University of Minnesota
Graduate Medical Education

2026-2027
Fellowship Policy Manual

Department of
Medicine

Heart Failure
Fellowship Program

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Fellowship Policy Manual
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Introduction and Welcome to New Fellows

On behalf of the faculty, staff, and fellows, we wish to welcome you to the next phase of your career. Your training during the Heart Failure Fellowship Program at the University of Minnesota will forever identify you as a member of one of the premier institutions in the country for cardiovascular innovation and research. We hope to develop with you as clinicians and as an institution in the investigation, diagnosis, and treatment of heart failure.

The institution manual contains guidelines and policies that apply to all fellows throughout the University of Minnesota's Academic Health Center. The Department of Medicine manual policies are written in accordance with the American Board of Internal Medicine and the Accreditation Council for Graduate Medical Education. Policies apply to all educational experiences within the program and are subject to periodic review and change by the faculty, Program Director, and Department Chair. The Advanced Heart Failure and Transplant Cardiology Fellowship Program Manual is specific to our program and the policies are written in accordance with the American Board of Internal Medicine and the Accreditation Council for Graduate Medical Education.

Fellows are responsible for knowing and adhering to the policies and guidelines contained in this handbook. When in doubt, fellows are responsible to contact the program coordinator or director.

Mission Statement / Philosophy

The Mission of the Cardiovascular Division of the University of Minnesota Medical School has four basic components: to advance the science and practice of cardiovascular medicine by performance of basic and clinical research; to train and mentor the future leaders of cardiovascular medicine; to share the knowledge and expertise of our faculty with the public and other medical professionals; and to provide compassionate, state-of-the-art prevention, diagnosis and clinical care to our patients.

The Mission of the Heart Failure Fellowship Program is to train physicians in basic and clinical Heart Failure. The program goals are achieved at the University Hospital. This institution provides you with concentration of patients with a full spectrum of heart failure, heart transplantation, and mechanical assist device therapy. We hope to achieve the three goals of training: scholarship, innovation, and clinical experience. The fellowship emphasizes critical reasoning, clinical proficiency, scholarship, and professional responsibility.

Section 1 - Student Services

Email and Internet Account

Fellows are assigned an e-mail account at the beginning of their fellowship. Fellows are required to use their University e-mail account as their preferred e-mail account. It is important to check your account frequently. Important fellowship program information, announcements, and updates are posted via e-mail.

For directions on setting up your e-mail account and Internet access, go to http://www1.umn.edu/welcome/index.html. You may also contact the University's Computer Help line at 626-4276 if you need assistance.

Fellows also have Internet access. Your login (internet ID or X500) and password are identical to your University of Minnesota e-mail account. The Cardiovascular Division website can be found at Cardiovascular

Division | Medical School - University of Minnesota.

The Cardiovascular Division has two computers in the fellows' office, room 279 of the Variety Club Research Center. The computers have access to a laser printer, scanner and fax machine.

Campus Mail/U.S. Mail

The Cardiovascular Division's outgoing mail bin is located in the copy room in Variety Club Research Center. The address for campus mail or the United State Postal Service is: Cardiovascular Division, 420 Delaware Street SE MMC508, Minneapolis, MN 55455. The Division's street address (401 East River Parkway, Room 279 VCRC; Minneapolis, MN 55455) should be used for express or courier deliveries. The fellowship office phone number (612-624-9144) can be used as the contact number.

A mailbox for each fellow is provided in the fellows' office (Room 279 VCRC). Mailboxes are also provided at each site for each rotating fellow.

Many important mailings are sent directly to fellows' homes. You must notify the Fellowship Program Administrator (advancedcvd@umn.edu) whenever you have a change of address and/or telephone/cell phone number. Failure to do so could result in delayed payroll or other information.

U-Card

The U Card identifies you as a student, staff or faculty member on the Twin Cities campus. Your first U Card is free and can be obtained at the U Card Office located in room G22 in the Coffman Memorial Union building, 300 Washington Avenue SE, Minneapolis / East Bank Campus, Phone 612-626-9900. They are open weekdays: 8:30 to 4:00pm. Bring your driver's license, state ID or passport and be prepared to have your picture taken. The U Card is your key to all sorts of campus services and facilities. Your U Card can also be used as your ATM card and your calling card!

Since the U Card never expires, you should hold on to it even after you leave the University. If you ever return as a student, staff or faculty member, your card will still be valid.

Use your U Card for...
- Campus ID purposes
- All your checking needs
- All your calling needs
- Making Gopher GOLD purchases
- Checking out library materials
- Entering the recreation center, golf course, computer labs, buildings
- Cashing checks at the Bursar's Office
- Art and athletic ticket discounts (available at place of purchase)
- Accessing art materials, student employment, business school services, and more!

Logon to the TC U Card website for further information the U Card:
https://www1.umn.edu/ucard/umtc/home.html

HIPAA Training

All University of Minnesota Residents, Fellows, Faculty and Staff have to complete HIPAA training sessions through the University of Minnesota, regardless of any other training sessions you may have had elsewhere. HIPAA Training is federally mandated. These training sessions must be completed prior to your residency/fellowship start date.

Instructions:

Log on to University of Minnesota Twin Cities sign in using your X500 and password (information regarding this can be accessed through this page) / "My Toolkit"

All Residents and Fellows will need to complete the following training sessions:

- Introduction to HIPAA Privacy and Security Video
- Privacy and Confidentiality in the Clinical Setting
- Privacy and Confidentiality in Clinical Research
- Data Security in Your Job
- Securing Your Computer Workstation
- Using University Data
- Managing Health Data Securely

If you have problems accessing the training sessions call the helpline: 612-301-4357

Hours:	Monday – Thursday:	8:00 a.m. – 11:00 p.m.
	Friday:	8:00 a.m. – 5:00 p.m.
	Saturday:	12:00 noon – 5:00 p.m.
	Sunday:	5:00 p.m. – 11:00 p.m.
HIPAA	Press "1"; then "2"	

Information:
For more information about the University of Minnesota's Privacy and Security Project and Federal regulations go to https://healthprivacy.umn.edu/

Hospital EMR Passwords and Access

EMR passwords and access will be provided at all site locations. Initial login and password information can be obtained through the Education Office at each site.

If you have been assigned a login and password for the systems at UMMC-FV, and are having problems logging into these systems, please call the Information Center at 612-672-6805 (for EPIC and Imagecast) or the UMPhysicians Help Desk at 612-884-0884 (for EPIC in the UMP PCC).

Research Resources

Fellows have free access to MEDLINE and other electronic library services. Fellows may gain access from home computers and from computers in the resident/fellow rooms at each of the hospital sites. Fellows also have access to workstations in the Reference Area of the Bio-Medical Library in the Health Sciences Education

Center. Software for home computers to connect to the University system can be obtained through the University IT.

Fellows may also photocopy articles using the copy machine in the University Cardiology Division Offices.

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential assistance program designed specifically for fellows and is available to all fellows and their families free of charge. EAP offers support and assistance to fellows with issues and problems such as dealing with debt management, stress, career choices, and relationships. Assistance is strictly confidential; EAP will NOT notify the program or program director of any fellow use or contact.

Tuition and Fees

Tuition and fees are being waived at this time. Trainees who are enrolled in the Graduate School pay tuition and fees.

Late Fees

Any late fees, which are incurred due to holds on registration because of library fines, nonpayment of student loans, or inadequate immunization documents, are the responsibility of the fellow incurring the fees.

Section 2 – Benefits

(Please refer to Institution Policy Manual at Institutional Policies | Medical School - University of Minnesota)

Medical Insurance

All Medical Residents and Medical Fellows must be enrolled in one of two medical insurance plans offered through the residency/fellowship training program *unless* the resident provides documentation of other comparable medical insurance coverage. Please refer to the departmental Medical Resident/Medical Fellow Benefits Program Booklet for comparison information of premiums and benefits available under each plan. Please contact the Office of Student Health Benefits at 612-624-0627 or umshbo@umn.edu if you have enrollment questions or need to make changes in your medical insurance coverage. Questions regarding your specific policy, such as what is and is not covered should be directed to BlueCross BlueShield.

