

July 1, 2008

To Our In-coming Physical Medicine and Rehabilitation Residents:

It is a great pleasure to welcome you to our department at The University of Texas Southwestern Medical Center at Dallas and to Parkland Health and Hospital System. The faculty, residents, and I are looking forward to providing you with an excellent broad-based educational experience, so that you can become outstanding physiatrists.

Enclosed please find various schedules, department policies, and other informational documents to assist you in overall activities of our department. You will find this information useful during the three years of your residency training. You will also note many links to websites with additional information. These links are very important, so I recommend you utilize them for that purpose. When we add a link to the UT Southwestern Medical Center website or other professional websites, we are incorporating their information into this handbook by so doing.

Please call on me, at any time, if I can assist you. You can reach me by paging (214) 822-0027. Please feel to contact me anytime. I hope you have a great year, and I look forward to working with you.

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Residency Program Director

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Introduction to this Handbook:

As a resident, you occupy a unique position; you are both a student learning the specialty of physical medicine and rehabilitation, and you are a physician delivering care under supervision of attending faculty members of the University of Texas Southwestern Medical Center, and Children's Medical Center. There are many governing organizations both here at our campus and nationally who have some say in your rights, responsibilities, and who have oversight over the training of resident physicians. I wish to outline these roles to clarify these lines of responsibility for you.

The Resident as a Learner – ACGME and the PM&R RRC, ABPMR, and UT Southwestern Medical Center:

Each of you has come to The University of Texas Southwestern Medical Center for the purpose of advancing your education and becoming eligible to be board-certified in the specialty of PM&R. As such, you are a learner, but a postgraduate one. What does that mean?

You went to college and then medical school and received a doctorate in medicine. Now, you must complete further training in order to have the added credential of a specialist. Before you could come here, you completed the first postgraduate year (internship) successfully. Who oversees and dictates what you must learn to be eligible for board certification?

The ***Accreditation Council on Graduate Medical Education (ACGME)*** oversees all residency programs and accredited fellowships in the United States. They have committees which oversee each specialty and accredited subspecialty in the country. In our case, the committee is called the Residency Review Committee (RRC) for PM&R. I will refer to this as the "RRC". Understand that each specialty sets its own rules, but there are common rules that govern all residencies. These common rules are ACGME rules that we must follow in order to maintain our accreditation, something that we highly value, and you should, too.

<http://www8.utsouthwestern.edu/utsw/home/medschool/gme/index.html>

This is the Welcome page for UT Southwestern Medical Center Graduate Medical Education website. It has links to several policies and procedures that are of importance to you. Please familiarize yourself with this website. All policies and procedures listed on this website are official University policy; we as a department must follow them in all cases. Please familiarize yourself with the specific policies on due process for residents:

<http://www.utsouthwestern.edu/utsw/home/educ/gme/>

This is the Graduate Medical Education home page.

<http://www.utsouthwestern.edu/utsw/cda/dept200270/files/200723.html>

This is the due process policy concerning grievances from residents. This explains your rights and responsibilities, so please everyone read this before you start working here.

<http://www.acgme.org/acWebsite/home/home.asp>

This is the home web page for the ACGME.

http://www.acgme.org/acWebsite/navPages/nav_340.asp

This is the web page for the RRC for PM&R. This lists the program requirements for our specialty. (A copy of the most recent ACGME RRC Program Requirements will be distributed to you with the hard copy of this booklet.)

As your Residency Program Director (called PD), I am responsible for signing off at the end of your 36 months of training to assure the American Board of PM&R that you are qualified, by education and experience and by your professional conduct, to sit for your board examination. Our entire faculty in PM&R strongly encourages all graduating residents to sit for the written board examination the summer after your graduate from our program.

Further information about the Board examination and other useful information for your future can be found at this website:

<https://www.abpmr.org/index.html>

American Board of PM&R Website with information on Maintenance of Certification, subspecialty requirements and testing dates, board examination test dates, and much other useful information.

In terms of the chain of command for residencies, all Residency Program Directors here at UT Southwestern Medical Center report to the Associate Dean for Graduate Medical Education, Dr. Susan Cox. She is the DIO – Designated Institutional Official for our university and its dealings with the ACGME. The Graduate Medical Education Committee oversees all fellowship and residency programs on campus. I am one member of the GME Committee.

Periodically, the ACGME performs a site visit on behalf of the RRC. During such a site visit, an employee of the ACGME comes to the campus and does a physical site visit and review of any records felt important to verify that we are meeting the requirements of the RRC for PM&R. As part of this site visit, the ACGME will solicit confidential information from the residents about the educational and training aspects of this program. Copies of the findings from this site visit are sent to the RRC, which holds meetings twice a year. They issue a letter that may criticize any deficiencies they find in our program. This letter is sent to the DIO, to me, to the chairman of our department, and the PD must respond to any deficiencies raised in that letter. Failure to meet the requirements of the RRC could result in the program being placed on probation. Our most recent site visit was January, 2007, at which time we were granted a 3 year renewal. Our next site visit will occur in 2010.

The Resident as a House Staff Officer – Parkland Health and Hospital Systems:

In addition to being a postgraduate student who is learning about the specialty of PM&R, you are a house staff officer at Parkland Hospital and clinics. You are not on the medical staff, because you are not fully qualified to function as a specialist. We as your attending faculty are the medical staff of the hospital, and we must answer for your actions or mistakes as well as you. Because you are a trainee, we supervise you with gradually decreasing level of supervision, based on your meeting the requirements for each year of your training, and meeting competencies as outlined later in this document. As you will see below, our training expectations and responsibilities for residents increase over the three years you

spend in the program.

