

Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017
Table of Contents

Department Basics:

Cards/Illustrations/Keys/Photo ID/Supplies	2-3
Carelink/Library Resources/Schedules/Website	4
HIPAA/Media Calls/ Records Retention	5
Communication	6
Computers / Copying	7
Division Information	8-10
Mail	11
Parking	12
Transportation	13

Faculty/Practitioner Information:

Outside Work	14-15
Faculty Leave and Salary Structure	16-17
Announcements / Business Cards / Coats	18
Call / Coding / DEA Numbers	19
Electronic Patient Data / ID Cards	20
Immunizations / MEDCON	21
Medical Association Dues / Medical License	22
Medical Staff Privileges	23-24
Confidentiality	25
UW Physicians	26-28
Promotion Information	29-33

Money Matters:

AEF / Budgets / BARs & BSRs / Donations	34-35
Travel: CTA / Hotels / Reimbursement / VISA	36
CME: ACLS / Department CME / Grand Rounds / Etc.	37

Education Program:

Fellows	38
Residents	39-42
Students	43-44

Meeting, Committees, & Gatherings:

Celebrations	45
Committees: Standing & Ad Hoc	46-47
Conferences & Lectures	48-49
Faculty Monthly & Quarterly Meetings	50
Meeting Rooms & Rental Equipment	51

Research Programs:

Researcher's Guide / Grants & Contracts / Resources	52
---	----

Department Basics: Cards/Illustrations/Keys/Photo ID/Supplies

Access Cards: Access cards are magnetized cards, which provide access to the hospital after hours. These cards are also known as “proxy-lite” cards. Individuals with a University of Washington Medical Center badge have the proxy card built into the UWMC badge.

Contact: Christine Tezak: 616-8305 ctezak@uw.edu and Division Coordinator:

Jessica Adams: Gynecologic Oncology

Jadams3@uw.edu 685-2463

Allison Brewer: Women’s Health, Urogynecology, and Family Planning

Allib14@uw.edu 685-9640

Hannah Giese: Reproductive Endocrinology and Infertility

gieseh@uw.edu 221-8279

Whitney Hiatt: Fellowship Programs

Whiatt11@uw.edu 221-0328

Patricia Kloster: Maternal Fetal Medicine

pkloster@uw.edu 543-3729

Sally Sneden: Harborview Women’s Health

sallym@uw.edu 744-8563

Administration: Information regarding the Department of OB/GYN Administration can be found in on page 8 and in the Appendix on A.1.

Illustrations/Slides: Faculty may request help for creating slides, posters and other media for student lectures, resident training and other public education activities used for presentation. Requests should be given as much in advance as possible.

Contact: Jan Hamanishi: 543-3735 / hamanish@uw.edu

Keys: Keys should be checked out with the Budget/Fiscal Analyst upon the arrival of a new employee and returned to the department upon departure of the employee.

Contact: Winston Chiu: 543-3726 / wchiu@uw.edu

Photo ID: Staff at the University of Washington Medical Center (UWMC), Harborview Medical Center (HMC), Children’s Medical Center (CHRMC), the Seattle Cancer Care Alliance (SCCA) and Fred Hutchinson Cancer (FHRC) and all

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

physician faculty who work in clinic or patient care areas at any of these institutions are required to wear photo identification badges at all times. Non-clinical faculty employed by the School of Medicine (SOM) and who also work in Health Sciences are required to wear photo identification badges issued by the SOM under the following conditions: after hours (i.e., weekdays before 7 AM and after 6 PM, all day on weekends and holidays), at all times in patient care areas, at all times in animal quarters or laboratories where animals are present, at all times in high security laboratories where sensitive research, hazardous chemicals, radioactive materials or select agents are present.

Contact: Christine Tezak: 616-8305/ ctezak@uw.edu

Supplies:

The items on the department-approved lists are considered common stock by the department and generally kept on hand in the supply area. The department Purchasing Coordinator is responsible for ordering general supplies. See the Appendix, page A.2. for the Purchase Order form and the Store Order form.

Contact: Winston Chiu: 543-3726 / wchiu@uw.edu & Division Coordinators

Department Basics: Carelink/Library Resources/Schedules/Website

- Carelink:** UW Carelink is the Employee Assistance Program (EAP), which provides professional support services designed to help people cope with a variety of personal and career-related issues. EAP services are easily accessible, confidential and available 24 hours a day at no out-of-pocket cost. Employee Assistance Program services are available at no cost to you, your household members, and your dependent children. There may be times when additional services are needed that could involve out-of-pocket costs, depending on your health plan benefit. The decision to use your EAP benefit is voluntary and confidential. Additional information/brochures are available in the Human Resources Manager's Office. To schedule an appointment, please call toll free during regular business hours, Monday through Friday: 1-866-598-3978. Crisis and TDD access are available 24 hours a day, seven days a week: 1-800-833-3031. <http://www.washington.edu/admin/hr/worklife/carelink/>
- E-Schedules:** The Department's E-Weekly Schedule is typically distributed on Fridays and includes all major meetings and lectures for the current and following weeks. If faculty or staff have additions or changes, forward them to the Education Program Administrator as indicated on the schedule.
Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu
- Library Resources:** Through the University, faculty, staff and students have access to extensive library resources, both print and electronic. University ID cards serve as library cards. **Health Science Library & Information services:** Of particular interest to UWMC employees may be the Health Sciences Library and its website, Healthlinks, which offers access to numerous health-related databases, including MEDLINE through which researchers can view online journals and is accessed through the University homepage at www.washington.edu and www.healthlinks.washington.edu. The "University Libraries Information Gateway" at www.lib.washington.edu provides an overview of available resources and current policies of the library system. The health Sciences Library is located in the UWMC T-Wing: T-227, 2nd and 3rd Floors.
Contact: <http://healthlinks.washington.edu/hsl/hours.html>.
- Website:** The Department website provides information to patients, residents, alumni and clinical faculty. The website also features a "For Faculty and Staff" section in which you can find New Faculty Resources, Links to Leave and Benefits Policies, Faculty Development workshop information, and a complete summary and offering of resources regarding Department Appointments and Promotions. <http://depts.washington.edu/obgyn>.
Contact: Christine Tezak: 616-8305/ ctezak@uw.edu

Department Basics: HIPAA/Media Calls/ Records Retention

- HIPAA:** All employees of the School of Medicine and UWMC are required to be compliant with the regulations of the Health Insurance Portability and Accountability Act of 1996. As it pertains to the Department's employees, the Administrative Simplification provisions of HIPAA require the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans and employers. It also addresses the security and privacy of health data. Adopting these standards will improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in health care. To insure that employees are compliant, an online training module has been developed. Each employee is issued a user name and password and must complete the module in order to maintain active employment status. New employees must complete the training within the proscribed period following their start date. The Faculty Human Resources Manager will obtain the required log on and password for each new employee.
Contact: **Christine Tezak:** 616-8305/ ctezak@uw.edu
- Media Calls:** If you receive a cold-call from a reporter or the general public about a health sciences matter, refer the caller to the UW Medicine Media Relations team which serves as the centralized news bureau, public communications and community affairs department for the UW School of Medicine. All calls relating to controversial areas such as abortions, IVF and Animal Studies must be referred to the Medial Relations
Contact: **Office of Media Relations:** 543-3620/ mediarelations@uw.edu
- Records Retention:** Each division has its own records retention schedule. For more information see the appropriate Division Coordinator or the University Website of Records Management Services.
Contact: <http://www.washington.edu/admin/recmgt>

Department Basics: Communication

- Email:** Once new employees have obtained their employee identification number (EID) from the Faculty Human Resources Manager, they can create their personalized UW NetID (email account) via <https://uwnetid.washington.edu/newid/>. The new account will be active immediately. Email can be viewed through a number of systems such as Outlook. Employees are responsible for proper usage of the account as outlined on the above-listed site.
Contact: Keith Davidson: 685-5138 / keithwd@uw.edu
- Fax:** The fax machine for the Department is located in BB-645. The fax number is 543-3915. Faxes received at this number are distributed accordingly.
Contact: Keith Davidson: 685-5138 / keithwd@uw.edu
- Pagers:** In order to obtain a pager for a new faculty member, Division Coordinators must submit a UW Telecommunications Services. The Department will pay for the basic service (display vibrator). If the faculty member wants a different model the division pays any difference in price.
Contact: Division Coordinators or Pager Replacement & Repair: 221-2922
- Telephones:** Voicemail is provided to employees at the discretion of the Department Administrator working with the Division Directors and Division Coordinators. To request a new phone line, repair or any other service, contact the Budget/Fiscal Analyst.
Contact: Winston Chiu: 543-3726 / wchiu@uw.edu

Department Basics: Computers / Copying

- Computer Standards:** The Department has developed hardware and software policies (See Appendix pages A.4-5). Currently, the department provides licenses, software installation and server support. Faculty are provided a new computer by the Department upon hire. The Department provides staff with computers necessary to perform their tasks. Replacement computers and upgrades must be approved by the Department Administrator and Computer Support Analyst.
Contact: Keith Davidson: 685-5138 / keithwd@uw.edu
- Computer Support:** Internal Support: The Department has a Computer Support Analyst who is available to assist with hardware and software purchasing as well as product support for UW-owned equipment.
Contact: Contact: Keith Davidson: 685-5138 / keithwd@uw.edu
- Purchasing/etc.:** Newly purchased equipment is given a University Inventory Tag and recorded under a department member's name. If a piece of computer equipment is given to another department member or moved to another location, the information must be given to the Purchasing Coordinator. Send requests to the Purchasing Coordinator. Contact: **Division Coordinators**
Keith Davidson: 685-5138 / keithwd@uw.edu or
Winston Chiu: 543-3726 / wchiu@uw.edu
- Department Copiers:** The two Department copiers are maintained by contract from Xerox. The large copier in BB-645 is for general and high volume copying. Contact the Purchasing Coordinator for supplies and the Administrative Specialist for service and trouble-shooting. Each employee is given a copier code to use on either copier.
Contact: **Winston Chiu:** 543-3726 / wchiu@uw.edu or
- UWMC Copying:** The University offers a range of copy services. A number of copy centers are located within the UW Medical Center and the Health Sciences Building, grouped under the heading South Campus Copy Centers. Basic services are available at all locations; special services vary by location. Orders are submitted with a *Photocopy Work Request*. Same day service is often, but not always, available, depending on the size and complexity of your order. Hours also vary according to location. Copying charges should be made to divisional budgets.
Contact: **Copy Services:** 543-5680

Department Basics: Division Information

Education: The Education Division in the Department has oversight responsibility for the resident and student teaching programs in the Department of OB/GYN and coordinating department sponsored CME courses. Faculty and staff work in conjunction with the Department Chair, the Dean's office for Student Affairs, Graduate Medical Education, and Resident Housestaff Affairs. The Division maintains all student and resident education files, administers the basic and elective student clerkships, all aspects of the Resident Education Program, and is a primary source of information for most educational activities in the Department.

