



ELSON S. FLOYD COLLEGE OF MEDICINE
Graduate Medical Education
WASHINGTON STATE UNIVERSITY

Graduate Medical Education Handbook

Academic Year 2023–2024

412 E. Spokane Falls Blvd
Spokane, Washington 99202-2131



TABLE OF CONTENTS

[Introduction](#)

1. [About this handbook](#)

[Section 1 – Sponsoring Institution](#)

1. [WSU Elson S. Floyd College of Medicine](#)
 - a. [About the College of Medicine](#)
 - b. [Introduction to Graduate Medical Education \(GME\)](#)
 - c. [GME Office & Organizational Chart](#)
 - d. [GME Mission, Vision, Values](#)
 - e. [Diversity and Inclusion](#)
2. [Graduate Medical Education Committee](#)
 - a. [Charter and responsibilities](#)
 - b. [Members](#)
3. [Accreditation Council for Graduate Medical Education \(ACGME\)](#)

[Section 2 – Appointment and Employment with WSU Elson S. Floyd College of Medicine](#)

1. [WSU GME Appointment and Employment Policies](#)
 - a. Qualifications, Eligibility, and Selection Policy
 - b. Trainee Appointment Policy
 - c. Renewal and Promotion Policy
 - d. Physician In-Training Agreement (PITA)
 - e. Accommodations for Disabilities Policy
 - f. Closure and Reduction Policy
 - g. Disaster Policy
 - h. Non-Compete Policy
 - i. Compensation Policy
2. [Employment Items](#)
 - a. [Benefits Overview](#)
 - i. [Benefit elections](#)
 - b. [Payroll](#)
 - i. [Viewing your payslip](#)
 - ii. [Direct Deposit](#)
 - c. [Expense reimbursement](#)
 - d. [Educational conferences and allowance](#)
 - e. [Vacation and Leave](#)
 - f. [Food Stipend](#)
 - g. [WSU Computer Use and Support](#)
 - h. [WSU Business Policies and Procedures Manual \(BPPM\)](#)



Section 3 – Trainee Resources

1. [Grievance and Due Process](#)
 - a. WSU GME Policy
2. [Lab Coats](#)
3. [Lactation Support](#)
4. [Parking](#)
5. [Professional Liability Insurance](#)
6. [Litigation Process](#)
7. [Trainee Forum](#)
8. [Report a Concern](#)
9. [Wellness](#)
 - a. [WSU Mental Health Screening Tool](#)
 - b. [Washington Physician Health Program](#)
 - c. [Employee Assistance Program](#)
 - d. [National Suicide Prevention Hotline](#)

Section 4 – Trainee Responsibilities

1. [Professional and Personal Conduct](#)
 - a. [Impairment and Drug/Alcohol Use](#)
 - b. [Dress and Appearance](#)
 - c. [Integrity and Compliance](#)
 - d. [Social Media](#)
 - e. [ID Badge, CougarCard](#)
2. [Medical License](#)
 - a. WSU GME Policy
3. [DEA Registration and Controlled Substance Prescribing](#)
 - a. WSU GME DEA Registration Policy
4. [Moonlighting](#)
 - a. WSU GME Policy
5. [Medical Record Completion](#)
 - a. WSU GME Policy

Section 5 – Educational Environment

1. [Safety](#)
 - a. [Trainee safety](#)
 - b. [Self-care](#)
 - c. [Patient safety](#)
2. [Fatigue Guidelines and Mitigation](#)
3. [MedHub](#)
4. [Research and Scholarly Inquiry](#)
 - a. [CITI Training](#)



5. [Library](#)
6. [Evaluation Procedures](#)
7. [Outside Electives and International Travel](#)
8. [Clinical and Educational Work Hours](#)
 - a. WSU GME Policy
9. [Handovers and Transitions of Care](#)
 - a. WSU GME Policy
10. [Harassment](#)
 - a. WSU GME Policy
11. [Trainee Supervision](#)
 - a. WSU GME Policy
12. [Vendor Interactions](#)
 - a. WSU GME Policy



INTRODUCTION

About this Handbook

This GME institutional handbook is provided to all Trainees within GME at WSU Elson S. Floyd College of Medicine to serve as a resource of information about the sponsoring institution. Additionally, it is a resource of policies, procedures, and guidelines for residency and fellowship training within the sponsored programs.

Each sponsored program has program specific policies and procedures, in line with the institutional policies, that supplement the content within this handbook.

A Trainee for the purposes of this handbook and the policies of WSU as the Sponsoring Institution, is a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other Trainee enrolled in an educational program whose education falls under the purview of the college of medicine's Office of Graduate Medical Education. It is the responsibility of each Trainee to understand the content of this handbook and abide by the policies, procedures, and guidelines contained within.

SECTION 1 – Sponsoring Institution

Sponsoring Institution - Washington State University Elson S. Floyd College of Medicine

Washington State University Elson S. Floyd College of Medicine is the sponsoring institution for all GME programs within Washington State University. As the sponsoring institution, WSU Elson S. Floyd College of Medicine oversees, supports, and administers ACGME accredited training programs.

