

# **2023-24**

# **RESIDENT & FELLOW MANUAL**



[Hennepin Healthcare has a long tradition in medical education since its establishment as the first teaching hospital in Minnesota. Hennepin Healthcare offers graduate medical education programs to train Resident/Fellow physicians to care for the population of the state.]

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## INTRODUCTION

On behalf of the Office of Medical Staff, Program Directors, Program Coordinators, Faculty, and Staff, welcome to your Residency/Fellowship Program at Hennepin Healthcare! We hope that the time you spend with us will be both educational and enjoyable. This manual is a reference guide for your Residency/Fellowship Agreement with Hennepin Healthcare. It describes the policies, procedures and information that apply to you in your role as a Resident/Fellow. All materials are intended to be in accordance with the Accreditation Council for Graduate Medical Education.

The Resident/Fellow is responsible for knowing all information in the Resident/Fellow manual including all Hennepin Healthcare Graduate Medical Education Policies. All information outlined in this manual is subject to periodic review and change.

### HENNEPIN HEALTHCARE MISSION STATEMENT

We partner with our community, our patients, and their families to ensure access to outstanding care for everyone, while improving health and wellness through teaching, patient and community education, and research.

### GOAL FOR GRADUATE MEDICAL EDUCATION

In order to meet the healthcare needs of the population of the society and community that Hennepin Healthcare serves, the Hennepin Healthcare Graduate Medical Education Program:

1. Provides its programs the necessary financial and human resources support for education and training of Resident/Fellow physicians in biomedical sciences, academic medicine, and the art and science of practicing compassionate and competent care.
2. Utilizes opportunities to collaborate with other hospital and educational institutions in fulfilling its educational mission.
3. Ensures compliance with the Accreditation Council for Graduate Medical Education (ACGME), Commission on Dental Accreditation (CODA), and Council on Podiatric Medical Education (CPME) requirements.

## BENEFITS

### EMPLOYEE OCCUPATIONAL HEALTH & WELLNESS

Employee Occupational Health and Wellness (EOHW) will provide medical evaluation to all employed Residents/Fellows to promote timely and optimal care at the time of work-related injury and to prevent the nosocomial spread of disease. EOHW will include pre-placement screening, immunization, and exposure/injury assessment.

Residents/Fellows starting at Hennepin Healthcare are required to complete a Health History Questionnaire and receive required immunizations. Residents/Fellows will be screened for tuberculosis and have fit testing on an annual basis. Residents/Fellows are required to report all on-duty injuries and significant blood or body fluid/infectious disease exposures to EOHW. Residents/Fellows shall complete paperwork required for OSHA and Workers' Compensation and shall be evaluated and referred for follow-up care if required. Residents/Fellows shall update EOHW regarding any impairment, lost time, or restricted duty as a result of an injury or significant exposure. EOHW is in the lower level of the Purple Building and is open Monday through Friday: 7:00 am to 4:00 pm. When EOHW is closed Residents/Fellows

injured on duty shall receive medical care in the or Emergency Department, and then follow up with EOHW so they are not billed for the visit.

#### **HEALTH & LIFE INSURANCE, SHOT/LONG-TERM DISABILITY**

See attached 2023-24 Resident/Fellow Benefit Guide

<https://tinyurl.com/3m5z59a5>

#### **457 DEFERRED COMPENSATION PLAN**

Unless exempt because of J1 VISA status, a Resident/Fellow must choose one of the following options (under either option the Resident/Fellow is subject to the Medicare payroll tax).

1. A Resident/Fellow elects to contribute 4% of his/her "base pay" to the Minnesota Deferred Compensation Plan (the "State Section 457 Plan") and HHS will make a dollar-for-dollar matching contribution UP TO \$2,000 per year. By participating in the Minnesota Deferred Compensation Plan, you WILL NOT be required to participate in the Social Security Plan and HHS will not pay or withhold FICA taxes. No other matching contributions will be made. For purposes of these rules, "base pay" means the total stipend from HHS, including the Resident/Fellow's elective contribution to the state section 457 plan, but excluding HHS's matching contribution to the state section 457 plan. The Resident/Fellow may withdraw his/her contributions and the matching contributions from the state plan at the end of his/her employment.
2. Alternatively, the Resident/Fellow elects to participate in the employee Social Security program (FICA). The contribution will be at the statutory rate (currently 6.2% for Social Security and 1.45% for Medicare). It may not be withdrawn at the end of employment.