Contact: Residency Program: **Sonya Fukeda:** 543-9626 / fukeda@uw.edu
Clerkship Program: **Whitney Hiatt:** 221-0328 / whiatt11@uw.edu

Gyn. Onc.: The Division of Gynecologic Oncology at UW includes gynecologic oncologists, and three nurse practitioners, all of whom are based at the University of Washington Medical Center Gynecologic Oncology Clinic on 8SE. In addition, the Division has four fellows-in-training. The Division provides comprehensive cancer care for women with gynecologic malignancies. Generally, all gynecologic oncology patients are referred to the service by other physicians who have already made a diagnosis or probable diagnosis of a gynecologic malignancy. Patients are seen and cared for during all phases of their treatment by the gynecologic oncologists, including surgery and chemotherapy. Radiation therapy is jointly managed by Radiation Oncology and the gynecologic oncology physicians. All outpatient services are conducted at the Gynecologic Oncology Clinic on 8SE and all surgeries are performed at UWMC. Each faculty member is active in clinical and/or laboratory research. Additionally, the gynecologic oncologists work closely with faculty at the Fred Hutchinson Cancer Research Center. A Women's Cancer Research Program (WCRP) has been developed that brings together researchers with common interests in gynecologic malignancies, provides infrastructure for data collection, tissue banking, and funds for pilot projects. The FHCRC in collaboration with the UW actively conducts research projects in early detection, biomarker development, chemoresistance, and modeling for prediction of cancer. The academic offices of the Gynecologic Oncology Division are located in the BB wing of the School of Medicine.

Contact: **Jessica Adams:** 685-2463 / jadams3@uw.edu

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

**Maternal-Fetal
Medicine:**

Physicians in the Maternal-Fetal Medicine Division provide specialty and obstetrical care high-risk women. While their practice is primarily located in the Maternal and Infant Care Clinic, Labor and Delivery and the Antepartum Service at UWMC, they also see patients at the Valley Medical Center, Smokey Point, Seattle Children's Hospital, and Yakima Valley Memorial Hospital's Children's and Maternal Health Clinic. The physicians in this division subspecialize in areas such as hypertension, diabetes, and infectious diseases in pregnancy, prenatal genetic counseling, perinatal diagnosis & ultrasound and preterm birth. There is always a perinatal attending physician available 24 hours a day, 7 days a week. A large percentage of the patient base seen in this practice are referrals from community physicians for pregnant women with complex medical issues pertaining to pregnancy. All academic offices are located in the Health Sciences complex, sixth floor, with the exception of the fellow's office, which is located in UWMC on the fifth floor.

Contact: **Patricia Kloster:** 543-3729 / pkloster@uw.edu

**Reproductive
Endocrinology &
Infertility:**

The Division of Reproductive Endocrinology and Infertility (REI) provides specialized care to individuals and couples with infertility and endocrine disorders. They provide such services as intrauterine insemination, in vitro fertilization, and other advanced reproductive technologies. Women with endocrinologic disorders are cared for by the reproductive endocrinology and infertility specialists. REI specialists also perform specialized laparoscopic surgery. University Reproductive Care is located on the 4th floor of Roosevelt II at 4245 Roosevelt Way NE. In vitro fertilization procedures are performed in this clinic. Academic offices are located in the Health Sciences Building, sixth floor.

Contact: **Hannah Giese:** 221-8279/ gieseh@uw.edu

**Women's Health:
HMC**

Harborview Medical Center (HMC) is owned by King County and managed by the University of Washington. The Department of Obstetrics and Gynecology at Harborview has outpatient services including obstetrics, gynecology, colposcopy, and primary care. Inpatient gynecologic care is also provided, chiefly for gynecologic surgery. HMC provides care to a broad demographic, including many immigrant communities. Interpretation services are offered for over 40 languages. Prenatal care is provided for approximately 250 patients every year. These patients all deliver at UWMC. HMC has unique programs for the care of women with sexually transmitted disease (including HIV in pregnancy), trauma (including obstetric trauma) and who have been sexually assaulted (including post-traumatic stress). Harborview is a site of the NIH National Center of Excellence in Women's Health.

Contact: **Sally Sneden:** 744-8563 / sallym@uw.edu

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

Women's Health: The Women's Health Division provides specialized obstetrical care and a wide range of preventive care and specialty gynecologic services for women of all ages in the ambulatory, surgical, and inpatient settings. We provide ambulatory consultative and specialized care for women at the Women's Health Care Center (WHCC) at the Roosevelt Clinic. In addition, our faculty practices at the UW Neighborhood Clinics (Shoreline, Ravenna, and Factoria) and Seattle Children's Hospital clinics (Pediatric and Adolescent gynecology, multidisciplinary disorders of sexual development). The WHCC at Roosevelt also offers specialty clinics for vulvovaginal disorders, urogenital dysplasia, and family planning including the full scope of contraceptive options and pregnancy termination, and evaluation for minimally invasive gynecologic surgery.
Contact: Allison Brewer: 685-9640/ allib14@uw.edu

Urogynecology: Physicians at the University of Washington and throughout the Pacific Northwest refer patients to the three urogynecologists in this division for the diagnosis and treatment of primary and recurrent pelvic organ prolapse, urinary and fecal incontinence, bowel or urinary fistulas, recurrent urinary tract infections, post-delivery perineal problems and painful bladder conditions. Our three urogynecologists work closely with the Female Pelvic Medicine and Reconstructive Surgery group, which include one urologist and a nurse practitioner specializing in female urology. The entire group evaluates over 500 new patients, and performs 200 urodynamic studies and 300 surgeries per year. There are two clinic locations: one at the UWMC Surgery Pavilion and another at the Eastside Specialty Clinic.
Contact: Allison Brewer: 685-9640/ allib14@uw.edu

Central Admin.: Central Administration provides administrative services required by all divisions. Their goal is to assist support staff and faculty in the areas of human resources, payroll, purchasing, personnel, fiscal reporting, computer support, grants management and guidance in University policies. For more information, see Appendix A.I.

Contacts:

Farel McClure: Department Director: 543-0929, fmcclure@uw.edu

Daisy Rivera: Staff Human Resources Manager: 616-8406, daisy@uw.edu

Christine Tezak: Executive Assistant/ Faculty HR: 616-8305/ ctezak@uw.edu

Winston Chiu: Purchasing Coordinator: 543-3726, wchiu@uw.edu

Valerie Hockens: Payroll/Travel Coordinator: 543-3054, vhockens@uw.edu

Craig Peerenboom: Revenue Cycle Manager: 221-4272, cpeerenb@uw.edu

Keith Davidson: Computer Support Analyst: 685-5138, keithwd@uw.edu

Department Basics: Mail

- General:** Mail being sent to other departments of the UW as well as the Roosevelt or Harborview sites should be sent through campus mail and requires no postage. Campus mail envelopes are available on the shelf below the mailboxes. The recipient's name, department, and box number should be written on the front of the envelope and any past recipients crossed off. No personal mail should be sent through Campus Mail; the service is only for University business. Mail addressed to OB/GYN employees at Harborview/Roosevelt which has been received at UWMC is forwarded to these sites by the persons sorting the mail. All other mail requires postage. Letterhead envelopes and individual stickers with pre-printed budget numbers are available from the Executive Assistant or Administrative Specialist. Mail using these budget numbers should be placed in the mailroom bin marked "Outside Mail Unstamped". Stamped mail should be placed in the bin marked "Outside Mail Stamped". Personal stamped mail also goes here.
Main Department Box: 356460, Harborview Women's Health: 359865
- Dept. Mailboxes:** The Department mailboxes are located in BB-645. The Division Coordinators have the responsibility of sorting the mail, which is delivered and picked up twice a day, usually mid-morning and mid-afternoon.
Contact: Division Coordinators
- Federal Express:** The department no longer has a contract with Federal Express, so it can only be used when billing the recipient or shipping through another department. Supplies can be ordered through the phone number shown in the contact section. There is no regular department pick-up point for Federal Express. You can call for pick-up service if you call by 3:00 p.m. If you miss the 3:00 p.m. deadline, there is a regular 4:00 p.m. pick-up point on the fifth floor in front of the door of Room AA-522. This is an unmarked pick-up point, but usually there will be several packages sitting there.
Contact: Federal Express: 1-800-463-3339
- UPS:** The UW has a contract with UPS. UPS is the preferred courier to obtain the best rates. Supplies can be requested from the Purchasing Coordinator. UPS has some restrictions on shipping, including some specimens or research products. There is a regular department pick-up point inside BB-645, on the top of the file cabinet. UPS packages are picked-up here by 4:00 p.m. every weekday. The call-in deadline is also 4:00 p.m. Necessary supplies are in the mailroom, in the cabinet below the toaster oven. If you miss the 4:00 p.m. deadline, you can leave UPS packages in a UPS drop box on the first floor just inside the doors leading out to the RR-Wing loading dock behind the hospital. The last pick-up for this box is 5:00 p.m. Contact: UPS: 1-800-PICK-UPS

Department Basics: Parking

- Parking Permits:** Employees may purchase quarterly or annual parking permits. Parking spaces are assigned by the University Commuter Services. Employees are encouraged to use public transportation or carpool/vanpool. The University heavily subsidizes bus passes (UPASS) that can be used on Metro or Community Transit. Payment is by payroll deduction. The department is allocated a few parking spots in the S1 parking lot, located directly behind the Health Sciences building. Parking in S1 is restricted to faculty based on rank and office/practice location due to the limited number of spots. The Department Administrator assigns S1 parking when space becomes available. For a map of the UW parking lots, please refer to the map at: <http://www.washington.edu/facilities/transportation/parkinglots>. Special arrangements are in place for HMC faculty who pay for monthly parking at HMC and need occasional parking at UWMC. The UPASS and parking permits may be purchased at any one of these locations:
Commuter Services: 3745 15th Ave NE
South Campus Parking Services: T-466A Health Sciences Building
Contacts: UW Transportation Office: 206 685-1565
For parking questions: UW Parking Services: 206 685-1543
- Parking Coupons:** Parking validation coupons are available for visiting faculty, meeting attendees, or resident applicants. The coupon is affixed to the parking invoice issued by the gate attendant and allows a full refund of parking fees upon exiting the parking lot or garage. Validation coupons may be used for S1 parking. They may not be used for Triangle Garage parking, which is designated only for patients and their visitors. Validation coupons are kept by the purchasing coordinator and distributed as needed.
Contact: Christine Tezak: 616-8305/ ctezak@uw.edu
- Special Events:** Meetings, conferences, or CME courses which include outside participants may require accommodations for parking. Parking assignments are made by the Division of Parking, Special Events Office and is restricted on Husky Football Saturdays. Participants will be assigned a nearby lot, not always S-1.
Contact: Parking Division, Special Events Office 543-2409
- Commute:** The University Department of Transportation provides services to aid faculty and staff in finding the fastest and most efficient commute route. See University Commute Concierge services at:
<http://www.washington.edu/facilities/transportation/commute-concierge>

Department Basics: Transportation

Bus Passes: Discounted bus passes (UPASS) are available for purchase by university employees on a quarterly or annual basis through the Transportation Office. The current bi-monthly cost is \$25.00, which is paid through payroll deduction. If you have an annual parking permit, your UPASS account is activated and available for you to use at no extra charge. Bus Schedules are available in the UWMC lobby and at the T-wing overpass.

