Welcome to Nicklaus Children’s Hospital’s Department of Medical Education. We are very excited to embark with you on your medical education journey. Nicklaus Children’s Hospital is proud to sponsor a wide range of primary care and sub-specialty training programs designed to prepare you for the future practice of Pediatrics in your specialty of choice. Our committed faculty will guide you through this journey. You will be exposed to the cutting edge and the latest in your chosen field. The Department of Medical Education is committed to make your experience as educationally, professionally, and personally fulfilling as possible.

This handbook contains the policies and procedures pertaining to Graduate Medical Education. Please read it carefully and keep a copy in your files for reference. In addition, this handbook specifically address issues common to all training programs, discusses housestaff’s responsibility to evaluate the program and the faculty, and the grievance procedure in the event of an adverse action. Please visit frequently the NCH Medical Education webpages at: [http://www.nicklauschildrens.org/medicaleducation](http://www.nicklauschildrens.org/medicaleducation) where updates might be periodically posted. Your individual training program might provide you with program-specific guidance material. If you have any questions, please do not hesitate to call the Department of Medical Education at: (305)-669-5873. The ACGME refers to all physicians-in-Training as “Residents”. The word “Resident” in this manual refers to residents and fellows.

Again, welcome to Nicklaus Children’s Hospital. We are delighted that you elected to take your educational journey with us and we look forward to working with you and helping you achieve your educational goals. The Department of Medical Education is proud to be part of your educational endeavor.

Sincerely yours,

Rani S Gereige, MD, MPH, FAAP
Director of Medical Education
Designated Institutional Official (DIO)
Rani.Gereige@Nicklaushealth.org
# Table of Contents

I. OVERVIEW ............................................................................................................................................. 6
   A. NICKLAUS CHILDREN’S HOSPITAL (NCH) ..................................................................................... 6
   B. NCH GRADUATE MEDICAL EDUCATION (GME) ............................................................................ 7
   C. NCH – INSTITUTIONAL OVERSIGHT OF GRADUATE MEDICAL EDUCATION ......................... 7
   D. STATEMENT OF INSTITUTIONAL SUPPORT: ............................................................................... 11

II. EMPLOYMENT ...................................................................................................................................... 13
   A. PROCESSES ....................................................................................................................................... 13
   B. SALARY ............................................................................................................................................ 15
   C. SUPERVISION .................................................................................................................................... 15
   D. HOUSESTAFF OFFICER SAMPLE CONTRACT: ............................................................................... 17

III. BENEFITS ............................................................................................................................................ 32
   A. HOLIDAYS ......................................................................................................................................... 32
   B. VACATION ......................................................................................................................................... 32
   C. LEAVE OF ABSENCE ......................................................................................................................... 32
   D. FUNERAL LEAVE ............................................................................................................................... 33
   E. MILITARY LEAVE ............................................................................................................................... 33
   F. SICK LEAVE ....................................................................................................................................... 33
   G. UNPAID LEAVE ................................................................................................................................. 33
   H. PARENTAL LEAVE – FAMILY AND MEDICAL LEAVE ..................................................................... 34
   I. PROFESSIONAL/EDUCATIONAL LEAVE ....................................................................................... 34
   J. INSURANCE BENEFITS ..................................................................................................................... 34
   K. OTHER RESIDENTS’ BENEFITS ....................................................................................................... 35

IV. POLICIES AND PROCEDURES – GME SPECIFIC .............................................................................. 37
   A. AMERICANS WITH DISABILITIES ACT (ADA) .................................................................................. 37
   B. COMPLIANCE ..................................................................................................................................... 37
   C. DRUG-FREE WORKPLACE .................................................................................................................... 37
   D. NONDISCRIMINATION ....................................................................................................................... 38
   E. LICENSURE, REGISTRATION AND CERTIFICATION ......................................................................... 38
   F. PERFORMANCE EVALUATION AND ASSESSMENT OF COMPETENCY ................................................ 40
   G. PROCEDURE LOGS .............................................................................................................................. 42
   H. DUTY HOURS ..................................................................................................................................... 42
   I. HANDOFF PROCEDURES .................................................................................................................... 43
   J. MOONLIGHTING ................................................................................................................................. 43
   K. RESEARCH AT NCH ............................................................................................................................ 43
   L. UNEXCUSED ABSENCE ..................................................................................................................... 43

V. POLICIES AND PROCEDURES – NCH SPECIFIC .............................................................................. 44
   A. CATEGORY OF EMPLOYMENT ............................................................................................................. 44
   B. EMPLOYMENT APPLICATION VERIFICATION ................................................................................... 44
   C. PERSONNEL RECORDS ....................................................................................................................... 44
   D. EMPLOYEE IDENTIFICATION ............................................................................................................ 44
   E. CHANGE OF ADDRESS OR OTHER PERSONAL STATISTICS ............................................................. 45
   F. EMPLOYEE HEALTH REQUIREMENTS .............................................................................................. 45
   G. DRUG SCREENING POLICY............................................................................................................... 46
K. ACADEMIC GRIEVANCE AND APPEAL POLICY ......................................................... 107
L. NON-RENEWAL OF AGREEMENT OF APPOINTMENT .......................................... 110
M. EDUCATIONAL CONFERENCE TRAVEL AND EXPENSE REIMBURSEMENT POLICY .......... 112
N. RESIDENTS EDUCATIONAL ALLOWANCE STIPEND POLICY ..................................... 117
O. CLINICAL COMPETENCY COMMITTEES (CCCS) .................................................... 118
P. INSTITUTIONAL AND PROGRAM QUALITY .................................................................. 120
Q. THE USE OF SOCIAL MEDIA ..................................................................................... 124
R. RESIDENT INTERACTION WITH VENDORS .................................................................. 127
S. RESIDENTS, FELLOWS, AND FACULTY WELLBEING ............................................. 129
T. DIVERSITY, EQUITY, & INCLUSION ........................................................................... 134