Web site: Residents, Fellows and Interns | Office of Student Health Benefits

Dental Insurance

(Please see the Institution Manual for additional dental insurance information.)

Optional dental coverage is available for Medical Residents and Medical Fellows only. Family dental coverage is not available.

Please contact the Office of Student Health Benefits at 612-624-0627 or umshbo@umn.edu if you have dental enrollment questions. Questions regarding this dental policy, such as what is and is not covered should be directed to the Delta Dental Customer Service Center at 651/406-5916 or 1-800/553-9536

Web site: www.deltadentalmn.org.

Life Insurance

(Please see the Institution Manual for additional life insurance information.)

Forms to request a change of beneficiary may be obtained by contacting the Office of Student Health Benefits at 612-624-0627 or umshbo@umn.edu.

Short-Term Disability Insurance

Short-term disability insurance is provided, at no cost, to all residents and fellows in the Department of Medicine through Guardian. Enrollment in the short-term disability plan is automatic with no application form required.

Under this policy, a disability is defined as an injury, sickness or pregnancy for which you are under the ongoing care of a physician or practitioner other than yourself. The plan pays for both total and partial disability. This plan has a 15-day beginning date - you must be disabled for 14 days before benefits begin. The plan pays 70% of your base stipend if disabled and benefits can be paid up to 24 weeks. Maximum weekly benefit is $1,000.00.

Maternity Leave

Under this policy, pregnancies are covered for four weeks after the 14-day waiting period. Payments are made according to the schedule listed below. *(Please see Section II in the Program Manual for the departmental leave of absence policies.)*

*Days 1-14 (two weeks) of maternity leave: 100% stipend paid by the University
*Days 15-42 (four weeks) of maternity leave: 70% stipend paid by Guardian

Long-Term Disability Insurance

(Please see the Institutional Policies | Medical School - University of Minnesota for complete long-term disability insurance information.)

Professional Liability Insurance

The Medical Resident and Medical Fellow Professional Liability Insurance policy is administered through the University's Office of Risk Management and Insurance.

Professional liability insurance is provided by the Regents of the University of Minnesota. The insurance carrier is RUMINCO Limited. Coverage limits are $1,000,000 each claim/$3,000,000 each occurrence and form of insurance is claims made. "Tail" coverage is automatically provided. The policy number is currently RUM-1005-14.
Questions regarding this policy should be directed to Tara Atkisson at 612-625-9995.

Stipends

GME sets the stipend levels in the December prior to the next AY. Stipend levels and further information can be found here: Base Stipends FINAL & History (WEBSITE)

Parking

Parking is provided.

University of Minnesota Medical Center: The department has a specific number of parking contracts that can be used each month. Fellows will be issued a parking card to keep while they are on rotation at UMMC. That card is to be used **only** while rotating at the University. Parking is not validated for meetings with advisors or the program director. Parking is only provided for workshops or meetings when indicated in the reminder/invitation.

UMMC-FV: Contact David Goldfeld at advancedcvd@umn.edu.

UMMC-FV Staff Identification

You will be issued a Fairview ID as a part of the onboarding process. You will receive your Fairview ID from the Program Administrator during orientation. You will be expected to wear your Fairview ID badge at all times during your Fairview rotations.

White Coats and Jackets

Each fellow is offered two white coats to last throughout fellowship. Additional coats may be purchased (at the fellow's expense). Please contact David Goldfeld (advancedcvd@umn.edu) to order an additional coat.

Laundry Services

University of Minnesota Medical Center:
The laundry is located in the room (at the end of the hallway across from the fellow's room). Ask Amber Ingalls (6-4566) if you have any questions.

Photocopying Privileges

Fellows are allowed to use the copy machine located in the copy room in VCRC or in the fellows room. Fellows should keep in mind that if you are copying large projects, please wait until after normal business hours.

Vacation/Sick Leave

Please refer to the ABIM leave policy:

https://www.abim.org/certification/policies/general/special-training-policies.aspx#leave

ABIM has two leave policies: *(1) the Leave of Absence and Vacation Policy* and *(2) the Deficits in Required Training Time Policy*, that permit residents and fellows to take time away from training for any reason, including vacation, illness, family leave, maternal and parental leave, bereavement, and job interviews.

(1) ***Leave of Absence and Vacation Policy:*** Per ABIM guidelines, up to 5 weeks (35 days including weekdays and weekends) per academic year are cumulatively permitted over the course of the training program for time away from training. The leave may include vacation, illness, job interviews, parental or family leave, or

pregnancy-related disabilities. Vacation time is important, and we recommend trainees take appropriate time each academic year for his/her mental well-being. Although leave time can be accumulated, we caution that *extended leave can result in significant interruption to training*, and thus postponing leave during any academic year is not recommended. Vacation time cannot be used to reduce the total required training period. Additionally, we recommend taking no more than five leave days at the end of the fellowship-training period.

(2) ***Deficits in Required Training Time Policy:*** In addition to leave of absence and vacation time, ABIM allows for an additional 35 days of deficit in training before training time needs to be extended. ABIM defers to the judgment of the program director and promotions or competency committee in determining the need for this additional training. If the program director attests to ABIM that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to ABIM on their own behalf.

Time Away Requests:

- Any time away lasting one day or more must be requested through RMS (New Innovations). This includes all conferences, family issues, and vacation and is independent of the rotation involved (including research). This is also independent of your efforts to find coverage for the time away.
- Please keep in mind that all requests are subject to approval. While every effort will be made to allow the time away, it is not guaranteed by your request. The earlier that you submit your request, the higher the likelihood that you will be able to have the time.
- Please also keep in mind that you may still be required to arrange coverage for your time as indicated below.
- Once approved, you must notify your rotation director, and any applicable faculty (including clinic faculty as applicable). This must occur at least 10 business days prior to your requested time away. Any time away lasting 5 days or more should be submitted at least 1 month in advance.
- Please note that absence from a rotation for a portion of a day does not require RMS-based approval. However, you must gain approval from the rotation director or the faculty member with whom you would otherwise be working.
- All rotations allow fellows to be absent for their clinics. There is no need to find coverage, but you must inform the faculty affected by your absence. If both fellows on a rotation have clinic at the same time, or a clinic affects your ability to perform the duties required during the rotation, please discuss your concerns with the chief fellows as soon as possible. They will assist with remedies.
- **This information must be present in any RMS request: Dates requested, purpose of time away, rotation you will be leaving for the time away, coverage you have arranged (if necessary). If this information is not present, the request will not be approved.

Coverage for Time Away:

- Coverage should be arranged prior to requesting the time away via RMS.
- Once coverage is arranged, you must notify the chief fellows and Anna to ensure that schedules are

changed appropriately.

Personal Leave of Absence (LOA)

Only under UNUSUAL circumstances, such as a personal or family emergency, will a Personal LOA be granted. Such an LOA will be subject to the general conditions outlined above. All personal time must be made up. Please note this time will be unpaid.

When requesting a Leave of Absence, please consider the following:

- The ABIM allows one year of training to be interrupted by only four weeks, including vacation, sick leave, educational leave and Maternity/Paternity Leave.

- Any time off exceeding four weeks will extend your training.

Parental Leave

(Please refer to the Institution Manual for Medical School Leave Policy)

Fellows taking leave are personally responsible for arranging switches in the schedule, and for finding a replacement in their absence, except in the case of an emergency. If a fellow has difficulty in making arrangements, please contact the program director for help. The program director must approve any and all leave from the program.

Professional/Academic Leave and Conferences

Time away for academic leave and conferences may be granted in addition to regular vacation time.

Requests must be turned in to the fellowship office 3 weeks in advance and a plan for coverage must be in place at that time. No more than 5 days per academic year will be allowed.

Professional Conferences

Fellows are encouraged to attend academic meetings and conferences and limited amounts of funding may be available to defray conference expenses. When a fellow is "presenting" data and /or information from a project performed with faculty it is generally the responsibility of the faculty member to find financial assistance for fellow attendance. The program allows fellows to take 5 days of "Educational Leave" which covers both academic time and any interviews.

Requests for academic education leave must be approved at least one month in advance of the date. The fellow is responsible for finding call coverage as well as notifying operators/division staff.