Contact: **Christine Tezak:** 616-8305/ ctezak@uw.edu

Handicapped Access: Information regarding handicapped access routes is available in the Human Resources Manager's office.

Contact: **Christine Tezak:** 616-8305/ ctezak@uw.edu

Shuttle Service Shuttle service is available between UWMC and its off-campus sites including the Roosevelt Clinic, Fred Hutchinson Cancer Research Center, Harborview Medical Center, the Seattle Cancer Care Alliance, the Ravenna Clinic, Northwest Hospital, UW Tower and South Lake Union. Shuttles run between 6am and 6pm, so please confirm with published schedules. The shuttle from UWMC to Roosevelt leaves every 15 minutes (at 15, 30, and 45 minutes after the hour). Additionally, the shuttle leaves Roosevelt for UWMC every 15 minutes. The Health Sciences Express schedules for travel to Harborview Medical Center (HMC), Roosevelt, UWMC, and the UW Tower can be found at <http://www.washington.edu/admin/hsexpress/>. Shuttle information can also be found in F.19-20. The shuttles to the Seattle Cancer Care Alliance, Seattle Children's and to the Fred Hutchinson Cancer Research Center leave from the Muilenburg tower approximately every 20 minutes. Schedule information for the FHCRC / SCCA shuttles can be found at: <http://www.fhcrc.org/en/contact-us/visit-us/shuttles.html>.

Contact: **Health Sciences Express:** 685-3146

Faculty / Practitioner Information: Outside Work

Outside Work: The University of Washington recognizes that faculty, librarians, and staff are experts in their chosen fields and are offered consulting and professional opportunities for compensation beyond their UW employment. The following is to outline your responsibilities as a UW employee, to help you understand conflict of interest and how it relates to your activities, clarify what is outside consulting, and make clear what prior approval and annual reports are required. The University's philosophy on conflict of interest is that none of its faculty, librarians, staff, or officials shall engage in any activities that place them in a conflict of interest between their official activities and any other interest or obligation. Several policies and guidelines have been issued in recognition of the need for guidance in this area and in the related areas of ethical standards and codes of conduct.

Contact: **Division Coordinator**

Honoraria: Faculty, librarians, and staff are encouraged to accept invitations by nonprofit organizations, colleges and universities, and governmental agencies to present guest lectures, deliver papers, serve on review panels and participate in accreditation activities. Honoraria may be received and you are not subject to obtaining prior approval on the Request for Approval of Outside Professional Work for Compensation, but you still need to report annually on the Annual Report of Outside Activities. Prior approval is required if you will be teaching credit courses or participating in continuing education activities outside of the University of Washington.

UW Facilities/Equipment/Resources: UW facilities/equipment/resources are not available for your outside work. University owned facilities, equipment, and other resources (including email, telephone, and workstation computer) are to be used solely to support teaching, research, and administrative functions, not for outside professional work.

Summary: Doing work for compensation outside of the University is acceptable if you:

1. Obtain prior approval;
2. Report annually; and
3. Avoid completely, using UW facilities/equipment/resources;

Procedure:

1. Complete, as needed, the Request for Approval of Outside Professional Work for Compensation, and the School of Medicine Supplement for each specific activity before you do it; (this form can be found on the Department Website: <https://depts.washington.edu/obgyn/faculty-and-staff/division-coordinators-resource-page>)
2. Complete annually the Annual Report of Outside Activities summarizing your activities. All faculty are required to complete this form.

Both the request and the supplement are submitted first to the Department Chair. After review, the department forwards both forms to the Office of Regulatory Guidance in the Office of the Dean for approval by the School of medicine. Review of the supplement ends in the Dean's office. Final action on the request occurs in the Office of Academic Human Resources.

Policy

<http://www.washington.edu/admin/rules/policies/PO/EO57.html>

Honoraria

<http://www.washington.edu/admin/rules/policies/PO/EO43.html>

Using UW Facilities

<http://www.washington.edu/admin/rules/APS/47.02.html>

Faculty / Practitioner Information: Faculty Leave and Salary Structure

Faculty Leave: Per the Faculty Code, faculty salaries are paid for twelve months for eleven months of service. Up to one month each academic year (July 1—June 30) can be taken as paid vacation leave. This month is counted as a block of time, and includes weekends. There is no year to year vacation accrual. To allow for simplified tracking of vacation leave within Divisions and conform to the Faculty Code, the Department of Obstetrics and Gynecology Leadership Committee has clarified this policy to calculate to 20 weekdays of vacation per academic year for full-time faculty. Part-time faculty vacations are pro-rated to conform to their FTE.

If full-time faculty start their appointment after July 1, their paid leave for the first year will be calculated by the following schedule:

Start Date	Weekdays of Vacation Allotted
July 1—September 30	20 days
October 1—December 31	15 days
January 1—March 31	10 days
April 1—June 30	5 days

Vacation requests must be approved by the Division Chief in accordance with division rules.

Determination of approvals or denials is based on coverage availability and impact on patient care. Vacation time will be tracked within each division. Contact: **Christine Tezak**: 616-8305 / ctezak@uw.edu

Medical Leave: Faculty at the University of Washington School of Medicine are granted up to 90 calendar days medical leave with salary continuation each academic year. Medical leave can be taken for each distinct, separate illness. However, if an illness extends from one academic year to the next academic year, days off cannot exceed 90 days for one particular illness. If an illness extends beyond 90 days, the medical leave is exhausted and faculty may then go into leave without pay. Check with the UW Benefits office regarding disability status and using your disability insurance. Any woman who gives birth while holding a faculty appointment at the University of Washington is covered under the University's medical leave policy. She is eligible for up to 90 days leave with salary continued during that period for which she would normally be on the payroll. Medical leave coverage begins from the date of childbirth or from an earlier date if recommended by a health care provider. As with other medical leaves, the faculty member must present written certification from a health care provider that she cannot work as a result of the pregnancy, childbirth, and/or recovery.

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

Paid medical leave is not available for adoptive mothers. Paid medical leave may be used for long term care of an ill child. Unused medical leave time does not accrue. Additionally, a healthcare provider statement is required, and should document the need for the leave, whether the leave is full or partial, and include specific begin and end dates of the leave period. Healthcare provider statements should be sent directly to Academic Human Resources, Box 351270, where they are maintained confidentially.

Contact: Christine Tezak: 616-8305/ ctezak@uw.edu

Salary Structure:

Regular faculty are paid a School of Medicine base salary with increases approved by the state legislature. Faculty with clinical responsibilities have three salary components. The X portion of the salary is considered School of Medicine and may be funded through research grants, state tenure lines, or other non-clinical resources. The Y component of salary is funded through clinical revenue. The X and Y salaries are considered a faculty member's base or guaranteed salary. In addition to the base salary, faculty **may** receive an incentive, or Z payment, up to two times per year. The Z payment is based on the department incentive plan and is not considered a guaranteed salary.

Contacts: Farel McClure: 543-0929 / fmclure@uw.edu

Faculty / Practitioner Information: Announcements / Business Cards / Coats

- Announcements:** Requests for new physician announcements should be directed to the department's medical illustrator who will design a sample announcement, present it to the Chair for approval, and coordinate its printing.
Contact: **Jan Haminishi:** 543-3735 / hamanish@uw.edu
Christine Tezak: 616-8305/ ctezak@uw.edu
- Business Cards:** The department pays for business cards for faculty. All non-faculty cards are paid for by the appropriate division. To obtain business cards, Division Coordinators complete a request online. Upon approval, the request will be processed. Publication Services processes business cards every Thursday. Orders arriving before Thursday will be processed on that Thursday. Completed business cards are received about one week after printing. It is strongly recommended that employees keep copies of their online order.
Contact: **Division Coordinator and Publications Services:** 543-5680
- Lab Coats:** Laboratory coats are leased by the department from Laundry. This company also provides the laundry service for the coats. To order a set of coats for a new faculty member or to order replacement coats, the Division Coordinator should fax a letter to this service indicating the style, size, monogram information, location for delivery (always BB-645), and appropriate budget to be charged. For new faculty members, it is generally a good idea to order three coats. The service can assist in ordering specifics. If a coat is torn or worn, a note should be pinned to the coat requesting repair and put in the receptacle in the men's and women's restrooms by the BB elevator. The laundry will determine whether or not the coat can be repaired.
Contact: **Division Coordinator**
- Laundry:** Soiled lab coats are to be put in the receptacles located in the men's and women's restrooms by the BB elevator. Each Monday the coats are counted and placed in a bag with a laundry list. The laundry is then picked-up by the service and will be returned the following Monday.
Contacts: **Division Coordinator and Consolidated Laundry Service:** 521-1740;
FAX: 521-1742

Faculty / Practitioner Information: Call / Coding / DEA Numbers

Call: All physicians in the Department of OB/GYN who are .5 FTE or greater are expected to take call equal to other physicians who are 1.0 FTE. See A.10. for sample call schedules.

Coding: Each faculty member is responsible for ensuring that they are up to date on all current coding practices. New faculty will receive training via UWP Compliance Training, while all faculty receive refresher courses taught each year at Division-specific trainings. IDC-10 and CPT books for the current year are available in the Chair's office as well as in each of the Division Coordinator's offices. Questions regarding coding and billing compliance should be directed to UWP.

DEA Numbers: Anyone with medical staff privileges is required to have DEA prescriptive status. The DEA number is individual-specific and issued by the United States Department of Justice. As an institution receiving federal funds, UWMC and HMC practitioners are fee-exempt when applying for or renewing their DEA. Practitioners are expected to renew and apply for a DEA online at: <http://www.deadiversion.usdoj.gov/>

- Logon to the website and select online forms and applications on the left-side column.
- Click on new and renewal registration applications.
- Select Registration Online Application System.
- Once the initial information is filled out, the exemption screen will occur.
- For the exemption portion, list your primary place of practice, the Medical Director, Thomas Staiger, will be the Certifying Officer, in addition to the address of the institution. If UWMC is your primary place of practice, enter the tax ID number 91-6001537. This is for UWMC ONLY.

