

<p align="center">The University of Alabama Hospital Graduate Medical Education Policy and Procedure</p>	<p>GMEC Approved Date: May 6, 2025</p>
<p align="center">Resident/Fellow Responsibilities and Conditions of Appointment</p>	<p>Next Review Date: Spring 2026</p>

A. Compliance with Institutional Policies and Procedures: All residents/fellows are subject to the personnel and administrative policies and procedures of the Hospital and the University of Alabama at Birmingham, except as specifically modified by the GMEC. A resident/fellow's appointment is contingent upon compliance with said policies. All Hospital standards and policies are available through the SPP-SCR Website at <https://scr.hs.uab.edu/>. In addition, the University of Alabama at Birmingham's Sexual Harassment Policy and The University of Alabama School of Medicine Harassment Policy are also provided in Appendix 6 of this manual. All residents/fellows are provided with a copy of the Graduate Medical Education Policies and Procedures manual and are expected to read and become familiar with said policies.

As a condition of promotion/advancement, the resident/fellow is responsible for completing all mandatory education required by the Sponsoring Institution (i.e., compliance training, Joint Commission education, etc.).

B. Hospital Orientation for New Residents/Fellows: The orientation session for new residents/fellows is designed to facilitate each resident/fellow's entry into the UAB system, provide education on policies and procedures, and expedite the completion of all required paperwork. Newly-appointed residents/fellows are expected to attend orientation if at all possible. Residents/Fellows unable to attend orientation are required to report to the Graduate Medical Education Department for processing and instructions for completion of the required paperwork.

C. Contract with the University of Alabama Hospital (Resident Agreement): A "Resident Agreement" must be completed for all residents/fellows upon entry into a residency program and a "Resident Agreement" for each year of training thereafter. The agreement must be signed by the resident/fellow, program director, and the DIO and the original agreements maintained as a part of the Hospital's permanent records.

D. Employee Health Appointment: All newly-appointed residents/fellows must have an Employee Health Visit; Residents/Fellows who fail to complete their physical examination within 30 days of the date of employment are subject to suspension. Residents/Fellows should contact Employee Health at (205) 934-3675 to schedule an appointment to have a TB skin test and screening for childhood diseases. Reports from examinations conducted by private physicians or at other facilities are not acceptable.

1. Immunization for Hepatitis-B and Childhood Diseases: Newly-appointed residents/fellows are screened for the need for immunization for hepatitis-B and childhood diseases as a part of the pre-employment physical. Immunizations are provided at no cost to the resident/fellow by Employee Health. COVID-19 vaccinations will be offered to newly appointed residents/fellows through Employee health. Additional information may be obtained from Employee Health at (205) 934-3675.

2. Flu Vaccine: All residents/fellows are required to have a flu vaccine annually thereafter by Employee Health. Additional information on testing may be obtained from Employee Health at (205) 934-3675.

3. **Physical Examination/Pre-Employment Drug Screen.** Resident understands that failure to complete and successfully pass a health screening examination and pre-employment drug screen performed by the Hospital at the time of Resident's initial appointment will result in suspension or termination of his/her appointment as a resident.

- E. **Background Checks** are performed during the onboarding process for new residents/fellows.

- F. **Advanced Life Support and Basic Life Support Certification:** Residents/fellows are required to maintain certification in life support procedures appropriate for their specialty (Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), Pediatric Advanced Life Support (PALS) and/or Neonatal Resuscitation Program (NRP) and Basic Life Support (BLS) throughout residency training. Courses for residents/fellows new to UAB are offered in June of each year, and courses are offered throughout the year for residents/fellows requiring recertification. There are two parts of recertification; a didactic portion and skills assessment. Current GME residents/fellows requiring recertification will be assigned prior to expiration a learning module in the UAB Learning System and will be asked to complete the skills assessment through the UAB Office of Interprofessional Simulation for Innovative Clinical Practice located in Jefferson Tower Procedural Skills Lab, 2nd Floor. The Sim Lab is open 24/7 and residents/fellows will need their UAB ID badge to access the simulation. Further information may be obtained by contacting the Graduate Medical Education Department at (205) 934-4793.

- G. **Identification Badge:** Newly-appointed residents/fellows will be issued an identification badge bearing their picture. This identification badge should be worn at all times while in the Hospital. A \$15.00 replacement fee is charged for replacement badges. Identification badges must be returned upon completion of residency training or termination of employment at the Hospital.

- H. **Patient Information and Clinical Tasks System (IMPACT) Training:** Residents/Fellows are required to complete a training course prior to being issued access numbers for the IMPACT system. Courses are offered during orientation and throughout the year. Additional information can be obtained by contacting the IMPACT Scheduling Coordinator at (205) 934-1332, Room 270, General Services Building.

- I. **Professional Liability Insurance:** Newly appointed Residents/Fellows are provided with professional liability (malpractice) coverage throughout residency training, and the premiums are paid by the source of salary support. Coverage is provided through the University of Alabama Professional Liability Trust Fund (PLTF), administered by the UAB Office of Risk Management and Insurance. See Section IV.F for more details.

- J. **Moonlighting:** Specific policies concerning moonlighting may vary from program to program, and residents/fellows may undertake moonlighting activities only in accordance with the policies and guidelines established by the individual residency programs. The following policies apply to moonlighting by residents/fellows in all programs:
 1. Residents/Fellows cannot be required to engage in moonlighting activities.
 2. PGY-1 residents are not permitted to moonlight.
 3. J-1 visa holders are not permitted to moonlight.
 4. Any resident/fellow engaged in moonlighting must notify the Program Director of such desired activities and receive approval. The Program Director must

acknowledge in writing or electronically that she/he is aware that a resident/fellow is moonlighting and their approval of such activities. This information must be maintained in the resident/fellow's MedHub file.

The GME Moonlighting Policy is in Section VII.G. of this manual and contains detailed information on requirements and specific instructions on how to complete a request to obtain approval to moonlight.

- K. Participation in Educational and Professional Activities:** The Hospital and its sponsored programs are committed to providing an educational and scholarly environment for the conduct of graduate medical education, which facilitates each resident/fellow's professional and personal development. Each program is required to define, in accordance with the Program Requirements established for the discipline, the specific knowledge, skills, and attitudes required and provide educational experiences as needed for their residents/fellows to demonstrate the following:
1. Patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health;
 2. Medical knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care;
 3. Practice-based learning and improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care;
 4. Interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and other health professionals;
 5. Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population; and
 6. Systems-based practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system for health care and the ability to effectively call on system resources to provide care that is of optimal value.