Travel Reimbursement Policy

- If you are presenting your research at the conference and are having a poster printed, please consider:
    - If working with a research mentor here, mentors often have funds for research related costs and can pay for poster

- Otherwise, please use Sean Meyer (umnposters.com, email: team@umnposters.com) and cc David Goldfeld (advancedcvd@umn.edu)on the email and he will take care of payment that way.
- There is no money in the fellowship budget for a travel allowance, and your research mentor may have money set aside for such purposes. If so, please follow the steps below for your travel justification.
- Provide a 2-3 sentence justification including:
  - What the conference is (please spell out any initials)
  - Where it was (City, State)
  - When it was (dates you attended)
  - Why you attended (presenting research, etc.)

Policy on Effect of Leave for Satisfying Completion of Program

Fellows may miss up to one month during each year of their training, including vacation, sick leave, LOA, etc. Time in excess of one month, whether for vacation, sick leave, maternity or paternity leave, must be made up to meet this requirement.

Any request for a LOA/planned leave should be considered carefully, as it will invariably create difficulties for the training program and fellows. A requested LOA must be discussed with the Program Director. The Program Director must approve the request at least three months prior to the requested LOA date. Exceptions may be made if the request falls under the definition of the Family Medical Leave Act (FMLA). Please see the Institution Manual for the Medical School policy on FMLA. **Do not assume that an LOA will be granted automatically. Obtain approval before making plans**.

ABIM Policies:

Leave of Absence and Vacations

Up to one month per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Training must be extended to make up any absences exceeding one month per year of training. Vacation leave is essential and should not be forfeited or postponed in any year of training and cannot be used to reduce the total required training period. ABIM recognizes that leave policies vary from institution to institution and expects the Program Director to apply his/her local requirements within these guidelines to ensure trainees have completed the requisite period of training.

Deficits in Required Training Time

For deficits of less than one month in required training time, ABIM will defer to the judgment of the *and* promotions or competency committee in determining the need for additional training. With Program Director attestation to ABIM that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to ABIM on their own behalf.

Dictation Policy

All discharge summaries are to be completed within 48-hours of discharge from the hospital. If dictations are delinquent, the PD at the appropriate site will send the fellow a list of the pending dictations and request that they be completed in a timely manner.

If the dictations are not completed within one week of receipt of the letter from the PD or if the fellow has not discussed a plan of action for the completion with the PD, a letter of reprimand will be placed in the fellow file. Please note it is the fellow's responsibility to either complete the dictations or contact the chief at the appropriate site for an action plan for any dictation list sent to the fellow. If dictations remain undone for two weeks after the letter of reprimand, it will be brought to the attention of the program's Clinical Competency Committee for review.

Worker's Compensation

University employees must promptly report on-the-job injuries/illnesses to the employee's supervisor. Within 24 hours of the employee's report, the supervisor shall complete the First Report of Injury and the Employee Incident Report forms and forward these to the University's vendor and a copy to the University Workers' Compensation Department. See policy: https://policy.umn.edu/hr/workerscomp

Section 3 - Institution Responsibilities

(Please refer to Institution Policy Manual at: https://z.umn.edu/gmeim)

Section 4 - Disciplinary And Grievance Procedures

(Please refer to Institution Policy Manual at https://z.umn.edu/gmeim for Medical School Policies on the following: Discipline/Dismissal/Nonrenewal; Conflict Resolution Process for Student Academic Complaints; University Senate on Sexual Harassment Policy; Sexual Harassment and Discrimination Reporting; Sexual Assault Victim's Rights Policy; Dispute Resolution Policy)

Discipline Policy

The Cardiovascular Division strongly believes in a collaborative, collegial multi-disciplinary care model, guided by the leadership and professionalism standards of the cardiovascular staff and trainees. Fellows are expected to manage the clinical services in which they participate, exemplifying the highest standards of professionalism and modulating the professional, efficient and effective delivery of patient care by all members to the care delivery team. In times of high stress or conflict it is expected that the fellow will model calm and thoughtful care. In the event of conflicts which cannot be easily and professionally resolved or performance issues with other members of the care delivery team, it is expected that the fellow will avail him or herself of discussion with the Program Director or other members of the senior faculty.

Minor behavioral problems

Minor behavioral problems will be addressed in the following manner:

1. Meeting with Program Director.
2. Meeting with Program Director. Fellow may add comments to summary of meeting. Documentation will be filed in the fellow's permanent file.
3. (See major problems)

Major behavioral problems

Major problems are behaviors that threaten the safety of other people, including patients and staff; allegations of chemical substance abuse, physical abuse or sexual harassment; or repeated minor behavioral problems.

If a major behavior problem is identified, the Program Director will call an immediate meeting with the fellow and the site director. At this meeting, the allegations/concerns will be discussed and an initial plan of action will be developed, including a decision regarding the suspension of patient care responsibilities pending resolution of issue. Safety of patients and staff will be given highest priority in this decision. The Program Director will provide a written summary of this meeting to the fellow and a copy will be placed in the fellow's permanent file.

A decision will be made as to whether a formal hearing is necessary. (Please refer to the Part A Manual for specific procedures for a formal hearing.) If a formal hearing is not necessary, the Program Director will work with the fellow to develop a plan for counseling and identify criteria for resumption of patient contact. The Program Director will provide a written summary of this meeting to the fellow and a copy will be placed in the fellow's file.

Federal, State, and University regulations may require the Program Director and/or Chief of Cardiology to take specific actions as mandatory reporters. They will act in accordance with those requirements.

Academic problems: Initial concern

The program director receives automatic notification of all evaluations that fall below average from the RMS/New Innovations system. The Program Director will review below average evaluations and make a decision based on the comments in the evaluation. If a fellow consistently receives below average evaluations, or if a single evaluation indicates a failing performance in multiple areas, an "initial concern" will be raised.

The leadership committee (composed of representatives from each affiliate site) will meet annually to discuss fellow progress. If the consensus of the committee is that a fellow is not progressing at an acceptable pace, irrespective of the fellow's rotation evaluations, an "initial concern" will be raised.

If an initial concern is raised, the Program Director or advisor will meet with the fellow to review the academic performance. A plan of supplementary experiences will be designated to enable the fellow to meet educational goals. Specific goals and mechanisms for ensuring that the goals have been met will be identified. A timetable will be set, and a review will be scheduled to determine if the fellow has met the educational goals in the plan.

The review process will include the Program Director, fellow's advisor, and chief of cardiology. A written summary of the meeting will be distributed to all involved parties and a copy will also be placed in the fellow's permanent record. At the review, a determination will be made as to whether the fellow has achieved the specific educational goals. If it is determined by the review committee that the fellow has not met the goals, and is unlikely to meet the educational goals of the program, a formal hearing will be scheduled. (See the Institution Manual for the Medical School Guidelines on the Student Academic Grievance Procedure.)

Academic Grievance Policy

The following is an outline of the general scheme proposed for the resolution of grievances, which may arise within the fellowship program. Detail and clarification must be added as the various elements of these proposals are accepted or rejected or replaced with alternatives. These guidelines or policies are confined to the process within the Department of Medicine with the assumption that appeal of the final action or decision coming from the intradepartmental process will remain a viable option once the departmental grievance process has been completed.

Principles

1. Definition of the legitimate areas of disagreement to be covered by these procedures.
2. Provision of ascending levels of recourse with potential for final resolution of the conflict at each of these levels without prejudice to any rights of involved individuals.
3. Adherence to the principles of due process, academic freedom and fairness.
4. Procedures to be readily available and expeditiously.
5. Inclusion of a system of advocacy.

Grievance Committee for the Program

1. The committee is ad hoc. Appointed by the Program Director with representation of faculty, and affiliated hospital if pertinent.
2. All action of this committee are considered advisory
3. All actions of this committee are by a simple majority vote with a quorum present. A quorum consists of one-half of all the named members of the committee, plus one.

Areas of Potential Grievance Covered by these Guidelines

The areas of possible grievance to be resolved by the following procedures will include, but not be limited to, the following:

1. Evaluation of fellow performance by the faculty.
2. Assignment or definition of house staff duties.
3. Interpretation and implementation of other policies and guidelines, such as those included in this document.
4. Fellow-fellow conflicts.
5. Fellow-chief fellow conflicts.
6. Fellow-faculty conflicts.
7. Chief fellow-faculty conflicts.