Residents and Fellows are also eligible to apply for a DEA:

- The institution's DEA registration number or a DEA that is exempted from payment by the Medical Director CANNOT be used for any purpose other than for the care of patients within the scope of your residency or fellowship program.
- Applications for the three-year registration with the DEA are available in the GME office, C212, Box 356350. GME Office: 543-0065

Initial applications may take 6-8 weeks to process. The following individuals must have copies of current faculty DEA's:

- Human Resources Manager – Personnel File
- Office of Medical Staff Appointments – Box 358220
- University of Washington Physicians – Box 359110

Faculty / Practitioner Information: Electronic Patient Data / ID Cards

Elect. Patient Data: All practitioners must have access to electronic patient data. The Human Resources Manager will request access for all newly hired practitioners. Electronic Signature: Electronic signatures are used by physicians to sign-off on patient notes. Division clerical support staff should arrange electronic signatures for new faculty. Electronic signatures are a function of UWMC. To request the creation of an account, contact the Faculty Human Resources Manager. Contact: **Christine Tezak** 616-8305 / ctezak@uw.edu

ID Cards: UW Employee ID (Husky Cards): Identification cards are issued to all employees, faculty and staff. Clinical faculty are issued cards in conjunction with their clinical faculty appointment. Faculty ID cards are issued from Academic Personnel after the initial faculty appointment is submitted. Faculty ID cards are used for Library access, Intramural Building access, and other facility usage. Contact: **Christine Tezak** 616-8305 / ctezak@uw.edu

Hospital Photo ID: All faculty who work in the University of Washington Medical Center must obtain a hospital photo ID in addition to the University ID. In order to obtain a photo ID and Husky Card, the HR Manager submits a memo to the UWMC Security Department which includes the faculty name, department, last six digits of their social security number, and title. Faculty must then go to the location, Monday through Friday from 7:30 a.m. to 4:30 p.m., to have the photo ID made in room BB-120.

Contact: **Christine Tezak** 616-8305 / ctezak@uw.edu

Public Safety Office: 598-4909

Visiting Scholars: Cards can be issued to visiting scholars who are temporarily collaborating in research or other academic endeavors with faculty in our department. Visiting scholars do not have a clinical faculty or faculty appointment. The Visiting Scholar ID card will enable the temporary faculty to have access to the University Library system, other University study and non-classified research facilities, and the Intramural Building. It will also enable the visiting scholar to obtain a UPASS or temporary parking assignment for a fee.

After the Human Resources Manager and the Visiting Scholar applicant have completed and submitted the necessary appointment paperwork, Academic Personnel will issue the Visiting Scholar ID card, mailing it to the requesting department in one or two weeks.

Contact: **Division Coordinator**

Faculty / Practitioner Information: Immunizations / MEDCON

Immunizations: Immunizations and TB testing are available at Campus Health in UWMC Room NN-256 (548-4848). Their hours are Monday through Friday, 7:30-Noon, and 1-4PM. Additionally, they have drop-in clinics for TB testing every Tuesday, 7:30-Noon, and 1-4PM, as well as Friday, 7:30-Noon. Staff needing immediate post-exposure care for blood-borne pathogens or who are involved in animal care programs should also call this office. UWMC Housestaff Procedures: All residents are required to be current in their immunizations for measles, mumps, rubella, hepatitis B, diphtheria and tetanus. Clinical work cannot begin until assurance of current immunizations to each of these vaccine-preventable diseases has been documented. Annual TB tests and annual attendance at the Bloodborne and Airborne Pathogen seminar are also required. CREOG Resident Guidelines: Prior to entry into residency, prospective residents should furnish proof of immune status to measles, mumps, rubella, diphtheria, tetanus, hepatitis A and B, polio, varicella, tuberculin skin test, and if positive, a chest x-ray. An HIV test is recommended. Yearly testing should include TB test, hepatitis C, and HIV. Vaccines for immunizations include MMR, DT, hepatitis B, polio, varicella, and influenza. UWMC policy dictates that all health care providers have current immunizations.

MEDCON: MEDCON is a toll-free telephone physician consultation and referral service of the UW School of Medicine and its primary teaching hospitals. MEDCON receives more than 2500 consult calls per month, 12% of which are routed to members of the Department of OB/GYN. These calls are usually routed to the attending physician for the day. The MEDCON switchboard is staffed from 8:00 a.m. to 5:30 p.m. on weekdays. After 5:30, incoming calls are received through the UWMC switchboard. Before leaving for the day, MEDCON operators fax information to the switchboard about calls that might need activity that evening. Calls to MEDCON are answered by an operator who transfers the call to the appropriate consultant. The caller may request a specific consultant, or may describe the nature of his or her question or problem to the operator, who will locate the person within the University system best able to address that concern. If the consultant is not immediately available, the operator will keep trying until contact is made between the caller and consultant. The operators also log information about Northwest physicians who call MEDCON into a database that allows University physicians to contact referring physicians throughout the region. The physicians who act as MEDCON consultants are listed in the program's directory by department and division and also alphabetically by name. The Directory also lists the various services available within the University medical system, with phone numbers, directors' names, and brief descriptions. Contacts: 543-5300 or medcon@pspdec.dom.washington.edu

Faculty / Practitioner Information: Medical Association Dues / Medical License

Medical Assoc. Dues: UWP pays membership dues for the Washington Medical Association and King County Medical Society annually for Members or Associates 50% or above. For processing and payment, invoices reflecting these dues should be forwarded to Traci McCullough at UWP. All other association dues may be paid from faculty AEF through the purchase request process.

Contact: **Division Coordinator**

Medical License: All UW practitioners involved in patient care are required to hold a current Washington State license. It is the responsibility of the physician to make certain that their renewals are completed on time. Physician licenses are reimbursed through UWP. Faculty appointment and medical staff privilege approval are dependent upon a current Washington State license. An incoming faculty member cannot see patients without a current license. Resident licenses are coordinated through the Education Division. Resident licenses are initially provisional licenses. Licenses are issued by the Department of Health in Olympia. Licensing applications may take as long as three months for approval so early submission is encouraged. Physicians are encouraged to list the department address as their mailing address for privacy purposes. Once an application has been initiated, the status of the application may be checked with the Department of Health.

Physicians will receive an instruction letter and a request for reimbursement form from UWP about two months prior to the license expiration date. Physicians should send payment and any other information needed to renew the license directly to the Department of Health as soon as the renewal form is received. Once physicians receive their renewed license, they may request reimbursement of the fees from UWP by completing the reimbursement form sent to them and attaching a copy of the renewed license. UWP will then issue reimbursement. Contact the Human Resources Manager for additional copies of the reimbursement form. The status of a renewal can be checked with the Department of Health. Should a faculty's State license lapse, the physician cannot see patients until current, active State license status is resumed. UWP does not provide malpractice coverage to faculty who lack current licensure.

The following must possess a copy of the license: Faculty Human Resources Manager – Personnel File, Office of Medical Staff Appointments – Box 358220 and UWP – Box 359110.

Contact: **Christine Tezak** 616-8305 / ctezak@uw.edu

Faculty / Practitioner Information: Medical Staff Privileges

Med. Staff Privileges: All new faculty involved in patient care must obtain a medical staff appointment. Medical staff privileges are a requirement for a practitioner to be enrolled and to bill as a provider under contracts between UWP and health care insurers. Applicants must have medical staff privileges before they begin seeing patients and billing for services. Also, applicants must have a faculty appointment before medical staff privileges can be granted. The Human Resources Manager coordinates the medical staff appointment of incoming faculty and fellows in the department and will initiate the application process with the Office of Medical Staff Appointments (OMSA). Completed packets are returned directly to OMSA. A faculty member cannot see patients or take call without active medical staff privileges. UWMC privileges do not include privileges at Harborview Medical Center unless they are specifically requested. The Medical Director's Office will notify the Human Resources Manager of medical staff privilege approval via email. It is best to allow a minimum of 90 days to process a medical staff appointment.

Re-appointments: A medical staff appointment lasts 24 months. Practitioners must be re-credentialed before expiration of their medical staff appointment, which occurs no later than 24 months from the last credentialing date. The Office of Medical Staff Appointments will email practitioners a link that will take them to an online form to complete. Instructions will be provided through the link. The Office of Medical Staff Appointments requires current Washington State licenses and DEA's on file for all faculty.

Contacts: OMSA: 543-1002, Christine Tezak: 616-8305/ ctezak@uw.edu

Observation Privileges: Practitioners in the community may refer a patient to the Department of OB/GYN care in gynecologic oncology, high-risk obstetrics, etc. The patient may request that the referring physician be present for a surgery or delivery. If the practitioner is present solely as an observer and will not participate in the surgery or delivery, short-term medical staff privileges are not required, but medical observation privileges are. In the case of a delivery, approval of the faculty member and division director are obtained. The responsibility of notifying the referring physician of delivery time falls to the patient's family. All observation privileges are obtained through the Medical Director. The Application and Agreement for Observational Activities form can be obtained from the Human Resources Manager. The applicant completes the form, and then the department faculty member providing the patient's care must approve and concur before permission is obtained from the Medical Director. Should the referring physician wish to assist in the surgery, short term medical staff privileges must be obtained and approval secured from the Medical Director's Office.

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

Short Term Temporary Privileges: Short-term temporary medical staff privileges are primarily issued to clinical faculty members or physicians in the community who have referred patients to UWMC for specialized care. The referring physician may wish to be present for delivery of a baby or assist in a surgery. Short-term temporary Medical Staff Privilege packets are available through the Human Resources Manager. In addition to completing all the materials and obtaining department signatures, the following documents must be provided:

- Curriculum Vitae
- Current Washington State license
- Current DEA
- Face page of professional liability policy
- Privacy, Confidentiality, and Data Security Agreement
- Washington Practitioner Attestation question
- Washington State Patrol Form;
- Conviction/Criminal History Information,
- Immunization Health History
- Three letters of recommendation

Completed packets are delivered to the Faculty Human Resources Manager. Privileges are granted by the Medical Director's office. Approval of temporary privileges may take one to two weeks. Approval is sent to the Faculty Human Resources Manager via email notification.

Contacts: **Christine Tezak** 616-8305/ ctezak@uw.edu

Faculty / Practitioner Information: Confidentiality

Confidentiality: All faculty, staff and residents are required to receive training on information security that addresses the protection of confidential and restricted data, computer software and hardware, and virus protection. In order to be compliant with the Federal, State and University of Washington regulations, all employees who use computing devices connected to UW Medicine networks must complete UW Medicine HIPAA information security training and sign a Privacy, Confidentiality and Information Security Agreement that will be placed in their personnel file. This mandate applies to all faculty, staff and residents in the Department of Obstetrics and Gynecology.

Completed forms should be returned to the Faculty Human Resources Manager.
Contact: Christine Tezak 616-8305/ ctezak@uw.edu

Faculty / Practitioner Information: UW Physicians

UWP:

All faculty clinicians have membership and employment with University of Washington Physicians. It is the policy of UW Physicians that each of its employed health care professionals is credentialed under standards required by federal and state regulatory bodies and acceptable to the Joint Commission on Quality Assurance (NCQA). As a condition of employment, UW Physicians requires that its healthcare professionals obtain appointment to the Medical Staff as one of the UW Academic Medical Center's two hospitals, HMC or UWMC. UW Physicians have entered into a credentialing services agreement with HMC and UWMC, under which they may conduct credentialing on UW Physician's behalf, including primary source verification of physician qualifications and medical staff peer review.