**\*\*IF A RESIDENT/FELLOW FAILS to sign up for the State Section 457 Plan Option and complete the requisite enrollment form for the plan, the Resident/Fellow will be subject to FICA.**

#### **MEALS**

Each Resident/Fellow assigned to a rotation at Hennepin Healthcare is eligible for the meal benefit. The GME office will assign the benefits each new academic year via a formula based on the number and types of rotations (no-call; call; night float; etc.) per program/department at Hennepin Healthcare and based on budget availability.

- Funds will not roll over into the next academic year.
- Purchases will be deducted from the annual meal balance.
- In May of each year this amount will be adjusted according to formula.
- Using another Resident/Fellow ID badge will result in immediate termination of both accounts. This privilege is for the Resident/Fellow private use in the hospital and shall not be shared with medical students, families, other hospital staff, or taken outside the hospital.
- Residents/Fellows are strongly encouraged to manage their benefits carefully, as the money is allotted for the full AY.
- The Designated Institutional Officer (DIO) reserves the right to suspend or revoke privileges at any time, without notice.
- Questions may be directed to the GME Admin Coordinator in the Graduate Medical Education office at 873-3922.

#### **LIABILITY & MALPRACTICE INSURANCE**

HHS is a public corporation operating as a subsidiary of Hennepin County participating in a self-insurance program established by Hennepin County. All residents are covered for their work on behalf of HHS under this program (“the Program”). If for any reason you anticipate that a claim may be made against you, you should immediately notify Meghan Walsh, Chief Academic Officer (612) 873-3418.

This indemnification plan covers persons employed by HHS whose pay comes in whole or in part from HHS funds; and who are working under the direction or control of any official or department of the HHS. This includes Hennepin Healthcare medical Residents/Fellows while:

- treating Hennepin Healthcare patients;
- treating patients at other facilities, within the State of Minnesota, if sanctioned as part of their medical training by, Designated Institutional Official (specifically and if the insurance is not provided by the other facility); and
- **if there is any doubt about insurance coverage in such situations, you must confirm coverage with your department head before the outside assignment begins.**

In order to be covered under the Program the employee:

- must cooperate fully in the defense of the claim or action;
- must not have engaged in malfeasance (deliberate wrongdoing) with respect to the acts or omissions claimed; and if
- an employee has another valid insurance policy, bond or indemnification plan available covering the loss or damage alleged against them, such insurance, bond or other plan will be considered primary as to the payment of any such claim against them.

Pursuant to the Program; officers, agents and employees of HHS are defended and held harmless for tort or professional liability claims arising out of an act or omission occurring in the performance of duty, regardless of whether or not the person is still working at HHS. Liability limitations are set by Minnesota statute. For claims occurring after July 1, 2009, the liability limits are \$500,000 for any one individual claimant because of wrongful act or omission, or \$1,500,000 for any number of claims arising out of such single occurrence.

Malpractice information will be verified at the same time as residency.

For more information on the Program or a copy of the Statement of Self-Insurance, you may contact Anna Thomas, GME Administrative Coordinator at (612) 873-3922.

#### PARKING

Free parking is available 24 hours a day to Hennepin Healthcare and rotating Residents/Fellows in the parking ramp located at 8th Street and Chicago Avenue. Entrances to the ramp are on 8th Street and on 9th Street, off Chicago Avenue. To enter and exit the parking ramp you must have a Gate Access Control Card. To obtain a Gate Access Control Card, go to the Parking Office, R.L.150.

You must provide the parking office (on the first day of orientation) the following information to obtain a Gate Access Control card:

- make, model, color, year, and license numbers of all vehicles you plan to park in the ramp

Visiting Residents and Fellows may keep their parking card throughout their Residency/Fellowship.

You must return the Gate Access Control Card to the parking office on the last day of the last rotation at Hennepin Healthcare. A pass will be issued to allow you to exit the ramp that day. In consideration of these parking privileges, the resident/fellow agrees that parking information may be released to Hennepin Healthcare.

For additional parking information, contact the Parking Office at 612-873-2359.

## R.I.S.E. & PWC

### R.I.S.E – Resident Integrated Support Environment

Hennepin Healthcare has launched the first pilot program in the Twin Cities area to address the health and well-being of medical residents. The Resident Integrated Support Environment (R.I.S.E) Program addresses the mental, financial, and physical health needs of residents by offering integrated support.