About the College of Medicine

The Elson S. Floyd College of Medicine is Washington's community-based medical school. Named after Washington State University's late president, Dr. Elson S. Floyd, the college was created to expand medical education and health care access in communities across the state.

The college is also home to the departments of Nutrition and Exercise Physiology, Speech and Hearing Sciences, Biomedical Sciences, and Medical Education and Clinical Sciences.

The Elson S. Floyd College of Medicine was created to fill critical health care gaps across the state. It attracts talented students from or with significant ties to Washington – both rural and urban – to train within their communities, increasing the likelihood they will remain there to practice medicine.

Introduction to Graduate Medical Education (GME)

Graduate Medical Education prepares physicians for practice in a medical specialty. Graduate Medical Education focuses on the development of professional skills and clinical competencies as well as on the acquisition of detailed factual knowledge in a specialty. The Graduate Medical Education process is intended to prepare the physician for the independent practice of medicine and to assist in the development of a commitment to the life-long learning process that is critical for maintaining professional growth and competency.

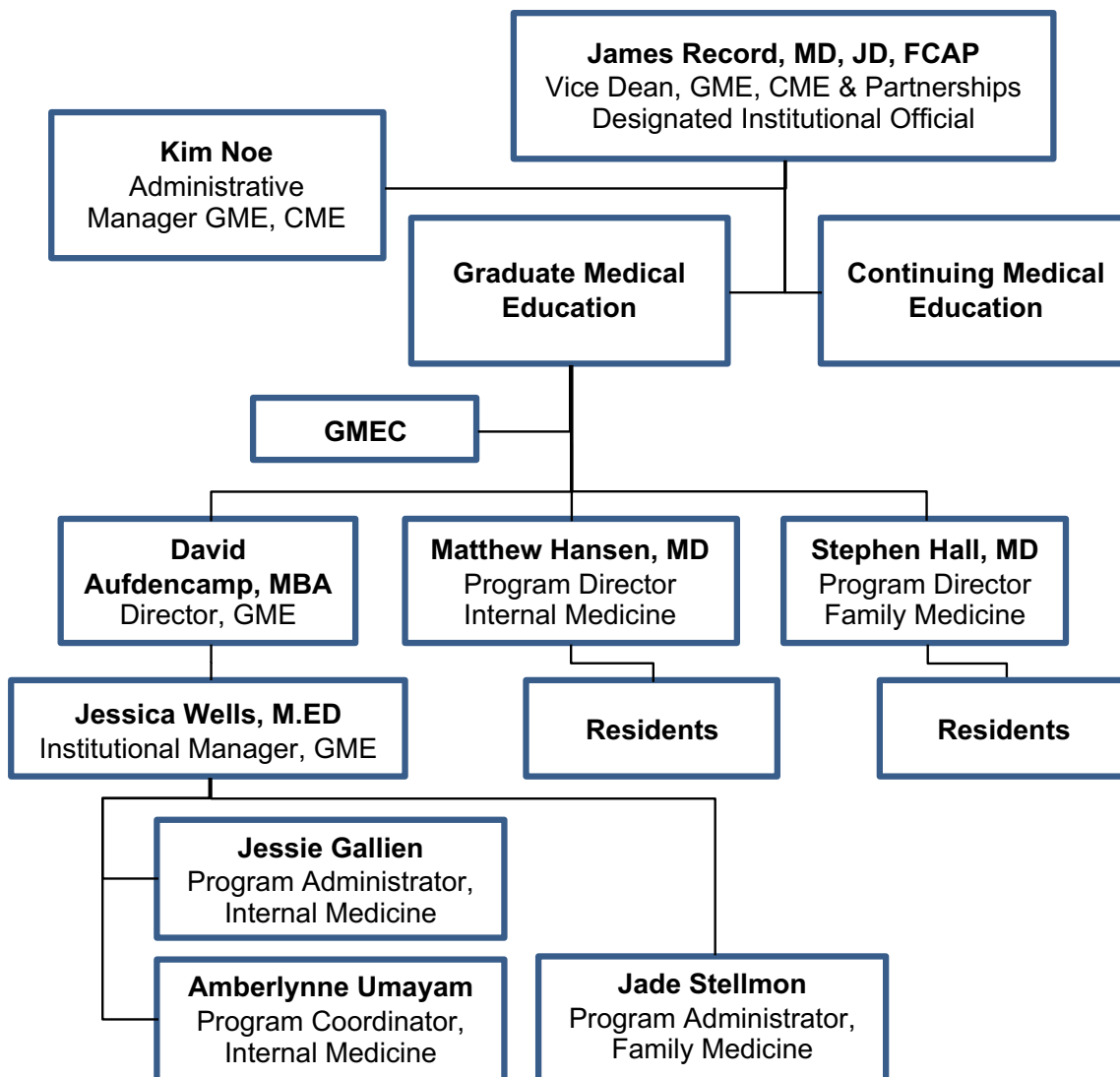
The single most important responsibility of any Graduate Medical Education program is to provide an organized educational platform with guidance and supervision that facilitates professional and personal growth while ensuring safe and appropriate patient care. A Trainee will be expected to assume progressively greater responsibility through the course of a residency, consistent with individual growth in clinical experience, knowledge and skill. The education of Trainees relies on an integration of didactic activities in a structured curriculum with the diagnosis and management of patients under appropriate levels of supervision. The quality of the Graduate Medical Education experience is directly related to the quality of patient care. Within any program, the quality of patient care must be given the highest priority. A proper balance between educational quality and the quality of patient care must be maintained. A program must not rely on a Trainee solely to meet service needs and, in doing so, compromise both the quality of patient care and Trainee education.