Credentialing criteria and standards are used to select and evaluate qualified health care practitioners, promote safety of patients and comply with regulatory requirements. A consolidated process is used for faculty appointment, membership in UW Physicians, medical staff privileges at HMC, UWMC or SCCA, and for health plan participation. The organizational unit which is responsible for day-to-day administration of the UW Physicians credentialing program is the Office of Medical Staff Appointments (OMSA).

Enrollment Contracts: All new faculty in the Department of Obstetrics and Gynecology are required to complete University of Washington Physicians (UWP) Provider Contracts (Physician Enrollment Contracts). In order to enroll new appointees with contracting health plans and to obtain UPIN numbers, UWP needs to have a number of forms on file for each provider. Contracts must be completed 90 days prior to effective start date on which the practitioner is to begin seeing patients and billing for services. The contracts are the third component of new faculty paperwork, the other two components being Faculty Appointments materials and Medical Staff Privilege materials.

Process: The Human Resources Manager coordinates the UWP appointment of incoming faculty and fellows in the department and will initiate the application process with UWP. Contracts include Medicare, Medicaid, Champus, Railroad Medicare, DSHS, and others. In addition to the completed contracts, practitioners are required to submit the following to UWP:

- Copy of current Washington State Professional license
- Copy of current DEA
- Copy of the faculty's medical school diploma
- Board Certification Certificate(s)

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

Return the packet directly to UWP. The complete provider packet should be submitted 90 days before faculty's effective start date.

Contacts: Contact: **Christine Tezak** 616-8305 / ctezak@uw.edu

UWP Billing Number: University of Washington Physician billing numbers are assigned by the School of Medicine in the course of a new faculty appointment. Once a completed faculty appointment packet is sent to the Dean's Office and reviewed, a green copy of the New Appointment Memorandum will be returned to the department, noting Dean's Office approval of the appointment and assignment of an individual specific billing/access number. This number allows access to the UWMC dictation system, is recognized by the computer for patient appointment purposes, and basically functions as a physician identifier for the University system.

The UWP number differs from a Universal Physician Identification (UPIN) number. The UPIN number is assigned post-training and is an individual specific number that carries from one institution to another. It is assigned only once in a physician's career. The UWP number, on the other hand, is a number that is meaningful and useful only at the University of Washington.

Medicare/Medicaid Billing Number: Medicare and Medicaid billing numbers are obtained during the course of a new UWP appointment. UWP will submit the necessary information to obtain the numbers when they receive the completed UWP packet.

Contact: **Christine Tezak** 616-8305/ ctezak@uw.edu

UWP Salary and Benefits: Faculty who perform clinical services have a breakdown of salary between X and Y, with a few exceptions.

- X: School of Medicine Salary
- Y: UWP Salary
- Z: Incentive Salary

UWP (Y-based) salary is paid at the end of each month directly from UWP. Additionally, membership with UWP provides additional benefits including:

- Retirement program (401 (a) pension plan, 403 (b) tax deferred annuity plan)
- Long term disability insurance
- Supplemental non-cancelable disability insurance
- Life and accidental death and dismemberment insurance
- Flexible benefit plans

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

UWP Paychecks: UWP paychecks are issued to faculty on the last day of the month.

Contact: **Farel McClure**: 543-0929 or **Valerie Hockens**: 543-3054

UWP Compliance Training (CIA): In April 2004, UWP entered into a five year Corporate Integrity Agreement (“CIA”) with the Health and Human Services Office of Inspector General (“OIG”). The CIA requires that UWP operate a specific billing compliance program. In general, the program is consistent with the standards for compliance programs in any academic medical center. However, under the CIA, the OIG reviews our documentation and billing practices and requires that providers complete specific training within strict timelines. If we fail to meet our obligations under the CIA, we are subject to significant and immediate penalties. As a UWP provider, you must complete the following:

- Participate in two hours of basic CIA orientation training;
- Review and acknowledge the Code of Conduct; and
- Participate in four hours of specialized training.

UWP requires that this training be completed on the provider’s first day of UWP membership. Training is available online if you have a UW Net ID or through CD-ROM. Please contact Human Resources Manager or the UWP Office of Regulatory Compliance at (206) 221-3345 if you would like to complete your training before your first day in UWP. The HR Manager will make arrangements with the UWP Office of Regulatory Compliance for you to complete the training and attestation.

Pursuant to UWP policy, if you do not complete training on the first day, you may not engage in clinical practice until training is complete. This training is critical, as providers who do not complete the CIA training requirements will be terminated from UWP. CIA training must be renewed every two years. In addition to the CIA training and Code of Conduct Attestation, UWP requires that you complete training on the confidentiality of health information (“HIPAA training”). If you have any questions regarding the UWP Compliance Program, the CIA, or the training and Attestation requirements, please contact the UWP Office of Regulatory Compliance, Department Director, or the HR Manager.

Contact: **Craig Peerenboom**: 221-4274/ cpeerenb@uw.edu

Farel McClure: 543-0929 / fmccclure@uw.edu

Faculty / Practitioner Information: Promotion Information

General Statement: The Department of Obstetrics and Gynecology adopts the policy of the University of Washington Guidelines. The principal function of the University is to preserve, increase and transmit knowledge. Scholarship, the essence of effective teaching and research, is the obligation of all members of the faculty. The faculty members may be judged by the character of their advanced degrees and their contribution of knowledge in the form of publication and instruction. Some elements in evaluating the scholarly ability of faculty members include the quality of their published work, variety of intellectual interests, the receipt of grants, awards, their success in directing productive work, their participation and leadership in professional associations, in editing or professional journals, judgment of professional colleagues and membership on boards and committees. The education function of the University and the Department requires faculty who can teach effectively. Instructor's participation in academic advising and counseling is to be considered as a major activity related to teaching. The University and the Department encourage faculty participation in public service, University, school and departmental committees. Of similar importance may be the faculty's participation in administrative tasks. It is to be recognized that the Department has its own unique position in relying heavily on clinical activities. We consider of importance the clinical duties, special training programs, and continuing education activities of the faculty. The research faculty members are expected to demonstrate active and consistent scholarship by publication of research reports.

Personal Quality: A faculty member should possess unusual personal and intellectual integrity. A faculty member should have a free mind and be dedicated to objective truth and its complete presentation. The University and the department should avoid appointment or promotion of anyone who has personal traits which would negate his or her professional effectiveness or reflect discredit upon the academic profession.

UW Medicine values professionalism among its faculty, staff, trainees, and students in carrying out UW Medicine's mission of improving the health of the public through teaching, research and patient care. Professionalism includes demonstrating excellence, integrity, respect, compassion, accountability, and a commitment to altruism in all our work interactions and responsibilities.

It is the policy and expectation of UW Medicine that UW Medicine faculty, staff, trainees, and students will conduct themselves in a professional manner in all of their interactions with patients, members of the public and the University community, and each other. The purposes of this policy are to promote excellence, integrity and altruism in all of our activities; to assure that all persons

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

are treated with respect, dignity and courtesy; and to promote constructive communication and collaborative teamwork.

General Criteria: For promotion or appointment, the faculty member should excel in at least two of three areas, namely teaching, scholarship, and patient care, and demonstrate achievement in the remaining areas. Scholarship and teaching are the main prerequisites for promotion. Research and teaching are the main pre-requisites for promotion. The accomplishments in research and teaching may vary from one candidate to another, yet both must be present. The clinical activities and professional services are to be considered of importance, but such activities or services in the absence of teaching and research are not an adequate basis for promotion.

A. *Teaching*

In evaluation of the candidate's performance in teaching, the following aspects will be considered of importance. Students, resident, Fellows, and peers will be utilized in the evaluation of teaching.

1. Courses.
2. CME-University and outside the University.
3. Teaching awards and recognition as an excellent teacher.
4. Success in training graduate and professional students in scholarly method.
5. Other teaching activities for development of courses, seminars, workshops and outcome measures including but not limited to, curriculum web site development, surgical simulation program, team steps training, case-based learning courses, etc.
6. Mentorship.

B. *Research and Scholarship*

Objective evidence of scholarship is required for faculty promoted in the pathway in the Department of Obstetrics and Gynecology, and the record of scholarship is particularly important for promotion. The scholarly focus for faculty in this pathway is often the scholarship of teaching and the scholarship of integration, but may also include the scholarship of discovery. In evaluating the candidate's performance in research and scholarship, the following aspects will be considered of importance:

1. Publication in peer-reviewed journals with consideration given to the quality of the publications.
2. Senior authorship with the understanding that terminal authors might be considered of the same importance as senior authors. The author's contribution to the publication is to be evaluated.
3. Success in obtaining grants.
4. Participating in national peer review (e.g. NIH review).

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

5. Membership on a journal's editorial board.
6. Scholarship of integration – taking research results and integrating them in a relevant manner (guideline development, evidence based reviews, chapters, etc).

C. Patient Care

In evaluating the candidate's performance in patient care, the following aspects will be considered of importance:

1. Quality of Patient Care (special recognition)
2. Initiation and maintenance of new clinical programs.
3. Magnitude of clinical load.
4. Excellent citizenship/professionalism
5. Administrative leadership for the department, School, hospital, and the University, including committee functions. (Patient safety/ quality assurance director/ division director/ leadership of obstetrics standardization and outcomes).

D. Administrative Service

It is recognized that the administrative responsibilities of faculty members vary, from individuals who have no administrative responsibilities to those whose jobs are mainly administrative. The administrative responsibilities, including committee functions, may include those for the Department, the School of Medicine, the hospital, and the University.

E. Professionalism

Professionalism includes demonstration of honesty, integrity, respect, compassion, accountability, and commitment for altruism in all work interactions and responsibilities.

F. Public Service

Public service includes volunteer and community service activities.

Specific Criteria:

Assistant Professor in the Physician/Scientist:

Appointment to the rank of assistant professor requires a completion of a Doctoral degree (M.D., Ph.D., or equivalent). Physicians will be expected to complete a residency in obstetrics and gynecology and in most cases, some post-residency fellowship training. No specific number of publications is required, but at least 5 and preferably more than 10 publications, and an indication of focused scholarly activity which demonstrates the individual's potential for the future should be present (e.g. holding or applying for a career development award).

Research Assistant Professor:

Individuals appointed or promoted to the research assistant professor rank should possess an MD or PhD degree and have demonstrated skills and potential for research in their area of expertise. Some publications in refereed journals and promise for the possibility of performing as an independent investigator should be noted.

Assistant Professor in the Clinician/Educator Track:

For appointment or promotion to this rank, the individual should have an MD degree or equivalent and should have demonstrated promise of excellence in clinical activities and teaching. A demonstration of potential for scholarly pursuit should be present as represented by prior activities during residence, fellowship training or post-residency clinical performance.