Potential Parties to the Process

1. Principals in the complaint.
2. Mentors, as advisors and advocates.
3. Grievance committee.
4. Department Head and/or a designee.

Grievance Resolution Process

As defined here, resolution will be considered an outcome deemed acceptable to the principals to the complaint. When resolution is reached, no further steps in the process will be taken and the matter will be considered closed. This policy assumes that any single principal to the grievance retains the right to carry the process forward by denial of resolution, and to appeal the intradepartmental decisions to extra-departmental grievance procedures.

Steps in the Process:

1. Review of complaint with mentor or other ad hoc advisor.
   Outcome: resolved **OR** taken to step 2
2. Informal discussion with other persons deemed appropriate by parties to the complaint.
   Outcome: resolved **OR** taken to step 3
3. Formulation of a formal written complaint.
4. Forwarding of complaint to the grievance committee, with copies to principals to the complaint and to the head of the department.
5. Committee review of the complaint with consultation and written minutes, but without tape recording.
   Outcome: resolved with report to the head of the department **OR** taken to step 6

6. Department Head reviews the grievance committee actions and recommendations and then advices the parties to the complaint of his decision as to the dispensation of the complaint action.
   Outcome: resolved **OR** taken to step 8
7. Appeal to the Medical School and the appropriate extra-departmental grievance process.

Section 5 - General Policies And Procedures

(Please refer to Institution Policy Manual at https://z.umn.edu/gmeim for Medical School Policies on the following: Academic Health Center (AHC) Student Background Study Policy; Background Study Policy and Procedure; Academic Incivility: Resources for Dealing with Harassment; Applicant Privacy Policy; Appointment Letter Policy and Procedure; Blood Borne Pathogen Exposure Policy; Certificate of Completion Policy; Classification and Appointment Policy; Compact for Teaching and Learning; Disability Policy; Disaster and Local Extreme Emergent Situation Planning Policy and Procedure; Documentation Management Requirements Policy; Dress Code Policy; Duty Hours/On-Call Schedules; Duty Hours Policy; Duty Hours/Prioritization of On-Call Room Assignments; ECFMG/J1 Visa Holders: Documentation Required for FMLA; Effective Date for Stipends and Benefits Policy; Eligibility and Selection Policy; Essential Capacities for Matriculation, Promotion and Graduation for U of M GME Programs Evaluation Policy; Health Insurance Portability and Accountability Act; Immunizations and Vaccinations; Immunizations: Hepatitis B Declination Form; Impaired Resident/Fellow Policy and Procedure; Licensure Policy: Life Support Certification Policy; Moonlighting Policy; National Provider Identification (NPI) Policy and Procedure; National Residency Matching Program (NRMP) Fees Policy; Nepotism Policy; Observer Policy; Post Call Cab Voucher Policy (UMMC-F; HCMC); Registered Same Sex Domestic Partner Policy; Release of Contact Information for Solicitation Purposes Policy; Residency and Fellowship Agreement Policy and Procedure; Residency Management Suite (RMS): Information Maintenance for Participating Hospitals; Residency Management Suite (RMS): Updating and Approving Assignments and Hours in the Duty Hours Module of RMS; Restrictive Covenants; Social Networking Policy; Standing and Promotion Policy; Stipend Level Policy; Stipend Funding from External Organizations Policy; Supervision Policy; Trainee File and Document Retention Policy; Training Program and/or Institution Closure or Reduction Policy; Transitional Year Policy; USMLE Step 3 Policy; Vendor and Conflict of Interest Policy; Verification of Training and Summary for Credentialing Policy; Without Salary Appointment Policy).

Required Documentation

Prior to the fellowship start date, all incoming fellows must have turned in or completed the following:

- Copy of Medical School Diploma
- Application for Residency Permit
- Signed Residency Agreement
- Copy of ECFMG Certificate (if applicable)
- Respirator Fit Questionnaire
- Completed HIPAA training online
- VA Application to VAMC
- Immunization Records to Boynton Health Service
- Benefits paperwork to the Office of Student Health Benefits

Policy On Professional Behavior And The Professionalism Tracker

All fellows are expected to conduct themselves in a professional manner at all times and in all interactions with the program, ancillary and administrative staff and within the patient care arena. The University of Minnesota Heart Failure Fellowship Program expects its trainees to support and embody the ideals, values and behaviors of professionalism in all aspects of their medical training, including clinical work,

educational pursuits, execution of administrative responsibilities and interactions with colleagues, staff, patients and families.

From the Accreditation Council on Graduate Medical Education Core Program Requirements, all fellows must demonstrate a commitment to carrying out professional responsibilities and adhere to ethical principles. Additionally, fellows are expected to demonstrate:

1. compassion, integrity, and respect for others
2. responsiveness to patient needs that supersede self-interest
3. respect for patient privacy and autonomy
4. accountability to patients, society and the profession; and
5. sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.

Lapses in professional behavior will initially be reviewed by the Program Director. We will take a "seek to understand" approach and obtain information from all of the parties involved in a particular episode, including the fellow involved. For the initial lapse (provided it is not egregious), fellows will receive a reminder about professional behavior and responsibilities. If another lapse in professional behavior occurs, the fellow will be referred to the Clinical Competency Committee (CCC), who will review the incident and consider a remediation plan.

Continuity Clinics

Preceptors will evaluate fellow performance in clinic twice per year. Fellows are expected to participate in the weekly ambulatory care case discussions.

*******Please talk with the clinic schedulers and preceptors to confirm your next clinic. This will help avoid any problems in the future. ******

Make-up Policy for Clinic Cancellations

If you need to cancel your clinic on short notice due to an emergency (i.e. sudden illness), contact your clinic preceptor to make arrangements to add a make-up clinic. You must also obtain the approval from your rotation director for the absence.

Holidays

Each clinic has a different holiday schedule. It is the responsibility of the fellow to find out if their continuity clinic is closed for a holiday. It is possible that a fellow's rotation is closed for a holiday, but their continuity clinic in the afternoon is open.

Clinical and Educational Work Hours/Days Off

The Institution Manual http://z.umn.edu/gmeim is designed to be an umbrella policy manual. Some programs may have policies that are more tailored to their needs than the Institution Manual in which case the program

policy will be followed. Should a policy in a Program Manual conflict with the Institution Manual, the Institution Manual will take precedence.

Duty hours ("Clinical and Educational Work Hours") are defined as all clinical and academic activities related to the training program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. When averaged over any 4-week rotation or assignment, fellows must not spend more than 80 hours per week in patient care duties.

The program guarantees that fellows are provided at least eight-ten hours between all daily duty periods and after in-house call, though a shorter break may be justified provided it was necessary for safe patient care. These justifications will be monitored by the Program Director of the fellowship program.

Our program's duty hour assignments recognize that faculty and fellows collectively have responsibility for the safety and welfare of patients. Duty hours are ensured by appropriate scheduling of patient care shifts and responsibilities for fellows and faculty. Back-up support systems are provided at each site in the program for times when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create fellow fatigue sufficient to jeopardize patient care. Please refer to the individual sites' policy manuals for details.

In compliance with ACGME guidelines, fellows must take one day off per week, on average, on all rotations. This policy applies to all fellows whether assigned to inpatient wards or consult services. This means that fellows will not have any responsibility to be available on that day. This day off should not occur on a scheduled continuity clinic day. It is the responsibility of the individual fellow, in cooperation with his/her patient care team, to determine the most appropriate day off.

Residency Management Suite (RMS)

For all questions related to RMS, please contact advancedcvd@umn.edu. David will be checking compliance and will send reminders with deadlines. **Missing the institution deadline will result in no administrative support until compliance is met.** This means that any vacation/time off requests, call schedule changes, expense reimbursements will not be addressed until all RMS requirements are fulfilled up to current. Subsequent missed institution deadlines will result in either additional call or a loss of educational allowance funds. Duty Hours are no longer required to be reported in RMS. Instead, the fellowship office will monitor Duty Hours through a survey that must be completed by all fellows at the end of each rotation.