GME Office & Organizational Chart

The GME Office is under the leadership and direction of James Record, MD, JD, FACP, Vice Dean of GME, CME, and Partnerships and Designated Institutional Official (DIO) at the Washington State University Elson S. Floyd College of Medicine.

The GME Office assumes stewardship in creating a supportive and safe clinical environment that facilitates Trainee professional, ethical and personal development. The GME Office offers a variety of resources to assist Trainees, faculty and staff in meeting their clinical training goals and objectives. The GME Office is available to assist you, and we encourage you to contact us with any questions or concerns. The WSU GME Office is located in Spokane, Washington on the WSU Health Sciences campus.





GME Mission, Vision, Values

WSU Graduate Medical Education focuses on the needs of our communities, collaborating with them to help improve access and quality of care. Our GME mission resonates throughout all our training programs.

Our Mission: To improve the health of the communities we serve by fostering rigorous, high-quality, comprehensive, and culturally relevant graduate medical education programs that enable the development of independent physician scholars and leaders.

The WSU College of Medicine is committed to supporting excellence in GME. This is consistent with the mission, vision, values, and strategic direction of the college and University. By utilizing its diverse resources throughout the state of Washington, GME at the WSU College of Medicine strives to meet our region's needs by identifying, creating, and developing the necessary training programs to accommodate the communities we serve.

Diversity and Inclusion

The Elson S. Floyd College of Medicine makes the advancement of diversity and inclusion a top priority. The college strives to create an environment in which students, faculty, staff, patients and communities treat one another with mutual respect. It honors the needs and contributions of all persons through culturally responsive clinical care and research. It continuously seeks to cultivate relationships beyond the campus to open reciprocal opportunities for people, families, and communities in the state of Washington.

Graduate Medical Education Committee

The WSU College of Medicine Graduate Medical Education Committee (GMEC) is an institutional committee of WSU College of Medicine and is charged with the responsibility of monitoring and advising on all aspects of residency and fellowship education. The DIO is the individual who has the authority and responsibility for the oversight and administration of the Elson S. Floyd College of Medicine medical education training programs, including the Institution's Sponsored ACGME accredited programs, as well as responsibility for ensuring compliance with the ACGME Institutional, Common, and specialty/subspecialty-specific Program Requirements. GMEC meets monthly, and membership is established per the ACGME Institutional Requirements and Charter established by the GMEC.



GMEC Charter and responsibilities

Oversight of:

- the ACGME accreditation status of the Sponsoring Institution and each of its ACGME- accredited programs
- the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites
- the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
- the ACGME-accredited program(s)' annual program evaluations and self-studies
- all processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; and,
- the provision of summary information of patient safety reports to Trainees, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided

Review and approval of:

- institutional GME policies and procedures
- annual recommendations to the Sponsoring Institution's administration regarding Trainee stipends and benefits
- applications for ACGME accreditation of new programs
- requests for permanent changes in Trainee complement
- major changes in each of its ACGME-accredited programs' structure or duration of education
- additions and deletions of each of its ACGME-accredited programs' participating sites
- appointment of new program directors
- progress reports requested by a Review Committee
- responses to Clinical Learning Environment Review (CLER) reports
- requests for exceptions to clinical and educational work hour requirements
- voluntary withdrawal of ACGME program accreditation
- requests for appeal of an adverse action by a Review Committee
- appeal presentations to an ACGME Appeals Panel

GMEC Members

The committee is chaired by James Record, MD, JD, FACP, who serves as the Designated Institutional Official (DIO). Members include members of the GME Office, Program Directors, Program Administrators and Coordinators, Associate Program Directors, peer selected Trainees, and Clinical Education Directors of the Elson S. Floyd College of Medicine.



Accreditation Council for Graduate Medical Education (ACGME)

The ACGME sponsors Sponsoring Institutions and residency and fellowship programs, confers recognition on additional program formats or components, and dedicates resources to initiatives addressing areas of import in graduate medical education. The ACGME employs best practices, research, and advancements across the continuum of medical education to demonstrate its dedication to enhancing health care and graduate medical education. The ACGME is committed to improving the patient care delivered by Trainee physicians today, and in their future independent practice, and to doing so in clinical learning environments characterized by excellence in care, safety, and professionalism.