Associate Professor in the Physician/Scientist:

Appointment or promotion to the associate professor rank requires all of the criteria listed above for assistant professor with these additional requirements: the individual should have been in rank as assistant professor for three to six years (average four to five years), have demonstrated investigative skills that have achieved significant recognition in the individual's chosen area of clinical expertise, have demonstrated outstanding abilities as a researcher, and have demonstrated excellence in teaching. Research scholarship as noted in III is an essential component as judged by the ability to obtain grants, perform as an independent investigator, achieve national recognition for research, and demonstrate scholarly pursuits by being author or co-author on a significant number of peer reviewed publications. In general these would be expected to exceed 20 in number and high quality, but major variations are possible depending upon the area of research endeavor involved. During the time as assistant professor it is expected that the individual will have taken on administrative responsibilities either nationally, within the School, or within the community and these accomplishments should be judged in making a determination for promotion. Criteria to be considered are listed under III.

Research Associate Professor:

Criteria for appointment and promotion at this rank also implies service at the research assistant professor rank for three to six years (average four to five years) and outstanding promise in research as judged by the ability to obtain grants, perform as an independent investigator, achieve national recognition for research, and demonstrate scholarly pursuits by being author or co-author on a significant number of peer reviewed publications. In general these would be expected to exceed 20 in number and high quality, but major variations are

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

possible depending upon the area of research endeavor involved. Teaching activities and administrative roles will also be judged as part of the criteria for promotion.

Associate Professor Clinician/Educator Track:

Promotion to the associate professor rank in this track requires service as an assistant professor for at least three years and with demonstrated special skills in clinical areas that achieve regional or national recognition. Strong emphasis will be placed on teaching skills and activities. Administrative responsibilities will also be an important criteria for promotion. While the emphasis on this track is on clinical and teaching skills, scholarly performance is considered important and will be judged as a criteria. It is expected that faculty in the Clinician/Educator track produce, at minimum, one scholarly project for each year in rank.

Professor in the Physician/Scientist Track:

Promotion to professor is not a time related event. Thus, promotion to this rank will depend on the individual's demonstration of national or international reputation in their chosen field of expertise, a substantial number of publications, first authorship, co-authorship, second author, or last author and the demonstration of superb teaching abilities and specific strengths in administration at the national, regional, School, or local area.

Research Professor:

Promotion to this rank requires a national reputation in the chosen area of research, continued grant support, demonstration of research expertise as measured by a significant number of publications in peer reviewed journals and demonstration of a leadership role in international, national, local, or regional research areas. Teaching skills will also be evaluated and are expected to be superb.

Professor Clinician/Educator Track:

Promotion to the rank of professor in this track requires continuing expertise in a specific area of clinical endeavor, generally with recognition at the national or international level. Teaching skills must continue to be superb and a strong scholarly pursuit should be demonstrated. This may be by any of the areas listed in III. The professor on this track is expected to have a strong administrative responsibility and this may be in the international, national, regional, school, or local areas.

Money Matters: AEF / Budgets / BARs & BSRs / Donations

- AEF:** Academic Enrichment Funds: The Department of Obstetrics and Gynecology desires to support the professional and academic development of its faculty members. To support this goal, the Department shall make available academic enrichment funds on a yearly basis to faculty working at 50% or more FTE. For the specifics on this policy, see Department of Obstetrics and Gynecology AEF Policy, available from Purchasing Coordinator, Administrative Specialist or Faculty Human Resources Manager. For specific AEF amounts by rank, see Appendix page A.4.
Contact: Farel McClure: 543-0929 / fmcclure@uw.edu or
Winston Chiu: 543-3726 / wchiu@uw.edu
- Budgets** Budget numbers are assigned by Grants and Contracts Accounting. Budgets may have purchasing restrictions regarding food and/or alcohol. For specific information on budget numbers and titles, contact the Department Director or the Budget/Fiscal Analyst.
Contact: Farel McClure: 543-0929 / fmcclure@uw.edu or
Winston Chiu: 543-3726 / wchiu@uw.edu
- Division Operating:** Expenses & Report: Divisions generally charge operating expenses such as support staff salaries, unusual office supplies, and computer equipment to the divisional Research and Training budgets. The Finance Team sends out the monthly Budget Activity Reports (BARs) and Budget Status Reports (BSRs) which are monthly detail summaries of all division direct expenses. These are distributed to the division coordinator/division director for approval. These are then returned to the Finance Team for changes or archiving. If you need to make a purchase and charge it to the department/division, please contact your Division Coordinator or the Finance Team.
Contact: Valerie Hockens: 543-3054 / vhockens@uw.edu or
Winston Chiu: 543-3726 / wchiu@uw.edu
- Donations:** Individuals interested in making donations to the UW School of Medicine Department of OB/GYN may be directed to the Department Director or the SoM Development Office.
Contact: Farel McClure: 543-0929 / fmcclure@uw.edu
- Gift Funds:** Faculty members and others in the department may have gift funds available. Sources of gift funds may include patients, foundations, professional organizations, and pharmaceutical companies. Donations to gift funds are not taxed by the University and usually earn interest. Gift funds have very few purchasing restrictions, but will require approval at the university level if they are to be used for food purchases. Flowers and alcohol are not allowable

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

purchases on gift accounts. Faculty members or others with a gift account receive a monthly statement showing their balance.

Contact: **Winston Chiu**: 543-3726 / wchiu@uw.edu

Petty Cash:

To be reimbursed from Petty Cash, employees must provide an original receipt (The Petty Cash Office cannot accept a copy) scotch taped it on a sheet of paper with the claimant's name, and budget number to charge. AEF claims against their account need the faculty member's signature. If you are charging it to a division budget, the division coordinator needs to sign off on it. The signature is required to approve the charge against a budget. Employees will be reimbursed by check according to department and university rules and procedures. It is important to note that the petty cash reimbursement ceiling is \$750. Any amount greater than \$750 must be sent through Purchasing on a purchase order. An itemized receipt is required for food requests.

Contact: **Winston Chiu**: 543-3726 / wchiu@uw.edu

Purchase Requests:

For all purchases that must be entered and approved on-line by the Purchasing Coordinator, a Purchase Request Worksheet must be completed and signed. This form may be obtained from the Finance Team. Please do not use this form or submit any purchases until you have discussed the requirements with the Purchasing Coordinator.

Contact: **Division Coordinator**

Winston Chiu: 543-3726 / wchiu@uw.edu

Vendors:

When completing a Purchase Order employees are required to designate a vendor of choice. It is very likely that this designated vendor will be changed during the processing of the order due to department, university, and/or state rules and regulations. If you have questions regarding vendors and identifying a sole source vendor please contact the Purchasing Coordinator.

Contact: **Winston Chiu**: 543-3726 / wchiu@uw.edu

Money Matters: Travel: CTA / Hotels / Reimbursement / VISA

CTA: The department has a Central Travel Account to be used by the department to charge airline tickets for visitors and employees without VISA cards. To use the CTA, please e-mail the Payroll/Travel Coordinator. She will assist you with this process.
Contact: Division Coordinator/ Valerie Hockens: 543-3054/ vhockens@uw.edu

Hotels: The following website has a list of hotels with contracts with the University. Refer to this website before making hotel reservations for visitors to the University. <http://www.washington.edu/admin/travel/hotel.contracts.html>

Travel: Reimbursement: The University of Washington has strict policies regarding travel arrangements and reimbursement. Faculty are to work with their Division Coordinators to complete the appropriate paperwork, including the Travel Expense Voucher. All travel reimbursement requests are completed by the Division Coordinators and submitted to the Travel Coordinator for payment. Please meet with the Payroll/Travel Coordinator before making any travel arrangements for department members for which they will require reimbursement.
Contact: Division Coordinator/ Valerie Hockens: 543-3054/ vhockens@uw.edu

VISA: All faculty or department members who travel routinely on University of Washington business should have a University of Washington VISA card. These can be obtained by completing an application form and returning it to the travel office. The form is online at www.washington.edu/admin/travel/visa.html
Contact: Valerie Hockens: 543-3054 / vhockens@uw.edu

Education Program: CME: ACLS / Department CME / Grand Rounds / Etc.

- ACLS Courses:** (Advanced Cardiac ACLS certification is not required for faculty in the Department of Life Support) Obstetrics and Gynecology. If a faculty member wishes to take a certification course, however, they are regularly available at The Carlson Consulting Group, 425-643-7961. Attendees are responsible for their registration. When the faculty member returns a completed certificate, the department will process reimbursement via a purchase request form. If registration is under \$200 reimbursement may be processed through petty cash.
- Dept. CME:** The Chair is responsible for departmental CME Courses on current OBGYN topics. Currently, the department intends to sponsor one CME course each spring.
Contact: **Christine Tezak:** 616-8305/ ctezak@uw.edu
- Grand Rounds:** Grand Rounds is a Category 1 CME Conference sponsored by the OBGYN Department designed to present current research on topics of interest in obstetrics and gynecology. Presenters include department faculty, UWMC faculty from various disciplines, and well-known speakers from around the country. Grand Rounds take place on Wednesday mornings from 8-9am, Mid-September to Mid-May. The exact location will be announced prior to each event.
Contact: **Sonya Fukeda:** 543-9626 / sfukeda@uw.edu
- Pro. CME Credits:** It is the responsibility of each faculty member to track his or her own CME credits for licensing purposes. CME credit certificates should be maintained by the faculty member and/or her support staff. Questions regarding CME should be directed to the CME office.
Contact: **CME Office:** 543-1050, Box 358220

Education Program: Fellows

- Gyn Oncology:** The Gynecologic Oncology Division offers a four-year training program. The program is designed to train gynecologic oncologists who will be leaders in patient care, research expertise, innovative cancer therapies, and education. Fellows will be trained in the comprehensive management of gynecologic malignancies and research. We believe that strong mentorship is the best way to assure success of our fellows, and therefore, we will pair fellows with both research and clinical mentors depending on individual interests.
Contact: **Whitney Hiatt:** 221-0328 / whiatt11@uw.edu
- MFm:** Maternal-Fetal Medicine offers a three-year training program. The fellowship is designed to develop individuals for a career in academic medicine. Ample opportunity is provided for the development of clinical skills necessary to be an expert in perinatal medicine. One emphasis of the program is on the development of research skills that form the foundation for a career in academic medicine. Fellows are expected to acquire skills in project design, management of research projects and data analysis. They are also expected to develop skills necessary to write competitive grants for research support.
Contact: **Whitney Hiatt:** 221-0328 / whiatt11@uw.edu
- Family Planning:** The Fellowship in Family Planning at the University of Washington provides post-graduate obstetrician-gynecologists the opportunity to focus on family planning training and research at a university that is a national leader in clinical care, biomedical research, education and training, and ranks first among public universities in federal funding of research. This two-year program offers fellows supervised training in advanced family planning and abortion clinical skills, and a Master of Public Health degree from the University of Washington School of Public Health.
Contact: **Erin McCoy:** 245-5658/ emccoy@uw.edu
Whitney Hiatt: 221-0328 / whiatt11@uw.edu
- General:** For a listing of the current Fellows, please see Appendix A.12.