Fellows

All fellows must have four days off duty averaged over a four-week period. This will require that faculty and/or fellows are available to cover the patient care duties on those days.

The Program Director and Program Coordinator will monitor duty hours, days off, and adequacy of rest at all sites by reviewing RMS duty hour reports. The Program Director and Program Coordinator will review data and fellows' satisfaction with duty hours processes at regular monthly meetings. Attending physicians are responsible for monitoring the duty hours, days off and adequacy of rest, and levels of stress for fellows under their supervision, and report any excesses to the chief fellows and program director.

Monitoring of Fellow Well-Being/Adequate Rest

Each inpatient site is responsible for ensuring adequate rest and well being for its house staff. The Program Director and Program Coordinator will monitor duty hours, days off, and adequacy of rest at all sites by monitoring RMS duty hour logs. The attending physicians are responsible for monitoring the duty hours, days off and adequacy of rest, and levels of stress for fellows under their supervision, and report any excesses to the Program Coordinator and Program Director. The program encourages fellows to recognize their own levels of stress also, and to seek the advice of their co-fellows, attending physician or aid if stress becomes too great.

Program Curriculum, Goals and Lines of Responsibility

Program Goals and Objectives

The Heart Failure Fellowship Program consists of both clinical and didactic components.

The core experience includes in-patient rotations of 4 weeks (1 period= 4 weeks) for a total of 6 to 7 periods on the Heart Failure service. Elective rotations are also 4 weeks periods and may include pulmonary hypertension, research time, and possibly outpatient responsibilities.

The fellows will attend the weekly Friday morning heart transplant working meeting and present cases as appropriate (7:00 – 8:00 am). They will also attend the 8:00 am – 9:00 am Friday morning conference and will be expected to present research ideas and results, lead the monthly journal club and participate in the interactions with surgery, pathology and immunology groups who attend this meeting from time-to-time. The fellows will be expected to participate on several donor runs to obtain donor hearts as mandated by UNOS. The weekly Lillehei Heart Institute holds a basic science lecture at 12:00 noon from fall through spring. Fellows are welcome to attend. Lunch is served. The fellows will attend monthly M & M meetings on Wednesday afternoon (5:00 – 6:00 pm) and are also welcome to attend Cardiology Grand Rounds held weekly on Wednesday (5:00 – 6:00 pm). There are a number of special lectures throughout the year pertaining to Heart failure/Tx that the fellows will be expected to attend. The conference schedule is structured to provide a core curriculum that covers all major topics in Heart Failure Medicine.

The conference schedule is structured to provide a core curriculum dealing with major topics in Heart Failure.

Fellows are required to attend a minimum of 75% of all required conferences, which include Vascular Medicine Lecture Series, Research Conference, Journal Club, and Interdisciplinary Vascular Case Conference. Additionally, the fellow must present all (100%) procedural complications at Death and Complications Conference. Each site distributes a site-specific conference schedule weekly. The general schedule for each site is listed below.

Conference Schedule

Friday 7:00 am (Weekly meeting) 130 KE	Heart Failure/Tx weekly meeting (Patient centered discussion)
Friday 8:00 am (Weekly meeting) 130 KE	Heart Failure/Tx conference (Didactic session)

Wednesday 12:00 noon	Lillehei Heart Institute Weekly Lecture (basic science)
Wednesday 5:00 pm (Monthly meeting) 299 VCRC	Cardiology M & M
Wednesday 5:00 pm (Weekly Meeting) 299 VCRC	Cardiology Grand Rounds

Please refer to COCATS 4 document on the ACC website for Level III training requirements: https://www.acc.org/~/media/non-clinical/files-pdfs-excel-ms-word-etc/guidelines/2015/031315_cocats4_unified_document.pdf

Program Goals and Objectives
The goals of our program are scholarship, innovation, and clinical expertise. The program achieves those goals by ensuring that each fellow has the opportunity to acquire the knowledge; the clinical management and interpersonal skills; the professional attitudes and behaviors; and the experience required to become proficient specialists in heart failure.

Educational and research programs are essential to the training program. Fellows are expected to conduct and participate in research studies that will result in publication. Additionally, each Fellow is responsible for presenting at conferences throughout the year, including at least one in depth research presentation.

On Call Schedules

No on call schedule exists, as the Heart Failure fellows do not take call.

Moonlighting Policy

All fellows who moonlight must obtain a prospective, written statement of approval from the Program Director. The fellow must provide the Program Director with the organization and site of the moonlighting activity, the nature of work (i.e. urgent care, chart review, etc.), the name and telephone number of the immediate supervisor, and the anticipated hours of work per month. The program will also monitor moonlighting on a semi-annual basis by requiring fellows to complete a survey and in semiannual meetings with the Program Director.

Moonlighting must not interfere with the fellow's performance of patient care or educational responsibilities on any rotation during training.

Fellows that are actively involved in a formal improvement plan or probation in ANY area of the core competencies will not be allowed to moonlight. If they had been moonlighting previously, privileges will be temporarily suspended. If a fellow successfully remediates, moonlighting privileges may be reinstated at the discretion of the Program Director.

Faculty will monitor fellows' performance for evidence of increased stress or sleep deprivation due to moonlighting activities. The program encourages fellows to assess their own performances and behavior for evidence of stress and sleep deprivation as well.

Fellows violating this policy may be subject to probation, suspension without pay and/or disciplinary action including, but not limited to, termination. Fellows violating this privilege will have their moonlighting privileges revoked for the remainder of their fellowship.

ACGME policy states that hours spent on moonlighting count towards the 80-hour duty week. However, none of the other constraints of duty hours, such as the 24-hour continuous duty rule and the 10-hour time period provided between daily duty periods, apply.

Please refer to the institution policy manual at https://z.umn.edu/gmeim for Medical School Policies on the Eligibility and selection policy; Essential capacities for Matriculation, Promotion and Graduation.

Research

The Division of Cardiology believes that the process of formulating questions, reviewing the literature and developing a plan for answering the questions engendered by patient care and conference experiences is central to the development of well-trained cardiovascular specialists no matter what direction their ultimate career path may take. It is therefore expected that all fellows will work with an assigned or personally selected mentor to create a well-defined program of fellow initiated inquiry. Such a program should result in the creation of a document, which defines the appropriate questions to be answered, a review of the literature that supports the inquiry, the resources necessary to answer the questions posed, a well-defined pathway for answering the questions and analyzing the data obtained. Such involvement may pave the way to fellowship grant submission as well as publications and presentations.

From time to time the fellow's program of fellow initiated inquiry will be reviewed by the Program Director and/or other senior faculty members.

The University of Minnesota has a rich and varied environment of basic and clinical research activities both within the Cardiovascular Division and throughout the Medical School. Fellows are encouraged to "think large" and consider interdisciplinary cooperation where necessary.

Training and Graduation Requirements

In order to be board eligible, the American Board of Internal Medicine sets forth the following requirements during the 12 months of ACGME accredited fellowship training:

1. Twelve months of meaningful patient responsibility, including:
   - cardiac allograft vasculopathy
   - treatment of 30 cardiac transplant patients, of whom 5 are seen during initial transplant hospitalization
   - evaluating at least 50 patients for implantable cardioverter-defibrillators
   - evaluating at least 50 patients for cardiac resynchronization therapy
   - device interrogation and interpretation of at least 100 implanted devices
   - treatment of at least 10 patients with mechanical devices, two of which are in perioperative hospitalization
   - research protocols
   - inpatient service care of advanced heart failure patients
   - inpatient and emergency medicine consultations

- outpatient clinic consultation and follow-up
- 75% attendance for interventional cardiology conferences
- Participation in a research trial resulting in publication
- Passing an ACGME accredited program
- The level of responsibility must increase throughout the year of training

ACGME Competencies

All University of Minnesota Medical School Residency/Fellowship training programs define the specific knowledge, skills, attitudes, and educational experiences required by the RRC to ensure its fellows 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.
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.

It is in the fellows' best interest to maintain an active **Procedure Log in RMS also**. It will serve as the sole source of documentation of procedural training for clinical credentialing following fellowship.