The ACGME is a private, 501(c)(3), not-for-profit organization that sets standards for US graduate medical education programs and the institutions that sponsor them, and renders accreditation decisions based on compliance with these standards. In academic year 2019-2020, there were approximately 865 ACGME-accredited institutions sponsoring approximately 12,000 residency and fellowship programs in 182 specialties and subspecialties. Accreditation is achieved through a voluntary process of evaluation and review based on published accreditation standards. ACGME accreditation provides assurance that a Sponsoring Institution or program meets the quality standards (Institutional and Program Requirements) of the specialty or subspecialty practice(s) for which it prepares its graduates. ACGME accreditation is overseen by a Review Committee made up of volunteer specialty experts from the field that set accreditation standards and provide peer evaluation of Sponsoring Institutions and specialty and subspecialty residency and fellowship programs.



SECTION 2 – APPOINTMENT AND EMPLOYMENT WITH WSU ELSON S. FLOYD COLLEGE OF MEDICINE

Appointment and Employment Policies

All Trainees participating in WSU sponsored GME programs are selected, appointed and promoted per the sponsoring institution policies. These policies include:

[Qualifications, Eligibility, and Selection Policy](#)

[Trainee Appointment Policy](#)

[Renewal and Promotion Policy](#)

Trainees are employed by Washington State University and are provided with the [Physician In Training Agreement \(PITA\)](#) outlining the terms and conditions of appointment to a program. The agreement contains Trainee responsibilities, duration of appointment, financial support for Trainees, conditions for reappointment and promotion to a subsequent PGY level, grievance and due process, professional liability insurance including a summary of pertinent information regarding coverage, health insurance benefits for Trainees and their eligible dependents, disability insurance for Trainees, vacation, parental, sick, and other leave(s) for Trainees, timely notice of the effect of leave(s) on the ability of Trainees to satisfy requirements for program completion, information related to eligibility for specialty board examinations, and institutional policies and procedures regarding clinical and educational work hours and moonlighting.

Other institutional policies related to the appointment and employment include:

[Accommodations for Disabilities Policy](#)

[Closure and Reduction Policy](#)

[Disaster Policy](#)

[Non-Compete Policy](#)

[Compensation Policy](#)

Employment Items

Benefits Overview

As employees of Washington State University, Trainees are eligible for benefits including medical, vision, dental, life insurance, long term disability, and retirement. Details of the various plans including costs are available through Human Resources Services <https://hrs.wsu.edu/employees/benefits/>



Benefit elections

Benefit elections and changes are made through Workday only. A guide on benefit selection and other items required within the first 30 days of employment can be found [here](#).

Payroll

Employees of Washington State University are paid twice per month on the 10th and 25th of the month.

Viewing your Payslip

Your payslip for the most recent and previous pay periods is viewable in Workday. A guide on how to view your payslip can be found [here](#).

Direct Deposit

Payroll should be elected to be received through direct deposit into your bank account(s). In addition to payroll, direct deposit should also be set up for expense reimbursement for fastest payment. Direct deposit set up for payroll and expense reimbursement is done in Workday and instructions on how to set up direct deposit can be found [here](#).

Expense Reimbursement

Business and education related expenses may qualify for reimbursement and must follow WSU processes and procedures. All business and education related expenses must be submitted in writing to the Program Administrator or Program Coordinator. Program Director approval may be required. Once the request is approved, the expense may qualify to be paid using the department's procurement card or it may need processed as a reimbursement to the Trainee. If it is processed as a reimbursement, then the Program Administrator or Program Coordinator submits a [spend authorization](#) in Workday that contains the details of the planned expenses. Once the spend authorization is approved in Workday, the travel or expenditure may take place. All original receipts must be kept. Following the travel or expenditure, receipts are given to the Program Administrator or Program Coordinator for submission of an [expense report](#) in Workday.

Key points regarding business and education expenses include:

- all travel must occur according to the WSU Travel Policy found [here](#).
- All flights should be booked through Travel Leaders. When booked this way, the cost of the flight is paid directly by WSU avoiding the out-of-pocket expense for the Trainee.
 - Travel Leaders contact: Laurie Warren, Certified Travel Consultant
27 E. Augusta Ave
Spokane WA. 99207
509 232 1735
lwarren@ytc.com



Educational conferences and allowance

Trainees are provided an annual education allowance for the purpose of enhancing their learning experience. A policy containing guidelines for the Trainee's use of the annual education allowance can be found in the [Education Allowance Policy](#).

Vacation and Leave

To provide Trainees time away during residency for vacation, guidelines are provided in the [GME Vacation and Leave Policy](#). Trainees are required to follow program specific policies and processes related to vacation and leave time.

Food Stipend

All Trainees qualify for a quarterly food stipend to assist in covering the costs of food while on clinical shifts in the hospital. Trainees are provided \$450 per quarter to be used at the primary clinical site of the program. At the beginning of each period (starting July, October, January and April), Trainees are given a \$450 credit for use in the retail dining establishment(s) at the hospital. Any unused funds at the end of the quarter may not be carried over or transferred to another person.