Education Program: Residents

- Education Program:** The Department of Obstetrics and Gynecology has a four-year accredited training program, accepting 7 residents each year for a total of 28 residents. The Resident Program Director is Seine Chiang, M.D., and she supervises the recruitment process and the educational program. The Education Division assists in administration and running of the resident and student programs. Residents rotate at the University of Washington Medical Center (UWMC), Harborview Medical Center (HMC), Swedish Medical Center, Veterans Administration (VA), Yakima Valley Memorial Hospital (YVMH), and Virginia Mason Medical Center. The Education Division has responsibility for initiating and updating affiliation agreements with these sites.
- Orientation:** First year residents (R1s) begin the residency program each year on June 25, unless it falls on a weekend. A four to five day departmental orientation precedes this first day, and continues through the summer on Wednesday mornings. The orientation is coordinated by the Education Division Staff. An additional two days of orientation are provided by the office of Graduate Medical Education (GME).
- Parking:** Residents are required to pay for their own parking at Harborview and UWMC. Pay-Per Use Parking is available for purchase from Parking Services that allows residents to park at both HMC and UWMC and only pay for the days they park. The School of Medicine provides a parking card for residents on rotation at the Roosevelt Women's Clinic. Residents on rotation at off-site locations who are required to return to UWMC or HMC for any mandatory activities (i.e. continuity clinic, didactics, etc.), are responsible for submitting a reimbursement request form to the Education Division in order to be reimbursed for parking costs at their "secondary duty station."
- Rotations:** All residents rotate through assigned services each year. These include Obstetrics, Gynecology, Gynecologic Oncology, Reproductive Endocrinology, and various Ambulatory rotations. Sites include UWMC, HMC, Swedish, VA, Yakima, and Virginia Mason. Schedules are generally available from the Education Division in April prior to the next academic year which begins each June. Laminated pocketsize schedules are available upon request.
- Call Schedules:** Chief Residents prepare call schedules, which are distributed by the Education Division.
- Vacation Schedules:** A resident vacation schedule is finalized in July each year. This is distributed to the appropriate clinics, and updated as necessary. The R2, R3, and R4 dates are usually available in late May; the R1 schedule is available in early July. Changes

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

to the resident vacation schedule must be approved by the admin chiefs and the program director. An updated vacation schedule will be sent out to all faculty when changes are made.

- Objective Manuals:** Objectives are prepared by each service for distribution to the residents at the beginning of each academic year. These are updated annually by Division Directors and participating faculty. The Education Division Staff coordinate this effort.
- Policy Manuals:** A Policy Manual which outlines the UWMC Program requirements, the School of Medicine Requirements, and the RRC requirements is updated and distributed each year to the residents by the Education Division. Residents attend a session where the Policy Manual is covered in detail and questions answered.
- Photographs:** A composite of the current residents in the program is available in mid-July each year from the Education Division.
- Examinations:** Services or Divisions are responsible for preparing an examination or other form of objective verification to verify that each resident has met the requirements of a particular rotation. These exams are coordinated by each Division, and the results are forwarded to the Education Division Director.
- Evaluations:** Each resident is evaluated on her/his performance by the faculty during a given rotation. These evaluations are distributed to each faculty member approximately one week before the rotation ends via the MedHub system, and should be submitted to the Education Division immediately. MedHub sends email notices when new evaluations have been delivered. Resident performance is reviewed in November and May each year by a committee comprised of representatives of each division. An assessment letter (AKA as “Lou Letter”) is then composed by the Residency Program Director and reviewed by the Assistant Directors. The Program Director or Assistant Program Director meets with each resident individually to review the Lou Letter with the resident.
- Continuity Clinics:** All residents participate in Continuity Clinics during their first three years. These take place in the Harborview Women’s Clinic and the Women’s Health Care Center at Roosevelt (WHCC). Schedules are available from the Education Division.
- Lecture Series:** A two-year resident lecture cycle has been instituted, involving faculty from all services. This is coordinated by the Education Division. The usual time is 10:00 or 11:00 AM on Wednesday mornings throughout the year. A special summer orientation for the new residents occurs during July and August.

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

- Ed. Div. Meetings.:** There are monthly combined education meetings for both resident and student programs. Participants include the Department Chair, Department Vice-Chair of Education, Program Directors and Assistant Program Directors, and Division Educational leads, and Education Division staff.
Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu
- Recruitment:** Seven first year residents are recruited each year for the OB/GYN Resident Program. Applicants apply through the ERAS system (the department accepts no applications by mail.) Applications are accepted through early October (October 1 is the typical deadline).
- Application Review:** About 120 out of the approximately 600 applicants are invited to interview, and 90 candidates accept on a first come, first served basis. Six two-member interviewing teams, comprised of faculty, residents, clinical faculty and nurses (called the Resident Selection Committee) interview the selected applicants on eight interview dates in October, November, and December. Residents rotate hosting an informal dinner for interviewees each evening preceding an interview date. At the end of each interview day, the candidates are reviewed and ranked, and in January a final rank list of applicants is completed by the Resident Selection Committee. The rank list is then entered into the National Residency Match Program.
- Results:** The results of the match are announced in mid-March of each year.
Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu
- Required Activities:** A Required Activities list is distributed to the department each academic year, and is updated in late December. This includes all major educational activities for the Resident Program, and other meetings of interest to faculty. It includes dates and times for Surgery Labs, Husky Day, WRHR, Lou Letter Meetings, Resident Ski Day, CREOG Dates, Workshops, Journal Club, Senior Resident and Fellow Banquet, M&Ms, QI Conferences, and Resident Evaluation Committee Meetings. Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu
- Guidelines:** In response to the ACGME and RRC requirement for a clear statement of supervisory lines of responsibility, the following is the department policy:
1. The chain of command for patient care is: Junior Residents to Chief Resident to Attending. Our services are designed so that there is always an attending available. This attending must be notified on every admission, and during the care of outpatients who are ill or who have potentially serious problems. Routine cases should involve early consultations if the resident is unsure of a plan of action and, in any case, the chief resident and/or attending should review charts.
 2. An attending must be present for all operative cases.

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

3. An attending must be available for immediate consultation on the labor floor, and must attend all deliveries.
4. Although it is understood that residents will assume more responsibility as they proceed through the residency program, the attending must be consulted on any patient about whom the resident has concern.
5. Backup to the attending assigned to the service must be other attendings on the service, the chief of the division, the department chair or vice chairs. Refer to the OB/GYN Resident Policy Manual

Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu

General:

For a listing of the current residents, please see Appendix A.II.

Education Program: Students

Basic Clerkship: The Education Division oversees and organizes the OB/GYN student program for the University Of Washington School Of Medicine. Courses include the required third year basic clinical clerkship, all elective courses, and second year pelvic exam module.

The OB/GYN clerkship is a required clinical experience for all third-year medical students. Seattle area sites include UWMC/HMC, Swedish, Group Health Capitol Hill, Group Health Bellevue, Group Health Tacoma, Valley Medical Center, Tacoma Women's Specialists, and Madigan. WWAMI sites include Anchorage and Fairbanks, Alaska; Boise and Sandpoint, Idaho; Cheyenne, Cody, Lander, Sheridan, Gillette, and Rock Springs, Wyoming; Billings, Bozeman, Kalispell, Helena, and Missoula, Montana; Bellingham, Moses Lake, Spokane, Wenatchee, and Richland, Washington. The Education Division has the responsibility for initiating these sites, while the School of Medicine initiates and updates affiliation agreements. The academic year begins in July and continues through the following June. There are eight six-week basic clerkship rotations. Each site coordinates its own activities; however, students either return to Seattle or report to the WWAMI Regional Office to take their final examinations. The Education Division is responsible for updating the Course Guide annually, which is then distributed to students by the School of Medicine.

Fac. Responsibility: All UW OB/GYN faculty participate in student education and are assigned teaching responsibilities each academic year. In mid-April the Education Division distributes sign-up lists to each faculty member to indicate their availability to serve as a preceptor, presentation reviewer, and Pelvic Exam instructor. The sign-up list is to be returned in early May, and in early June, the Education Division assigns teaching duties for the next academic year. After these assignments have been made, it then becomes the responsibility of the faculty member to arrange an exchange, if she/he finds it impossible to fulfill this responsibility. Any re-arranging of schedules must be immediately reported to the Education Division. Faculty admin support are asked to facilitate this process. Clinical Faculty are also recruited to assist in student activities.

Preceptors: A preceptor meets with one or two students for one hour per week for three weeks during a rotation. Preceptors will review work-ups and OB/GYN topics with the students.

Presentations: Each student is required to prepare a 20-minute oral presentation on an OB/GYN topic, utilizing appropriate references. Faculty review these presentations, listening to three presentations with 10-minute question and answer periods from 3-5PM on the fifth Monday of the clerkship rotation.

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

- Lectures:** Faculty are welcome to participate in the Student Lecture Series on Wednesday mornings. If interested, they should contact **Whitney Hiatt** 221-0328/whiatt11@uw.edu
- Evaluations:** Each preceptor is required to submit an overall evaluation and a workup evaluation for each student they work with. Evaluations are automatically generated in E*Value. These are due no later than two weeks after the clerkship rotation ends. The Education Division compiles all evaluations and submits a final evaluation to the Dean's Office. Student grades are kept on file for five years. Contact: **Whitney Hiatt**: 543-3892 / whiatt11@uw.edu
- Elective Clerkship:** Fourth-year electives are offered in Gynecologic Oncology, High Risk Obstetrics, and Gynecologic Subspecialties. These four-week clerkships are arranged with the Education Division. An elective for Voluntary Pregnancy Terminations (observational) is available, with arrangements made through the Education Division. Research electives are also available by arrangement with a faculty member an Education. Contact: **Whitney Hiatt**: 543-3892 / whiatt11@uw.edu
- Shadowing:** Department policy states Faculty must participate in preceptorship course before being eligible to have undergraduate students shadow them in clinic or on Labor and Delivery. For more information, please contact: **Whitney Hiatt**: 543-3892 / whiatt11@uw.edu
- Pelvic Exam:** The pelvic examination is taught to second year medical students each spring. This is a HuBio course in the School of Medicine, and Patient-Instructors are recruited and instructed on the teaching of a pelvic examination. They, along with faculty members, teach 230 medical students how to perform a proper pelvic examination. This course is one of the first clinical experiences in which students participate, and each year it receives rave reviews because of the preparation, organization, and dedication of the Patient-Instructors Contact: **Whitney Hiatt**: 543-3892 / whiatt11@uw.edu

Meetings, Committees & Gatherings: Celebrations

Special Occasions: The Department sponsors 4-5 special celebrations during the year, usually to coincide with holidays. A committee comprised of faculty and staff plans the events.

Contact: Jan Hamanishi: 543-3735 / hamanish@uw.edu

Res/Fell. Banquet: The banquet is the opportunity to honor graduating residents and fellows who have completed the program. The banquet is organized by the Education Division.

Participants: Residents, Fellows, Faculty, and limited staff. Invitations are generally limited to residents, fellows, and faculty due to space restrictions. There is also a charge for attending the banquet. Residents, their spouses and families and fellows are guests of the department. Faculty and staff are asked to contribute to the cost of the banquet if they attend. It typically occurs on the last Friday of June and takes place at various locations.