Medical Records

Clinical records that document both inpatient and ambulatory care are to be readily available at all times. Each site provides electronic medical records for patient care. Passwords and access to these records are provided at each site's orientation during the first day of the rotation.

Security/Safety

Security and personal safety measures are provided to fellows at all locations, including but not limited to parking facilities, on-call quarters, hospital and institutional grounds, and related clinical facilities (e.g. medical office buildings).

ACLS/BLS Certification

Fellows are required to be certified in both ACLS and BLS upon starting training. They are required to maintain their certifications throughout training and can get information regarding certification renewal from the Program Coordinator, David Goldfeld (advancedcvd@umn.edu).

Contact Information

University of Minnesota Medical Center Security Office: 612-273-4544 / East Building / Riverside Campus

University of Minnesota Security Monitor Program: 612-624-WALK

Support Services

Please see the Inpatient Guides for specific information related to accessing and utilizing these services and systems at all sites affiliated with the Advanced Heart Failure and Cardiac Transplant fellowship program.

Radiology/Laboratory/Pathology Services

Inpatient clinical support services are available on a 24-hour basis at University of Minnesota Medical Center to meet reasonable and expected demands, including intravenous services, phlebotomy services, messenger/transporter services, Inpatient Radiology services including laboratory and radiologic information retrieval systems that allow prompt access to results.

Visa Sponsorship

- Visa Sponsorship: The J-1 alien physician visa sponsored by ECFMG is the preferred visa status for foreign national trainees in all UMN graduate medical education programs; therefore, the Internal Medicine Residency Program sponsors only J-1 visas. We do sponsor H-1B visas on a case-by-case basis. More information on the J-1 visa can be found on the UMN-GME webpage http://www.gme.umn.edu/international/JVisaInfo/home.html.

ACGME Core Competencies, Milestones and EPA Assessments

Core Competencies

Every learner begins their fellowship training with a set of knowledge, skills and attitudes that they have developed so far in their medical training. Fellows gradually acquire these skills over time, starting at the level of a novice and gradually advancing on a trajectory towards independent practice by the end of their training. The ACGME has defined 6 core competencies for trainees in all fellowship programs. These include: patient care, medical knowledge, practice-based learning and improvement, systems-based practice, professionalism and interpersonal skills and communication.

- **Patient Care** that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. This includes demonstration by the fellow of effective history, physical examination skills, assessment and interpretation of diagnostic tests, appropriate decision-making, diagnostic and therapeutic interventions, management plans, patient counseling, procedures, application of preventive strategies, and use of information technology.
- **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. Fellows will demonstrate in practice, application of basic science and clinical knowledge, as well as analytic approaches to patient care.

- **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. Fellows will be able to demonstrate application of evidence-based medicine to the care of their patients, critical appraisal of the medical literature, review of patient charts for quality improvement and self-assessment, and skilled use of information technology.

- **Interpersonal and Communication Skills** that result in demonstration by the fellow of effective information exchange and teaming with patients, their families, and other health professionals.

- **Professionalism**, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population. Residents will demonstrate willingness to assess their own actions and reflect upon the nature of professionalism in medicine.

- **Systems-Based Practice**, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value. This includes demonstration of knowledge in practice of cost-effectiveness, patient advocacy, team-building and health care delivery systems.

ACGME Heart Failure and Transplant Cardiology Milestones
Your performance on each rotation will be evaluated based on the Advanced Heart Failure and Transplant Cardiology Milestones created by the ACGME. Please see the following link to review these milestones.
https://www.acgme.org/globalassets/pdfs/milestones/advancedheartfailureandtransplantcardiologymilestones2.0.pdf

Milestones
Within these core competencies, the ACGME in conjunction with the ABIM has worked to define 142 curricular milestones that "map" to the core competencies. Individual fellows will meet these milestones at different points in their training. These milestones form the core of our assessment tools. They are specific, observable knowledge, skills and attitudes that together reflect a fellow's developing competence within their specialty With evolving changes in the accreditation system, the ACGME has further defined 22 Internal Medicine milestones that programs will report upon every six months for each individual trainee.
Fellow competence is assessed upon outcomes of training and achievement of these milestones, through multiple assessment methods, throughout the course of their training. In order to achieve these outcomes, the Heart Failure fellowship program has developed targeted curriculum, assessments, scholarly opportunities and patient care experiences with the goal of advancement to independent practice by the end of their training. See an example of the NAS (next accreditation system) milestones that all fellowship programs must report on for their fellows every six months.

Example milestone

2. Develops and achieves comprehensive management plan for each patient. (PC2)

Critical Deficiencies			**Ready for unsupervised practice**	**Aspirational**
Care plans are consistently inappropriate or inaccurate	Inconsistently develops an appropriate care plan	Consistently develops appropriate care plan	Appropriately modifies care plan based on patient's clinical course, additional data, and patient preferences	Role models and teaches complex and patient-centered care
Does not react to situations that require urgent or emergent care	Inconsistently seeks additional guidance when needed	Recognizes situations requiring urgent or emergent care	Recognizes disease presentations that deviate from common patterns and require complex decision-making	Develops customized, prioritized care plans for the most complex patients, incorporating diagnostic uncertainty and cost effectiveness principles

Does not seek additional guidance when needed		Seeks additional guidance and/or consultation as appropriate	Manages complex acute and chronic diseases	

Program Curriculum Overview/Graduation Requirements
The goal of our program is to ensure that each fellow has the opportunity to acquire the knowledge; the clinical management and interpersonal skills; the professional attitudes and behaviors; and the experience required to become a proficient advanced heart failure cardiologist.

In order to be board-eligible, the American Board of Internal Medicine sets forth the following requirements during the 12 months of fellowship training (www.abim.org)

Training and Procedural Requirements

The total months of training required, including specific clinical months, and requisite procedures are outlined below.

Minimum Months of Training	Clinical Months Required	Procedures
12*	12	To be determined

* For deficits of less than one month in required training time, ABIM will defer to the judgment of the program director *and* promotions or competency committee in determining the need for additional training. With program director attestation to ABIM that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to ABIM on their own behalf.

The training requirements for the Accreditation Council for Graduate Medical Education can be found on their website by logging on to https://www.acgme.org/acgmeweb/ . Fellows are encouraged to read and become familiar with these special requirements since they are the measure of the program's success. Fellows will be asked in the future to give feedback to the ACGME regarding our compliance. Please understand the requirements and comply with them.

Supervision Policy

Heart Failure training in our program is designed to promote the professional growth and development of fellows from novice physicians to highly skilled heart failure cardiologists. This occurs through the care of hundreds of individual patients, under the supervision of expert faculty. Fellows acquire increasing responsibility designed by a sequence of rotations, and continuously adjusted to the needs of the fellow and patients. It is our program's deeply held philosophy that physicians learn best when they are as autonomous as their knowledge, skills and attitude permit in the care of patients. That level of autonomy varies for each fellow

and each patient. Our faculty is ultimately responsible for patient welfare and safety, and therefore supervises all patient care encounters in the ambulatory and inpatient settings for all fellows. **Faculty are on call and available to their fellows 24 hours a day and 7 days a week for supervision and consultation, during every clinical experience and rotation.**

Research and Scholarship Activity

Scholarship is integral to the understanding and practice of heart failure. We expect all fellows to engage in scholarly activities informally throughout their fellowship. The requirements for scholarship include:

Scholarship in Fellowship

The program requires all fellows to participate in journal clubs. Fellows are required to prepare and facilitate a journal club at least twice with the help and advice of faculty members at each site.

All fellows are encouraged to make a formal and informal presentation of clinical and/or scientific topics throughout their training as determined by rotation and subspecialty-specific goals.

Procedures Required for Certification in Heart Failure by the ACGME

For certification in Heart Failure, the ACGME requires that candidates must be judged competent by their Program Director in the procedures listed below:

1. Endomyocardial biopsies
    1. At least 30

Evaluation and Advancement Policy

Principles

Evaluation is an essential to professional development and growth during fellowship. While we provide regular formal evaluation by faculty and peers, we also assert that self-evaluation and "reflective practice" is vital to understanding of one's own strengths and areas for improvement as a physician. Our program encourages fellows to seek informal feedback from trusted colleagues, nurses, patients, chief fellows, faculty, formal advisors and the Program Director. Each fellow will also choose (or be assigned) a Mentor/Advisor.