Dr. Katie Thorsness is a Hennepin Healthcare psychiatrist dedicated to residents and fellows via the R.I.S.E program. 1st visit will be a free consultation, future visits will be billed to insurance. To make appointment: search “RISE Program” on telmediq, OR reach out to your Program Director, Coordinator, or any other GME staff who will be happy to assist you in setting up an appointment.

Elizabeth Goelz, MD and Tyler Winkelman, MD provide full spectrum care including, preventative, acute and chronic disorder care. Providers will work around your work schedule right here at Hennepin Healthcare. To make appointment: search Elizabeth Goelz and/or Tyler Winkelman on telmediq. After hours response will be sent if unavailable (overnight pages will be answered the next morning).

**\*\*If your insurance plan is based outside of Hennepin Healthcare there is a possibility of an out-of-network fee. Please be sure to review your benefit plan in advance.**

### PWC – Physician Wellness Collaborative

External to Hennepin, Physician Wellness Collaborative Counseling is available to MN physicians and their immediate family members. PWC is a free service that provides residents/fellows and their families confidential 24/7 access to various supports and services.

Minnesota physicians, advanced practice providers, residents, and medical students, and their immediate family members qualify for eight confidential counseling sessions for each unique issue at no cost to them. Sessions may address stressors such as depression and anxiety, relationship issues, job stress, financial concerns, and loss and grief.

Physicians Serving Physicians was formed in 1981 by a group of physicians in recovery to help other physicians and their families with substance use disorders. We have supported over 1,000 physicians through their recovery to return to successful practice.

***\*\*PWC encourages physicians to utilize this resource as a preventative measure.***

<https://pwc-mn.org/>

Phone: 612-362-3747

Email: [PSP@metrodoctors.com](mailto:PSP@metrodoctors.com)

### Personal Finance Appointments

David Seidelmann, CFP has been working with the Residents/Fellows at Hennepin Healthcare since 2017 and comes highly recommended by past Residents/Fellows! David is available to all Residents/Fellows to discuss any personal finance need. Appointments are free of charge and available in an array of durations.

Some of the topics that you may have questions about or are seeking guidance in: student loans, disability insurance, employer benefits, cash flow and budgeting, and transitioning to practice after training.

Personal finances can contribute to stress and anxiety – for this reason we consider your financial health to be a part of your overall well-being and hope that you will take advantage of this free resource.

David Seidelmann, CFP  
Email: David\_Seidelmann@fosterklima.com

#### STIPENDS AND PAYROLL

Residents/Fellows are paid through an electronic process that allows the Resident/Fellow to view their payroll information online. Paper checks are not issued.

Please direct any payroll related question to the HR Solution Center 612-873-4748.

#### 2023-24 Master Program Rates

PGY1	PGY2	PGY3	PGY4	PGY5	PGY6	PGY7
\$ 63,372.00	\$ 66,108.00	\$ 68,311.00	\$ 70,449.00	\$ 72,958.00	\$ 75,519.00	\$ 77,458.00

#### WORKERS' COMPENSATION

Hennepin Healthcare employees have full protection under the Minnesota Workers' Compensation law in case of work-related illness or injury. The County self-insures its Workers' Compensation program, i.e., all claims are paid directly by the county, with claims administration and evaluation handled by the County's Workers' Compensation Unit. Workers' Compensation insurance provides partial pay for lost work time and pays all medical expenses connected with the work-related illness or injury. All County employees are covered, and coverage starts immediately and automatically on the employee's first day of employment.

### GENERAL INFORMATION

#### MN BOARD OF MEDICAL PRACTICE: RESIDENCY PERMIT/LICENSURE

The Minnesota Board of Medical Practice is the state entity that regulates physicians practicing in Minnesota. Minnesota Statute 147.0391 requires all Residents/Fellows to have a residency permit with the Minnesota Board of Medical Practice. While this permit does not allow a Resident/Fellow to practice medicine independently, it is required for being enrolled in a Residency/Fellowship Program in the state. Having this permit does not allow an individual to moonlight outside of the Residency/Fellowship Program.

The state imposed this permit requirement because hospitals must now report to the state board resident/fellow activities such as: 1) engaging in unethical conduct, 2) engaging in conduct with a patient which is sexual or may

reasonably be interpreted by the patient as sexual, 3) inability to practice medicine because of illness, drunkenness, use of drugs, narcotics, chemicals or any other type of material, 4) becoming addicted or habituated to a drug or intoxicant, 5) prescribing a drug or device for other than medically accepted purposes, etc.