WSU Computer Use and Support

Trainees are provided WSU network accounts which provide access to WSU computer resources and software. Trainees may also be issued or used WSU owned computer hardware. Trainees must be familiar with the electronic communication [policy](#).

WSU is committed to providing support for hardware, access, and software. For issues related to WSU issued hardware, WSU user ID, WSU email, WSU user access, or anything else IT related for WSU systems, please send an email to spok.it.help@wsu.edu from your WSU issued email address. You can also browse the [WSU Knowledge Base](#) or submit your request for assistance.

If your issue is related to a hardware or system issue at your clinical training site, you will need to contact resources at the clinical site. Please refer to your Program Handbook for further details.

WSU Business Policies and Procedures Manual (BPPM)

For WSU policies not covered within this handbook or within the program, refer to the WSU Business Policies and Procedures [Manual](#) (BPPM). The Business Policies and Procedures Manual (BPPM) is intended to guide and assist employees and administrators in the conduct of day-to-day administrative functions of the University.

SECTION 3 – TRAINEE RESOURCES

Grievance and Due Process

As the Sponsoring Institution, WSU has a policy that outlines the procedures for submitting and processing Trainee grievances at the program and institutional level that minimizes conflicts of interest. The policy can be found [here](#).

Lab Coats

All Trainees are provided with at least one white lab coats at the beginning of their program. It is the responsibility of the Trainee to wear it according to program dress policy. It is also the responsibility of the Trainee to maintain the lab coat so that it is clean and wrinkle free. Cost of laundering the coat is the Trainee's responsibility. If the lab coat becomes stained, torn, worn, or unpresentable, the Trainee should contact their program administrator or program coordinator for repair or replacement.

Lactation Support

As per the ACGME program requirements, WSU ensures that the clinical sites have clean and private facilities for lactation that have refrigeration capabilities, with proximity appropriate for safe patient care. Refer to the program handbook for the specific details and locations at your clinical sites.

Parking

All Trainees are required to follow all parking guidelines and policies for their specific clinical sites. If a clinical site requires payment for parking, the cost is the Trainee's responsibility. Costs of parking while at the clinical site for training is not a reimbursable expense. Details on parking can be found in the program handbook.

Professional Liability Insurance

As the Sponsoring Institution, WSU provides to Trainees, professional liability coverage, including legal defense and protection against awards from claims reported or filed during participation in each of its programs, or after completion of the program if the alleged acts or omissions of a Trainee are within the scope of the program.

WSU employees acting within the scope of their employment are covered by Washington's State Self-Insurance Liability Program (SILP). Professional liability insurance for all employed Trainees while acting in good faith within the scope of the WSU sponsored training program, is provided under the State of Washington Self-Insurance Liability Program (SILP) and the Tort Claims Act (RCW 4.92.060 et seq.) There is no coverage for professional activities outside the scope of the training program for any activity that is not an approved component of the training program, or for moonlighting, under any circumstances



Details of the professional liability coverage can be found in the [GME Professional Liability Policy](#) with the Certificate of Liability Insurance found in Appendix B

Litigation Process

If you should receive a summons and complaint naming you or WSU as a defendant in a civil lawsuit arising out of your training with the University, have them immediately delivered to the Attorney General's Office, WSU Division (AGO). You must report all summons and legal complaints to the AGO or GME Office as soon as possible. Do not discuss the suit with anyone other than the WSU attorneys (AGO). Do not talk to the plaintiff or the plaintiff's attorney. Refer all requests for documents to the WSU attorneys or the Office of Graduate Medical Education. More information can be found in the [Lawsuits Against WSU Personnel](#) section of WSU Business Policies and Procedures Manual.

Trainee Forum

Washington State University College of Medicine Graduate Medical Education is committed to creating an environment that allows all Trainees from across WSU to communicate and exchange information with each other relevant to their training programs and their learning and working environment.

WSU shall establish and maintain a forum that allows the Trainees from all programs to attend to communicate and exchange information with other Trainees and have an opportunity to raise a concern to the forum. This meeting will be held at least quarterly during the months of August, November, February, and May. Additional meetings can be scheduled if the need arises. Meetings can be held remotely through a video conferencing platform.

Any and all Trainees are encouraged to attend the Trainee forum. The peer selected GMEC representatives will lead and facilitate the meetings. The DIO will attend the Trainee forum for the first 10 minutes of the meeting so that attendees may ask questions or raise concerns directly to the DIO. Other members of the GME office including the Director of GME, and GME Institutional Manager may attend only if invited by the forum chair. Following the meeting, the chair is encouraged to contact the Director of GME and/or GME Institutional Manager to raise concerns so that they may be immediately addressed.

Report a Concern

The GME reporting hotline is established as a means to report concerns or issues about a training program, institution, or work environment. These may include, but are not limited to, duty hour violations, issues pertaining to areas of professionalism in faculty, staff or Trainee, concerns of an inappropriate work environment, or safety. All concerns reported in the form are anonymously delivered directly to the Director and Institutional Manager in the Office of Graduate Medical Education.