Formative Evaluation

Each fellow's competency in medical knowledge, patient care, professionalism, communication and interpersonal skills, practice-based learning and improvement and systems-based medical practice is monitored and evaluated on an ongoing basis. Evaluation of fellows includes written evaluations by the teaching attending physician and fellow colleagues via New Innovations/RMS, a web-based reporting system (see below). Fellows must also formally evaluate attending physicians (via RMS), other residents and interns, and the sites and rotations.

It is important for fellows to meet with faculty at the beginning of each rotation to discuss rotation goals. Faculty is required, in accordance with ACGME policy, to provide verbal feedback to fellows at the end of each rotation or assignment. Fellows are also encouraged to seek out faculty feedback regularly.

Summative Evaluation

Each fellow meets twice yearly with the Program Director to review performance evaluations, conference attendance, procedural logbooks, and summaries of students' teaching evaluations; to prepare individual learning goals; to update a list of scholarly presentations and manuscripts; and to provide feedback to the

program. Advisors are an excellent resource for career planning, as well as advice on dealing with the stresses of fellowship as well. Original copies of these mid and year-end evaluations are placed in the fellow's individual file and are readily accessible for their review.

All fellows also evaluate the entire program via an annual "year-end program evaluation." The results of this annual evaluation are available at each hospital, and an executive summary is sent to every fellow. All program evaluations are reviewed and used for continuing improvements to the program and rotations.

New Innovations/RMS (Web-based Evaluation System)
The New Innovations/RMS evaluation system is intended to disseminate the summarized and confidential results of hundreds of evaluations by fellows in order to continue to strengthen and refine the program's teaching, curriculum and clinical experiences.

- All fellows are expected to complete their evaluations of rotations within two weeks of completion of the rotation. *Note that RMS is intended to complement and not replace direct feedback at the end of each rotation.*
- All faculty are expected to complete their evaluations of fellows within two weeks of completion of the rotation. All faculty are expected to provide end-of-rotation feedback to the fellows.
- Each month, New Innovations will automatically notify the Program Director that fellows' evaluations are available for them to review. Access will be permitted by New Innovations after 3 or more evaluations have been completed, to provide confidentiality to the evaluating fellows
- Evaluations of individual fellow performance and of individual faculty performance will remain <u>strictly confidential</u> and **will not** be disseminated throughout the program.

If at any time you forget your password, user name or have difficulties with New Innovations, contact David Goldfeld at advancedcvd@umn.edu.

Evaluation Committees
The **Clinical Competency Committee** (CCC) monitors fellow performance and address problems or concerns. The CCC is chaired by Dr. Rebecca Cogswell and comprises a few core faculty members from each of our teaching sites with expertise in assessment. The CCC serves two main functions:

1) To monitor fellow performance and develop tailored improvement plans for individuals as necessary
2) To report fellow performance and progress to the Accreditation Council on Graduate Medical Education as part of the Next Accreditation System twice yearly.

The CCC meets monthly to review the progress of all fellows within our program. Fellows are identified for review based upon: low scoring performance evaluations, as well as concerns expressed by faculty members, chief fellows or ancillary staff. All meetings and discussions are strictly confidential. Minutes are kept of each meeting by the Program Director.

The CCC will, when necessary to improve a minor problem with a fellow's performance, refer a fellow to his /her advisor or to the Program Director for informal remediation. If the performance deficiency is deemed more serious, or is recurrent, then the fellow will be referred to the CCC for creation of a formal performance improvement plan (PIP). This involves stating performance deficiencies and working with the fellow to define

an improvement plan within a set period of time. Terms of the PIP may include a referral to a physician, or a counseling psychologist in the Residents' Assistance Program (RAP) for further evaluation of possible physician impairment. It is the responsibility of the CCC to monitor the outcomes of the PIP. A copy of the PIP is placed in the fellow's file. A copy of the PIP will also be provided to the fellow. The CCC does have the ability to recommend extension of training (total length of training) for fellows if this is deemed to be beneficial for their clinical skills.

Progress reports on all fellows under improvement plans are reviewed by the CCC monthly. If a fellow makes some measurable progress towards the defined goals, the period of improvement may be extended. If the fellow fails to meet the expectations of the PIP, they may be placed on probation and may be referred to the Academic Standing Committee **at the discretion of the CCC.** If a fellow is placed on probation, this becomes a permanent part of the training record and must be reported to boards and other licensing/credentialing bodies. The length of probation will be determined by the CCC in conjunction with the Program Director. If a fellow is determined to be unsuccessful in improving during the probationary period, they may, at the discretion of the CCC, be referred for consideration of dismissal.

Substance Abuse Policy

(Please also refer to the Institution Manual.) It is the policy of the University of Minnesota that University personnel will be free of controlled substances. Chemical abuse affects the health, safety and well-being of all members of the University community and restricts the ability of the University to carry out its mission. Similarly, the Department of Medicine recognizes that chemical/substance abuse or dependency may adversely affect the physician-in-training's ability to perform efficiently, effectively and in a professional manner. The department believes that early detection and intervention in these cases constitutes the best means for dealing with this social problem and creates the best environment for providing improved patient care. Accordingly, the following policy has been adopted.

A. No fellow shall report for assigned duties under the influence of alcohol, marijuana, controlled substances, or other drugs including those prescribed by a physician, which affect his/her alertness, coordination, reaction, response, judgment, decision-making abilities, or adversely impact his/her ability to properly care for patients.
B. Engaging in the use, sale, possession, distribution, dispensation, transfer or manufacture of illegal drugs or controlled substances may have a negative impact on a fellow's ability to perform his/her duties; therefore, no fellow shall use, sell, possess, distribute, transfer or manufacture any illegal drug, including marijuana, nor any prescription drug (except as medically prescribed and directed) during working hours, while on rotation at any hospital or institution participating in the training program.
C. Any violation of this policy may subject the fellow to discipline, including, but not limited to, suspension and/or termination.
D. When there is a reasonable cause to believe that a fellow may be using, selling, possessing, distributing, dispensing, transferring or manufacturing any illegal drug, controlled substance, or alcohol, the fellow may be required to undergo medical evaluation and assessment. The fellow's ability to continue participation in the program will be determined by the Program Director in consultation with attending faculty or the Review Committee and the Chair of the Department. Action may include, but is not limited to, recommendation for treatment and return to duty, suspension from duty with pay, suspension from duty without pay, and/or termination.
E. Depending upon the circumstances, the department may notify appropriate law enforcement agencies and/or medical licensing boards of any violation of this policy.

F. Fellows who are convicted of a criminal drug statute violation (including DWI, boating tickets, etc.) are required to inform the Program Director or Review Committee or Department Head of this conviction (in writing) within five (5) calendar days.
G. Other fellows who have reasonable cause to believe that a colleague is using a substance that adversely impacts on the fellow's performance in the training program must report the factual basis for their concerns to the Program Director.
H. If a fellow is taking a medically authorized substance which may impair his or her job performance, the fellow must notify his or her, attending faculty and the Program Director of his or her temporary inability to perform assigned duties.
I. The policy of the American Board of Internal Medicine maintains that physicians who have a history of chemical dependency, as reported to the Board, and who submit documentation acceptable to the Board that their disease is known to be under control, can apply for and take the certifying examination. Candidates who have a current problem of chemical dependency, as reported to the American Board of Internal Medicine, will not be issued a certificate upon completion of all requirements for certification unless they submit documentation that their disease is known to be under control for five (5) years from the time of the most recent occurrence of the disease.
J. Fellows are encouraged to seek assistance in addressing any problems they might have related to alcohol or substance abuse. The services of the Fairview University for Children Employee Assistance Program, Physicians Serving Physicians, and the Minnesota Association of Public Teaching Hospitals Resident Assistance Program are available to all fellows and their families. (Please refer to the Institution Manual for contact numbers and descriptive information on these programs.)
K. Fellows must be aware that there are significant criminal penalties, under state and federal law, for the unlawful possession or distribution of alcohol and illicit drugs. Penalties include prison terms, property forfeiture, and fines.

