

## CINJ-RWJMS Breast Surgery Fellowship Policies and Procedures

### **Introduction**

The Breast Surgery Fellowship at CINJ-RWJMS is subject to the policies and procedures of the UMDNJ-Robert Wood Johnson Medical School Graduate Medical Education Committee. These policies may be accessed at:

[http://rwjms.umdnj.edu/education/GME/policies/policy\\_manual.html](http://rwjms.umdnj.edu/education/GME/policies/policy_manual.html).

This document is designed to clarify policies specific or unique to the Breast Surgery Fellowship where appropriate. Most graduate medical education at RWMS occurs under the accreditation of the ACGME. Several programs, however, including the Breast Surgery Fellowship are not eligible for ACGME accreditation. As far as possible, ACGME standards are used for the Breast Surgery Fellowship. The fellowship is approved by the Society of Surgical Oncology, 85 W. Algonquin Rd., Suite 550, Arlington Heights, IL 60005 (847-427-1400).

### **1) Selection, Evaluation, Promotion and Dismissal**

The SSO provides a national matching system for approved breast surgery fellowships. Information on the match is available on the SSO website. <http://www.surgonc.org/>.

The fellowship is available to surgeons eligible for or certified by the American Board of Surgery (or Canadian equivalent) or by gynecologists eligible for or certified in Gynecologic Oncology by the American Board of Obstetrics and Gynecology (or Canadian equivalent).

The fellowship runs from July 1<sup>st</sup> to June 30<sup>th</sup> each year. Fellows must hold an unrestricted New Jersey medical license by orientation day (typically the 28<sup>th</sup> of June). Given that the fellowship is a one year program, information on annual promotion and transfer is generally not applicable. Performance evaluation occurs at the monthly fellow meeting and semiannually. Written evaluation is provided after each rotation. Some rotations are 4 weeks while others span several months. The fellow is evaluated according to the ACGME competencies.

The fellow provides written feedback to the Program Director after each rotation. The fellow rates each rotation with respect to the corresponding rotation goals and objectives established by the SSO. The fellow also provides written feedback about faculty members. Given that there is only one fellow, feedback cannot be confidential.

Counseling, termination of employment and appeal information is available in the general GME document. In the event of a conflict with a faculty member, the fellow is expected to discuss the situation with the Program Director. If the conflict is with the Program Director, the fellow will discuss the situation with the Associate Dean for Medical Education.

## **2) Benefits**

The fellow is compensated at the PG-6 level with 4 weeks vacation available per year. Attendance at scholarly conferences is not considered vacation time. Vacation time must be used for job search activities during the regular work week. Information about benefits (updated annually), working environment and the forum for fellow feedback is contained in the main GME document.

## **3) Work Schedules**

The fellow is expected to be on duty during the day Monday to Friday, generally from 7:00 AM to 7:00 PM. There are occasional activities that occur after 7:00 PM such as the evening breast cancer support group once per month. There is no overnight call responsibility. There is no weekend call responsibility. Thus, it would be rare for the fellow to be on duty for more than 14 hours and the norm would be 10 to 12 hours.

Moonlighting is allowed provided that written authorization is obtained from the Program Director. The moonlighting hours may not be arranged such that they violate the 24 hour consecutive work hours rule. Thus, the only realistic moonlighting time for the fellow would be on a Saturday (day or night) or a Sunday day shift. The fellow must have a full night off duty prior to the regularly scheduled Monday to Friday duty hours.

## **4) Time Off**

The policy on family and medical leave, bereavement time and holiday time is listed in the main GME document. Generally, the fellow is off on all UMDNJ holidays.

If cumulative absences negatively impact the number of months of training of a house officer with respect to the number of months required to satisfy the criteria for completion of the fellowship program, the Program Director shall assess the house officer's ability to fulfill his/her fellowship educational obligations and may require additional training in lieu of termination. Effective July 1, 2003, such additional work time after the end of the academic year shall be paid up to four months if needed, as described by the contract between UMDNJ and the CIR.

## **5) Responsibilities and Supervision**

The fellow will attend assigned conferences, office hours and operative cases. For each rotation, there is a faculty coordinator who will review specific activities for that rotation.

Since the fellow is by definition at least a board eligible surgeon, they will be granted full surgical resident privileges without a period of observation. This includes activities such as IV start, NGT and Foley insertion, central line, arterial line, etc. After a period of observation which will vary by fellow, at the discretion of the Program Director and with the approval of the Chief of Surgical Oncology and the Chief of Surgery at RWJUH (usually the Chief of General Surgery), the fellow may receive full privileges in the Division of Surgical Oncology for breast surgical procedures.

Prior to receiving full privileges, the fellow may perform patient care activities under Direct Supervision or Indirect Supervision with Direct Supervision Immediately available. The latter refers to the immediate availability of a faculty member in the OR area for cases and the CINJ building for outpatient activities. If privileges are granted, the fellow may work under Indirect Supervision with Direct Supervision available. This requires that the faculty is present on the RWJMS or RWJUH campus.

Fellows must log patient encounters and operative cases within 24 hours using the SSO Fellows log. Instructions are provided in the document entitled "Instructions for using the SSO Breast Fellows log at CINJ". Operative dictations must be completed immediately after a case is finished. Outpatient notations must be completed before leaving for the day. The fellow will be assigned appropriate dictation and EMR access codes.

The fellow must complete CITI training in IRB and Human Research policies by August 1 of the fellowship.

The fellow must read and understand policies concerning "Maggie's Law" as outlined in GME section V.

## **6) Grievance Procedure**

A formal grievance process is outline in the GME manual. In general, problems should be discussed with the rotation director. If unresolved, they should be discussed with the Program Director. If the grievance concerns the PD, then the Associate Dean for GME will intervene with the fellow.

## **7) Termination**

This section refers to program responsibilities in the event of loss of approval or closure of the program. Refer to the GME manual.

## **8) Human Resources**

Information on employee assistance programs, counseling, substance abuse, sexual harassment, consensual relationships and immunizations is contained in Section VIII of the GME policies.

### **9) Institutional Responsibilities**

Institutional responsibility concerning outside rotations, internal program review, external residents, etc. are contained here. The fellow is required to attend at least six GMED meetings during the year as the house staff program representative.

### **10) Patient Care Services**

The fellow must have a valid NJ medical license by the start of the fellowship. CINJ will reimburse the fellow for the cost of the license.

### **11) GME Related Policies**

A variety of general GME policies are here including intellectual property, patient confidentiality, pharmaceutical representatives, impairment, blood borne pathogens, affirmative action, etc.

### **12) Restrictive Covenants**

There are no restrictive covenants on post fellowship employment or practice location.