The Report a Concern form is on the main GME website and can be accessed [here](#) to anonymously report concerns. A link is also located on the main MedHub page.

If you wish to have a response to the concern raised, please include your name in the message section of the form.

GME takes all concerns very seriously. These processes are in place to establish, maintain, and continually evaluate effectiveness of the WSU College of Medicine's GME sponsored program in an environment which fosters open, respectful communication without fear of intimidation or retaliation.

Wellness

WSU GME recognizes that a clinical training program can be one of the most rewarding and challenging times of a physician's life. The transition from being a medical student to a Trainee physician is exhilarating, exciting, and is the culmination of years of dedicated hard work and a fulfillment of dreams. It can also be a daunting and challenging time because of the long hours, sleepless nights, adaptation to a new role and environment, and the responsibility for providing high-quality care for our patients. WSU provides resources to help maintain well-being by identifying problem areas, lowering stress levels, avoiding burnout, and learning how to achieve a healthy work-life balance.

Wellness resources in addition to those outlined below can be found on the WSU GME website.

Washington Physicians Health Program

As a Trainee at a program in the State of Washington, Trainees are able to utilize services offered by the Washington Physicians Health Program ([WPHP](#)). All Trainees are encouraged to explore the vast wealth of physician wellness resources on the [website](#) and through the organization.

Employee Assistance Program

The Washington State Employee Assistance Program (EAP) is a free, confidential program created to promote the health, safety, and wellbeing of public employees. The EAP offers no-cost confidential support and referral services to help with personal or work-related challenges. Details of EAP services can be found on their HRS EAP [website](#). Further details of the Washington State Employee Assistance Program for all public employees in the state of Washington can be found [here](#).

The EAP also offers free legal consultation and financial counseling services, as well as a comprehensive work-life website that includes resources, articles, webinars and e-learning, financial calculators, legal documents, and self-search provider databases for eldercare, childcare, and more. Employees can access all of these services any time by visiting the [web portal](#). Please note that an organizational code is required. This code for all WSU employees is 'WSU'.

National Suicide Prevention Lifeline 1-800-273-8255



ELSON S. FLOYD COLLEGE OF MEDICINE
Graduate Medical Education
WASHINGTON STATE UNIVERSITY

All can help prevent suicide. The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

1-800-273-8255

The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

SECTION 4 – TRAINEE RESPONSIBILITIES

Professional and Personal Conduct

Impairment, Drug/Alcohol Use

Trainees are required to report to work and to perform assigned duties competently and efficiently without impaired judgment, impaired coordination or skill, and in a manner that does not jeopardize the health and safety of patients, visitors, co-workers and others. Impairment due to drug or alcohol use or any other reason is handled through the Physician Impairment Policy.

Dress and Appearance

Trainees are expected to be professional in behavior and appearance. Each program and clinical training site has standards for dress and appearance. These can be found in the program handbook.

Integrity and Compliance

Trainees are expected to demonstrate honesty, trust, and ethical behaviors in all contacts with patients, family, colleagues, and staff. Trainees are to adhere to the professional standards of the medical community as adopted by professional associations such as the American Medical Association.

Compliance to GME, program, and clinical site policies and procedures is key to Trainee safety, patient safety, and achieving high clinical and educational outcomes. Trainees are expected to adhere to GME, program, and clinical site policies and procedures.

Trainees are encouraged to utilize the [“Report a Concern”](#) function on the GME website to report any integrity or compliance issues and concerns. Additional resources are available at the program level.

Social Media

Trainees’ personal social networking sites should remain personal in nature and should not be used for work-related purposes. In posting information on personal social media, Trainees may not present themselves as an official representative or spokesperson for a program, hospital, or the University. Trainees are responsible for the content of his/her own blogs/posts, including any legal liability incurred. All HIPAA rules apply to social media. It is never permissible for an individual to share patient information, including photos, on social media accounts under any circumstances, even if attempts are made to de-identify it.

Physicians and those who interact with patients should follow the guidelines promulgated by the [American Medical Association](#) which specifically states, “If they interact with patients on the internet, physicians must maintain appropriate boundaries of the patient-physician relationship in accordance with professional ethical guidelines just as they would in any other context.”



ID Badge, CougarCard

Trainees are issued an ID badge by the Trainees' clinical site. The badge should be worn and displayed in accordance with the program's policy.

Every Trainee has a WSU ID and CougarCard. The CougarCard is the official University ID and is used for university items such as library use, and WSU campus building access.

Medical License

All Trainees must hold an active Washington state physician license, and for the jurisdiction they are training. During the onboarding process, Trainees must apply for and obtain a Washington limited physician license. Once Trainees are eligible, they may apply for a full license during their residency.

Please refer to the [GME Medical Licensing Policy](#) for additional information.

DEA Registration and Controlled Substance Prescribing

All Trainees must hold an active DEA registration. As a state employee, Trainees are eligible for a fee-exempt registration. The registration process occurs during new Trainee orientation.