Section 6 - Administration

University of Minnesota

Program Director
Bhavadharini Ramu, M.D.

Associate Program Director
Valmiki Maharaj, MD

Program Coordinator
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Faculty
Tamas Alexy, MD
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Daniel Garry, MD, PhD
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Jessica Schultz, MD
Thenappan Thenappan, MD

Advanced Heart Failure & Transplant Cardiology Fellowship Program Policy Manual Addendum

Effective Date: July 1, 2025

Profile of Our Institution

Information about Graduate Medical Education at the University of Minnesota is available on this webpage. The webpage includes our Statement of Commitment, Goals for Graduate Medical Education and our Diversity Statement.

Statement of Commitment

The University of Minnesota Medical School is committed to graduate medical education, which emphasizes education and training of physicians to meet the healthcare needs of our region, advancement of knowledge, and leadership in the biomedical sciences and in academic medicine.

With this commitment, the University of Minnesota Medical School will provide adequate funding for administration, personnel, educational, clinical resources, and faculty teaching time to be certain that every program under our institutional sponsorship offers the best possible training environment and educational opportunities.

Statement of Goals for Graduate Medical Education

Our goal is to provide the highest quality of graduate and post-graduate medical, professional and educational training to prepare physicians for the practice of specialty and/or subspecialty training, or for the pursuit of academic and research medicine.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, marital status, disability, public assistance status, veteran status, or sexual orientation.

Statement of Diversity and Inclusion

The University of Minnesota Medical School is committed to excellence. Our mission will only be achieved through embracing and nurturing an environment of diversity, inclusiveness, equal opportunity, and respect for the similarities and differences in our community.

We strive to create an atmosphere where differences are valued and celebrated, knowing institutional diversity fuels the advancement of knowledge, promotes improved patient care and fosters excellence. We will train a culturally aware workforce qualified to meet the needs of the diverse populations we serve. We especially strive to have our community better reflect the broad range of identities in our state, including race, ethnicity, gender identity, gender expression, sexual orientation, disability, age, national origin, religious practice, and socioeconomic status.

Given the dynamic nature of our community, the Medical School Diversity Statement and Policy should be reviewed biennially to ensure it is current and reflective of our priorities.

Institutional Responsibilities

The Institution Manual http://z.umn.edu/gmeim is designed to be an umbrella policy manual. Some programs may have policies that are more tailored to their needs than the Institution Manual in which case the program policy will be followed. Should a policy in a Program Manual conflict with the Institution Manual, the Institution Manual will take precedence.

Statement of Inclusion of Fellowship Program

The information contained in this Policy Manual pertains to everyone in the department's programs except as otherwise identified.

Department Organization

- Department Chair: Elizabeth Seaquist, MD
- Cardiovascular Division Chief: Ganesh Raveendran, MD, MS, MBA

Program Policies

Appointments and Reappointments

Eligibility Requirements

To be eligible for consideration, applicants must

- meet the institutional requirements for fellowship eligibility.
- have completed or anticipate completion of an ACGME-accredited (U.S.) Internal Medicine or Med-Peds residency program prior to starting fellowship.
- possess U.S. citizenship, permanent resident status, or a J-1 visa. The Medical School at the University of Minnesota discourages residency and fellowship applications from individuals holding H-1 visas because all of our residents and fellows are considered students, not employees. Only under unusual circumstances are H-1 visa holders accepted into a training position.

Non-Discrimination Policy

The Medical School does not discriminate with regard to sex, race, color, creed, religion, national origin, age, marital status, disability, public assistance status, verteran's status, or sexual orientation.

Program-Specific Visa Policies

The J-1 physician visa sponsored by ECFMG is the preferred visa status for foreign national trainees in all UMN graduate medical education programs. H-1B visas may be considered on a case by case basis, and require approval of the Office of Graduate Medical Education and the Cardiovascular Division. The program follows the Medical School's Visa Policy.

Appointment and Promotion

GME clarifies the appropriate classification and appointment types for fellows. For this program, fellows must have a primary paid appointment in one of the following classifications.

- 9555 Medical Fellow
- 9554 Medical Fellow – Graduate Program
- 9568 NIH NRSA Medical Fellow
- 9569 NIH NRSA Medical Fellow – Graduate Program

Trainees in accredited (Medicare eligible) training programs may not hold a secondary appointment at the University of Minnesota or University of Minnesota Physicians.

The residency/fellowship (trainee) agreement is a required, binding contract between the trainee and the institution. The effective date of the initial agreement is the first mandatory date the trainee is required to report to their GME training program.

If the resident/fellow is in satisfactory standing, the agreement will be automatically renewed on an annual basis for the duration of the training program.

There are no restrictive covenants on the post-training employment opportunities of trainees. Residents/fellows are free to compete for any physician or academic positions in any geographic area following completion of their training.

Stipend

As noted in the GME Fellowship Program Agreement, the University will pay fellow an annual stipend commensurate with their level of training. The stipend is payable on a biweekly basis. The Graduate Medical Education Committee sets stipend rates annually, effective for the July 1 – June 30 academic year. For established fellow stipend levels and annually updated information, please refer to stipend information available at http://z.umn.edu/rfstipends.

Patient Safety Procedures

The University of Minnesota strives to promote a positive culture of patient safety and reporting. It is within the role of a medical student, residents, and fellows to report errors and incidents, even if other members of a healthcare team are present or report as well. When electronically reporting incidents such as medical errors, adverse events, near misses, and

potentially unsafe conditions, reporters provide a valuable perspective to Patient Safety officers and contribute to system-level improvements. Specific procedures for electronic reporting vary by site.

- Download Med Ed To Go for site-specific patient safety reporting instructions.

Institutional Committees

- Graduate Medical Education Committee (GMEC)
- Office of Graduate Medical Education Diversity, Equity & Inclusion Advisory Group

Additional Leave Policies

Office Of Graduate Medical Education Leave Policy

Minnesota Earned Sick & Safe Time

As a part of your available PTO days, trainees can request time away as part of the MN Earned Sick & Safe Time (ESST) program. ESST days can be used when a trainee is sick, to care for a sick family member, to seek assistance if a trainee or their family member has experienced domestic abuse, if there is a work or school closure due to weather or a public emergency that prevents a trainee from being able to work, or to care for a child or family member whose school or care facility is closed due to weather or a public emergency.

Up to 6 days of a trainee's available PTO may be used for ESST in the first year. Unused ESST hours roll over to the next year up to a maximum of 10 days. Note that time away for ESST must still fit within the total allowable days away from training to avoid potential extension of training, per ABIM requirements.

All sick, PTO, and ESST time must be requested through the program's PTO request process.

Unauthorized Leave

Unexcused, unsupportable, or unauthorized absences/leaves and/or significant tardiness from any mandatory clinical or educational activity constitutes unprofessional conduct. Under a fellow's signed program agreement (employment contract), unprofessional conduct is behavior that will subject the fellow to discipline for non-academic reasons. Such discipline may be in the form of a written warning, probation, suspension, or termination.

Institutional Policies

GME Discipline, Dismissal, Failure to Advance Policy and Procedure

GME Fitness for Duty

Worker's Compensation Policies

- Instructions for needlesticks and other injuries

Miscellaneous

Fairview UMMC Call Room

The resident fellow call room is located in 1-365 PWB. The area is accessible via the tunnel from the hospital first floor to the first floor of the PWB building. The main entrance to the suite area is accessible by your M Health Fairview Badge. If you encounter any issues with badge access please contact security at accesscontrol@fairview.org or Jennifer Janacek at jennifer.janacek@fairview.org.

Lockers are available, rooms with beds, desks, and computers, a gym and showers.

If the resident/fellow needs to check out a call room (for groups without an assigned room) then email pwboncall@fairview.org. Please provide name, program and dates that they need a room.

Confirmation of Receipt of your Fellowship Addendum for Academic Year _____

By signing this document you are confirming that you have received and reviewed your Fellowship Addendum for this academic year. This policy manual contains policies and procedures pertinent to your training program. This receipt will be kept in your personnel file.

Fellow Name (Please print) _____

Fellow Signature _____

Date _____

Coordinator Initials _____

Date _____