Parkland takes care of your employee benefits, writes your paychecks, and many other administrative duties such as obtaining a Physician in Training Permit for you. The manager of the graduate medical house staff at Parkland is Elizabeth Ponce. However, please do not contact her directly unless your residency coordinator asks you to do so, or if Elizabeth sends you an e-mail requesting certain information. Questions or concerns should first be addressed to our PM&R Residency Coordinator: Terri Isbell, or to the PD.

<http://citi.pmh.org/Citrix/MetaFrame/default/default.aspx>

The Parkland Citi Web Portal home page

<http://www.parklandhospital.com/residents/requirements.html>

The Parkland home page for house staff

http://www.parklandhospital.com/residents/six_core_competencies.html

Parkland Core Competencies

A special note regarding who pays for your training: each institution where we have a designated rotation for a resident, including all our affiliated institutions (VA Medical Center, Children's Medical Center, Presbyterian Hospital and UT Southwestern Hospitals) pays for the time of that resident. Consequently, each institution expects you to be in attendance during the normal business hours at that institution. You are limited in how much vacation time can be taken during any given rotation, based on these affiliation agreements. Failure to be present during expected work hours can result in disciplinary action.

The Resident as a Physician in Training – Texas Medical Board:

The majority of you who are trainees do not hold medical state licensure. Any one of you, who does hold or later obtains a medical license, must give a copy of your license to the residency coordinator and the PD, as well as the manager for GME at Parkland (Elizabeth Ponce) immediately upon receiving such a license. When are you working in our affiliated institutions (with whom we have institutional agreements) your malpractice coverage is paid. You cannot work outside our institutions because your Physician in training permit with the state medical licensing board, the Texas Medical Board, prohibits that.

If you hold a Texas Medical license, then you must obtain both Texas DPS and US Drug Enforcement Administration (DEA) licenses in order to prescribe controlled substances. A copy of each of these certificates must be given annually (or upon renewal) to the residency coordinator, the PD, and the manager for GME at Parkland. When you write a prescription, you must use the institutional DPS and DEA numbers (if you have a training permit), or your personal DPS and DEA numbers if you hold an independent medical license. There are specific new rules regarding the use of DPS and DEA numbers on all controlled substance prescriptions effective September 1, 2008.

Effective Monday, September 1, 2008 the State of Texas will require DPS numbers to be added to the DEA number when controlled substances are prescribed. The new ruling provides an opportunity to remind residents who have the "Physician-in-Training" permit that they may only utilize the Parkland institutional numbers when they are assigned to Parkland. Please share the institutional numbers for the University Hospitals that are noted below. Aston Center does not have institutional numbers and residents treating patients there will not be able to prescribe controlled substances.

<http://www.dshs.state.tx.us/dmd/PDF/SCHEDULES2008.pdf>

This is the current 2008 drug schedule listing medications which are controlled substances.

<http://www.tsbp.state.tx.us/sb144.htm>

This website from Texas Medical Board gives specific information and precautions regarding prescribing of pain medications.

The Texas Medical Board is the state medical licensing and oversight agency in Texas. They have great power to grant or withhold licensure which would make you eligible (or not) to practice anywhere in the state. No one (outside Federal institutions such as the VA) can practice medicine legally in Texas without a license or training permit (PIT).

<http://www.tmb.state.tx.us/>

Home page for the Texas Medical Board

Board Rules that govern all physicians are appended to this manual, and can be found at:

<http://www.tmb.state.tx.us/rules/rules/bdrules.php>

Please familiarize yourself with these rules, as they apply to you as a physician in training as well as to licensed physicians throughout the state.

The hospitals in which you work are regulated by the Joint Commission. This organization which oversees all the hospitals in the USA has published specific criteria for Patient Safety Goals in 2009.

<http://www.jointcommission.org/PatientSafety/NationalPatientSafetyGoals/>

We will expect you to familiarize yourself with the specific goals designated as the 2009 Ambulatory and 2009 Hospital National Patient Safety Goals. The above web link will take you to the page which details these goals.

Finally, let me invite you to ask questions of me, the Chief Residents, or your program coordinator about anything that concerns you and not addressed in this manual. We look forward to your completing this program and achieving success in becoming a knowledgeable and empathetic physiatrist.

Links to Rotation Objectives (competency-based):

Presbyterian Hospital Objectives:

http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/20/33/514072Presbyterian_Rotation_Objectives_pdf.pdf

Parkland Hospital Objectives:

http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/18/4/513580PHYSICAL_MEDICINE_PARKLAND_GOALS_&_OBJECTIVES_Final.pdf

VETERANS VAMC SPINAL CORD INJURY UNIT Objectives:

http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/21/10/514083PHYSICAL_MEDICINE_SCI_VAMC_OBJECTIVES_pdf.pdf

VETERANS VAMC PM&R SERVICE Objectives:

http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/21/9/514078PHYSICAL_MEDICINE_VAMC_OBJECTIVES_pdf.pdf

CHILDREN'S MEDICAL CENTER Pediatric Rehab Objectives:

http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/20/60/514106PEDIATRIC_REHAB_MED_CMC_Objectives_pdf.pdf

End of Document

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This document is subject to periodic revision. The version available on line at the UT Southwestern web site is the most current version.