With an active DEA registration, Trainees are expected to comply with safe prescribing practices of opioids and controlled substances. These safe practices are available from the Washington Medical Commission and the clinical site.

Please refer to the [DEA Registration Policy](#) for additional information.

Moonlighting

Trainees are expected to abide by the WSU policy and ACGME guidelines if they voluntarily wish to engage in moonlighting activities. Please refer to the [GME Moonlighting Policy](#) for additional details and the specific program policy. Please note that some programs do not permit Trainees to moonlight.

Medical Record Completion

Accurate and timely completion of medical records is essential to provide good medical care. All Trainees must comply with the applicable medical record policies at the clinical sites and are expected to keep charts, records and/or reports up to date and signed at all times. All medical record documentation must be current and completed prior to completion of the training program. Please refer to the [GME Medical Records Completion Policy](#) for additional information.



SECTION 5 – EDUCATIONAL ENVIRONMENT

Safety

WSU is committed to Trainee safety and safety of patients cared for by Trainees.

Trainee Safety

During orientation, Trainees are provided instructions on how to report safety incidents involving themselves. These instructions and guidelines are also included in the program handbook. Trainees must follow these processes and are encouraged to contact the GME office directly or through [Report a Concern](#) on the GME website with any safety concerns or questions.

Self-Care

Self-care is critical and essential during your training. Refer to the Wellness section within this handbook for information and resources for self-care.

Patient Safety

Trainees must follow all processes and procedures of the Trainee's clinical site that pertains to safety. Patient safety incidents must be reported per the program's and clinicals site's process and procedures. A patient safety incident is an event, incident, or condition that could have resulted or did result in harm to a patient. This can be from human error, a faulty process, or a faulty piece of equipment.

Fatigue Guidelines and Mitigation

Clinical responsibilities can cause fatigue in Trainees. Trainee safety is priority and driving while too fatigued must be avoided. To assist in this area, Trainees are encouraged to utilize on site call rooms for rest and to utilize ride share or taxi for transportation.

If Trainees find themselves too fatigued to carry out patient care duties, they are encouraged to notify a senior Trainee and/or attending immediately and remove themselves from patient care, preventing patient and self-harm.

Refer to the [Safe Transportation Home Policy](#) for details.

Call rooms (sleep/rest facilities) are available at each clinical site that are safe, quiet, clean, and private and are accessible for Trainees with proximity appropriate for safe patient care



MedHub and New Innovations

MedHub and New Innovations are the residency management systems used by WSU. The system that is used is dependent on your program and may include the following:

- Trainee onboarding
- program and institutional resources
- schedules
- conferences
- evaluations
- clinical and educational work hour reporting
- procedures logging

Research and Scholarly Inquiry

As the Sponsoring Institution, WSU is committed to the advancement in the Trainees' knowledge of the basic principles of scientific inquiry, including how research is designed, conducted, evaluated, explained to patients, and applied to patient care. The program and the Sponsoring Institution allocates resources to facilitate Trainee and faculty involvement in scholarly activities.

This scholarly approach is as a synthesis of teaching, learning, and research with the aim of encouraging curiosity and critical thinking based on an understanding of physiology, pathophysiology, differential diagnosis, treatments, treatment alternatives, efficiency of care, and patient safety.

Elements of a scholarly approach to patient care include:

- Trainees are asked meaningful questions to stimulate Trainees to utilize learning resources to create a differential diagnosis, a diagnostic algorithm, and treatment plan
- Trainees are challenged on the evidence that the Trainees use to reach their medical decisions so that they understand the benefits and limits of the medical literature

The scholarly approach to patient care begins with curiosity, is grounded in the principles of evidence-based medicine, expands the knowledge base through dissemination, and develops the habits of lifelong learning by encouraging Trainees to be scholarly teachers.

Trainees are provided resources for research and scholarly activity through WSU and the clinical training site.

CITI Training

All Trainees are required to complete CITI training before starting your program. Three courses are required, Biomedical Research Course or Social/Behavioral Research Course, Responsible Conduct of Research (RCR), and Good Clinical Practice (GCP). This training can be accessed at <https://irb.wsu.edu/training/>

Library



Resources for evidence-based medicine, research, and other scholarly inquiry are provided to all Trainees in WSU programs through the [Spokane Academic Library](#) within the WSU Health Sciences Campus. Trainees have access to many relevant electronic resources including access to databases including UpToDate, DynaMed Plus, Essential Evidence Plus, and PubMed at their [site](#).

Trainees can also access the collection of books and journals in print at the library. Additionally, they may request books from 39 academic libraries in Washington, Oregon, and Idaho.

Please contact the library through their [website](#) for requests, needs, and questions regarding library resources.

