reporting across programs will be investigated and documented by the GME Office.
- XI. Consequences may include but are not limited to the following: Meetings with the resident, Program Coordinator, GME Coordinator(s), Program Director, and DIO to discuss remedies for helping the program report on time.
 - a. Residents
 - i. Professionalism performance improvement and failure in the professionalism competency which has significant impact on becoming board certified.
 - ii. Withholding education monies from trainees who fail to accurately complete their time tracking and/or fail to complete their tracking in a timely manner.
 - b. Coordinators
 - i. Negative impact on annual evaluation and decreased levels of merit.
 - ii. Letter of counseling on file from the Program Director and the GME Coordinator
 - c. Program Directors
 - i. Decreased steps for merit connected to annual evaluation.
 - ii. Letter of instruction on file by the Department Chair and/or the Associate Dean for GME.

Approved by GMEC April 2017