Contact: Sonya Fukeda: 543-2636 / sfukeda@uw.edu

Meetings, Committees & Gatherings: Committees: Standing & Ad Hoc

Leadership Comm.: The Department Leadership Committee to the Chair meets on an ad hoc basis to review and discuss the strategic planning, finance and operations activities of the department. The Administrative Specialist prepares the agenda and minutes. Members: Department Chair, the Vice Chairs, the Division Chiefs, and the Department Director.
Contact: Christine Tezak 616-8305/ ctezak@uw.edu

A&P Committee: The Appointments and Promotions Committee (A&P) is comprised of one full committee and two subcommittees. The Committee Chair's assistant is responsible for the distribution of all materials to the committee members. Full Committee Members: The full committee represents all voting OB/GYN faculty members, including Full, Associate, and Assistant Professors. Subcommittee Members: The subcommittees are: 1) All Professors and 2) All Professors and Associate Professors. The subcommittee meets annually (usually March—May) to review the progress of all junior faculty members (Associate, Assistant, and Acting Assistant professors). New Faculty Process: At the time of proposed hiring of a new faculty member, CVs and supporting documentation and a ballot are distributed to the A&P Committee. The Committee votes on the proposed appointment prior to the official offer. Promotion Process: For the purpose of promotions, only those faculty members who are of a higher rank than the individual being proposed may vote on the promotion. Results of all review and votes are communicated with Chair, and his office is responsible for further action and recommendations to the Dean. All junior faculty are required to submit an updated CV to the Faculty Human Resources Manager each year.
Contact: Gretchen Lentz, MD 685-8155/ gretchen@uw.edu
Christine Tezak 616-8305/ ctezak@uw.edu

Courtesy and Affiliate Committee: The Courtesy and Affiliate Committee is comprised of seven faculty members who are responsible for the Courtesy and Affiliate Faculty appointments and promotions in the WWAMI region.
Contact: Vicki Mendiratta, MD vmendiratta@uw.edu
Whitney Hiatt 221-0328/ whiatt11@uw.edu

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

Division Chiefs: In addition to the regularly scheduled Executive Finance Committee meetings, the Division Chiefs meet periodically throughout the year for finance and/or leadership workshops. These meetings are scheduled on an ad hoc basis.
Contact: Christine Tezak 616-8305/ ctezak@uw.edu

Res. Ed. & Practice: The Resident Education & Practice Committee meets every other month to discuss resident issues. Participants include the Program Director Administrator, Education Division, Residents, Clinic Directors, Clinic Nurse Managers, and L&D Nurse Managers. It is generally held at noon with lunch provided.
Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu

Meetings, Committees & Gatherings: Conferences & Lectures

Faculty Workshop: The Faculty Development Workshop is for all faculty working with the OB/GYN student program in the WWAMI region. The agenda includes three components: a review of the student program, an educational exercise or discussion, and a lecture presented by a faculty member on a current research or clinical topic of interest. The meeting includes continental breakfast and lunch. Participants: OB/GYN Faculty and Clinical Faculty.

When: Usually a Monday morning in June at the Waterfront Activities Center from 8am – 1pm.

Contacts: Whitney Hiatt: 543-3892 / whiatt11@uw.edu

Grand Rounds: Grand Rounds is a Category 1 CME Conference sponsored by the OBGYN Department designed to present current research on topics of interest in obstetrics and gynecology. Presenters include department faculty, UWMC faculty from various disciplines, and well-known speakers from around the country. Grand Rounds take place on Wednesday mornings from 8-9am, Mid-September to mid-May. The exact location will be announced prior to each event.

Contact: Sonya Fukeda: 543-9626 / sfukeda@uw.edu

Husky Day: All chief residents and graduating fellows present their research project to the department on Husky Day. Immediately following the presentations, a speaker in Obstetrics & Gynecology presents a lecture in honor of former Chair, Morton A Stenchever, MD. A continental breakfast and lunch are included. The event is organized by the Education Division. Attending Coverage: each division provides attending coverage during this event. This event takes place on a Wednesday morning in late April each year (8a.m.-1p.m.) at South Campus Center (Room 316).

Contact: Sonya Fukeda: 543-9626 / sfukeda@uw.edu

Journal Club: Journal Club meetings are scheduled monthly from September thru May at faculty homes. These are planned by a designated Chief Resident. Articles are distributed two weeks in advance with a map, directions and time. They often include a meal.

Contact: Brooke Emrich: 543-3891 / bdh6@uw.edu

M&M Conferences: During Morbidity & Mortality Conferences (M&Ms), cases are presented for discussion with faculty and residents. These are coordinated by the M&M Facilitator. M&Ms generally occur on Wednesday mornings at 9:15 AM. Check the weekly calendar.

Contacts: Brooke Emrich: 543-3891 / bdh6@uw.edu

University of Washington Department of Obstetrics and Gynecology
Faculty New Hire Packet 2016-2017

- QI Conferences:** The Chief Residents for Obstetrics, Gynecologic Oncology, Benign Gynecology and HMC present statistics from their previous rotation and respond to faculty questions. The data is provided by residents to the Division staff who prepare the slides. This material must be forwarded to staff two weeks in advance of the QI Conference. Contact the Division Coordinator to determine the staff person responsible for preparing the statistics for presentation. All Faculty and Residents attend this conference. QI Conferences are usually scheduled the third Wednesday after the completion of each rotation (The June QI takes place the last week in June before the senior residents complete their residency). They are usually at 7:30-9:30 a.m. in Plaza Cafe Conference rooms on the first floor of the Medical Center.
Contact: Brooke Emrich: 543-3891 / bdh6@uw.edu
- Clinician Educator Retreats:** The Clinician-Educator Committee is comprised of faculty in the Clinician-Educator track, and the retreats are held in order to provide guidance in regards to faculty development and enhancement of department educational programs.
Contact: Allison Brewer: 685-9640/ allib14@uw.edu
- Resident Workshop:** The annual Resident Workshop provides an opportunity to review the program, and make suggestions for improvements. It also includes an educational component. Attending Coverage: Each division provides attending coverage during this event. Residents do not carry beepers or cell phones. All Residents, Program Director, Vice Chair for Education, Vice Chair for Academic Affairs, Education Staff. It is usually scheduled on a Wednesday in February: South Campus Center, from 8 a.m.-1 p.m.
Contacts: Sonya Fukeda: 543-9626/ sfukeda@uw.edu
- Stenchever Lecture:** Immediately following the Husky Day resident presentations, a nationally known speaker in Obstetrics & Gynecology presents a lecture in honor of former Chair, Morton A Stenchever, MD. The Education Division coordinates travel arrangements and lodging for the speaker.
Contact: Sonya Fukeda: 543-9626/ sfukeda@uw.edu

Meetings, Committees & Gatherings: Faculty Monthly & Quarterly Meetings

Faculty Meetings: Faculty meet monthly to review and discuss department business and receive updates on clinical activity and research opportunities. The agenda and minutes are prepared by the Executive Assistant.

Participants: Faculty meetings are attended by all clinical and research faculty, fellows, and midwives, the Department Director, Executive Assistant, and Administrative Chief Resident.

When and Where: Faculty meetings are monthly, and usually at 7:00 a.m. on the third or fourth Wednesday of the month in the Department Conference Room, BB667H. Meetings are scheduled for the next academic year in the spring, and all members are notified.

Contact: Christine Tezak 616-8305/ ctezak@uw.edu

Quarterly Meetings: UWMC holds a quarterly staff meeting for all members of the medical staff. Details may be obtained from the Medical Director's office.

Meetings, Committees & Gatherings: Meeting Rooms & Rental Equipment

- Classroom Services:** Classroom Services, a division of Instructional Support Services, provides various classroom services and equipment to UWMC including: Audio/Visual equipment, classroom scheduling of courses and events in labs, classrooms, conference rooms, and lecture halls, equipment operation, tables and extra chairs. Please check on service charges for room rental prior to finalizing your request. A budget name and number is required.
Contacts: **Division Coordinator**
- Equipment:** The OB/GYN Conference Room(s) house two Smart Boards with laptops in each room and a printer in one room. Keith and Brooke have been trained on the Smart Boards and are able to provide training on the equipment and software. The department also has a digital projector and two laptops (one PC and one Macintosh) available to be checked out for presentations. To make a reservation for equipment, the Administrative Specialist must be emailed with the times and dates the equipment is needed. A calendar showing the reservations for the laptops and projector appears in Meeting Maker. Other audio-visual equipment may be obtained from Classroom Services.
Contact: **Keith Davidson:** 685-5138 / keithwd@uw.edu, **Brooke Emrich:** 543-3891 / bdh6@uw.edu, **Division Coordinator**
- Conference Rooms:** The OB/GYN Conference Room(s), BB667H 1 & 2 are available for department meetings, lectures, parties, et cetera. They may be used for legal reasons (testify) only if the case involves the University of Washington. They are both generally unavailable on Wednesday mornings because of student or resident lectures. If you have a question about the appropriate use of the conference rooms, please speak with the Administrative Specialist or Education Division. The Conference Room calendar and reservations are maintained by both the Administrative Specialist and the Education Division.
Contacts: **Division Coordinator**
- Other Rooms:** If no rooms are available in the Department or through Classroom Services, there are other possibilities.
Contact: **Division Coordinator**
- Plaza Café:** Plaza Café has single and double rooms available for meetings. If food is served at the meeting, it must be purchased at the Plaza Café, not brought in.
Contact: **Division Coordinator or Catering:** 598-4151

Research Programs: Researcher's Guide / Grants & Contracts / Resources

Researcher's Guide: Resource: <http://www.washington.edu/research/guide/>.

Grants & Contracts: In order to secure a grant or contract, the following steps must be taken:

- The Grant & Contract team should be notified of a grant/contract submission at least two weeks prior to the grant/contract deadline. The Grant & Contract team will help with the budget and advise of the necessary forms required for submission.
- For applications with a subcontract, the subcontractor must provide the Principal Investigator with a budget/budget justification, work scope, and a letter of intent.
- For applications involving animals or human subjects, unless your submission is a new competing application to the National Institutes of Health which accepts "just in time" applications, an application for animal use/human subjects must be on file.
- Once the application has been finalized, the grant/contract will be submitted to the Department Chair for review and approval.
- After approval is obtained from the Chair, the application is forwarded to the departments of key personnel, the Dean's Office, and the Office of Sponsored Programs for approval. Copies of the application should be provided to all departments with approval authority.
- After the Office of Sponsored Programs' review and approval the application will be forwarded back to the Principal Investigator for sponsor submission.

Please contact your human resources manager for the most up-to-date forms and information.

Contact: Karen Luetjen 616-3689/ luetjen@uw.edu

Resources: Office of Sponsored Programs
<http://www.washington.edu/research/osp/index.php>

Human Subjects
<http://www.washington.edu/research/hsd/index.php>

Institutional Animal Care & Use Comm.
<http://depts.washington.edu/oawhome/index.html>

NIH Grant Definitions
<http://grants.nih.gov/grants/guide/index.html>