Evaluation Procedures

Evaluation and feedback during your training is essential. The program provides an objective performance evaluation based on the Competencies and the specialty specific Milestones, and uses multiple evaluators including faculty, peers, patients, and staff. Evaluations are provided to the Clinical Competency Committee for its synthesis of progressive Trainee performance and improvement toward unsupervised practice. Faculty members directly observe, evaluate, and frequently provide feedback on Trainee performance during each rotation or similar educational assignment. Evaluation of the Trainees is documented at the completion of an assignment or rotation in MedHub or New Innovations.

At least annually, a summative evaluation of each Trainee is provided that includes their readiness to progress to the next year of the program. The evaluations of a Trainee's performance is accessible for review by the Trainee in MedHub or New Innovations. Upon completion of the residency program, the program director provides a final evaluation for each Trainee.

In addition to evaluation of the Trainee, the programs utilize evaluation methods for the Trainee to evaluate the faculty, Trainee to evaluate the program, and faculty to evaluate the program.

Outside Electives and International Travel

Elective training outside of the primary clinical site of the program, including international, are reserved for special circumstances only. In addition to following program policy for outside electives, all requests for outside electives and international travel must be pre-approved by the DIO of the Sponsoring Institution.

Clinical and Educational Work Hours

The Sponsoring Institution maintains a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements.

[Clinical and Educational Work Hours Policy](#)



Handovers and Transitions of Care

The Sponsoring Institution established standards for effective handovers and transitions in care for sponsored programs that complies with applicable accreditation guidelines to facilitate both continuity of care and patient safety. Your program will also have a specific policy outlining your program's process.

[Handovers and Transitions of Care Policy](#)

Harassment

The Sponsoring Institution ensures that the learning environment is free from ridicule, exploitation, and any form of harassment, physical harm and threat.

[GME Harassment Policy](#)

Trainee Supervision

The Sponsoring Institution establishes and maintains the effective supervision of all Trainees in sponsored training programs.

[GME Supervision and Accountability Policy](#)

Vendor Interactions

The Sponsoring Institution ensures that Trainees at affiliated clinical sites are not compromised through vendor influence, either collectively or through interactions with individual Trainees.

[GME Vendor Interactions with Trainees Policy](#)



Policies

[Accommodations for Disabilities Policy](#)

[Clinical Competency Committee Policy](#)

[Clinical and Educational Work Hours Policy](#)

[Closure and Reduction Policy](#)

[Compensation Policy](#)

[Corrective and Disciplinary Action Process](#)

[DEA Registration Policy](#)

[Disaster Policy](#)

[Education Allowance Policy](#)

[Handovers and Transitions in Care](#)

[Harassment Policy](#)

[Medical Licensing Policy](#)

[Medical Records Completion Policy](#)

[Moonlighting Policy](#)

[Non-Compete Policy](#)

[Professional Liability Insurance Policy](#)

[Program Evaluation Committee and Annual Program Evaluation Policy](#)

[Qualifications Eligibility and Selection Policy](#)

[Renewal and Promotion Policy](#)

[Safe Transportation Home Policy](#)

[Special Review Policy and Protocol](#)


[Supervision and Accountability Policy](#)

[Trainee Appointment Policy](#)

[Vacation and Leave Policy](#)

[Vendor Interactions with Trainees Policy](#)



CERTIFICATE OF LIABILITY INSURANCE		Issue Date 3/17/2021		
ISSUED BY: State of Washington Department of Enterprise Services Office of Risk Management PO Box 41466 Olympia, WA 98504-1466		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE STATE OF WASHINGTON SELF INSURANCE LIABILITY PROGRAM.		
		COVERAGE AFFORDED BY State of Washington Self Insurance Liability Program		
INSURED: State of Washington Washington State University College of Medicine Residents ATTN: Gene Young PO Box 641172 Pullman, WA 99164		THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.		
COVERAGES				
THIS IS TO CERTIFY COVERAGE DESCRIBED BELOW IS PROVIDED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE SELF-INSURANCE LIABILITY PROGRAM IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAM.				
TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE COVERAGE	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY & PROPERTY DAMAGE COMBINED EACH ACCIDENT \$5,000,000
OTHER <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	L & I 52WEA88QTM	Continuous 6/29/2020	Continuous 6/29/2021	WC – STATUTORY EL \$1,000,000 – per accident/\$1,000,000 Disease per Policy/\$1,000,000 Disease per Employee
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Coverage applies as respects tort liability claims against the State of Washington as covered by the Tort Claims Act (RCW 4.92 et seq.) The Certificate Holder is named as additional insured, but only as respects the negligence of the State of Washington.				
CERTIFICATE HOLDER:		CANCELLATION		
EVIDENCE OF INSURANCE		SHOULD THE SELF INSURANCE LIABILITY PROGRAM BE CANCELLED, THE STATE OF WASHINGTON WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL NOT IMPOSE ANY OBLIGATION OR LIABILITY UPON THE STATE OF WASHINGTON, ITS OFFICIALS, EMPLOYEES, AGENTS OR REPRESENTATIVES.		
CERTIFICATE NUMBER CRT 2021-00186		AUTHORIZED REPRESENTATIVE:  Jason Siems, State Risk Manager		