All Residents/Fellows are required to complete such a permit. Failure to do so may result in disciplinary action by the Minnesota Board and the possibility that the Board may not issue a license to you to practice medicine in the future. If you have further questions, please call the Minnesota Board of Medical Practice at 612-617-2130.

#### **RESIDENT/FELLOW EXERCISE ROOM**

All Residents/Fellows may use the Resident/Fellow Exercise Room. This facility contains both aerobic and weight-lifting equipment and is located on G2.336. During office hours (8:00 am to 5:00 pm), we ask that weights not be dropped on the floor and that the TV volume be kept down since there are offices next door.

Contact Anna Thomas, GME Administrative Coordinator, 612-873-3922 with any concerns.

#### **MEDICAL LIBRARY SERVICES**

Services can be obtained by phone, email ([Danielle.becker@hcmmed.org](mailto:Danielle.becker@hcmmed.org)), or in person. The library is conveniently located on the second (skyway) level of the Red Building of Hennepin Healthcare and is accessible 24/7 with badge.

Recognizing that a prompt response is important to you, requests are handled in a timely manner. Please discuss any urgent patient care information needs with our librarian.

Literature searches are conducted by our librarian who has access to subscription databases covering a wide variety of topics including medicine, psychology, nursing, allied health, administration, and pharmacology. In addition, we consult a range of reference sources and resources in response to your information request.

Items not available in our collection can be obtained through our interlibrary loan (ILL) service. In urgent patient care situations, contact the librarian immediately via email to inquire availability of online articles.

The librarian is available to train and consult individuals and departments in use of all the resources that the library offers. This includes, but is not limited to, electronic databases, book catalog, literature searching/research methods and academic article writing.

#### **COLLECTION & FACILITIES**

- Access to both full-text online journals and e books is available.
- Access to databases is available from workstations throughout the Medical Center at Clinical Portal.
- The Medical Library includes eighteen computers with access to Epic and all resources at Clinical Portal.
- Three study rooms of various sizes are available as well as other reading room space, with outlets.

#### **CONSUMPTION OF FOOD/BEVERAGES IN PATIENT CARE AREAS**

There shall be no consumption of food or beverages by health care workers in any area of the hospital where patient care procedures are being conducted. This includes, but is not limited to, patient rooms, team centers, ICU desks, charting areas, equipment reprocessing areas, and all laboratories and diagnostic departments where patients are



transferred as a result of a medical order. Resident and Fellow workrooms are available for each program, and available for use.

This policy is regulated by the Minnesota Occupational Health and Safety Administration (OSHA) under the Blood Borne Pathogens Standard. Noncompliance with this and other components of the Standard are subject to substantial fines to the hospital by OSHA and disciplinary action to the health care worker by HCMC management.

#### **RESIDENT/FELLOWSHIP LEADERSHIP TEAM**

The Resident/Fellow Leadership Team (RLT) is a group that meets regularly to discuss Resident/Fellow issues and potential projects for the group to work on/propose. It is also a vehicle for Resident/Fellow complaints and suggestions to be discussed and resolved. Any Resident/Fellow may bring an issue to a member of the RLT to be placed on the next agenda.

The Resident/Fellow Leadership Team seeks self-nominations for membership each July and is open to all Residents/Fellows who wish to promote growth and change within the Hennepin Healthcare Graduate Medical Education Program. The Resident/Fellow Leadership Team is a sub-committee of the Graduate Medical Education Committee, and often works with them on various projects. Past projects include pharmacy procedures, the resident lounge and locker rooms, the team rooms, safety in parking ramps, and paternity benefits.

#### **RESIDENT/FELLOW COMMITTEES**

Residents/Fellows are encouraged to participate in all institutional and medical staff committees. Schedules and descriptions are discussed at Resident/Fellow Leadership Team and GMEC meetings at the beginning of each academic year. The chair of the RLT (Resident Leadership Team) is an ex-officio member of the Medical Executive Committee. Surgery Residents/Fellows participate in Trauma, Cancer and Blood Banking committees, Psychiatry Residents/Fellows are on state society committees and the Resident/Fellow selection committee, the geriatric Resident/Fellow is on the ethics committee, an EM Resident/Fellow is on the ED operations committee and FM Residents/Fellows are on the curriculum committee.

#### **SCRUBS**

Scrubs are available in the G-6 call room suite and the RLL locker rooms. They are replenished on a daily basis. Please check with your department as they may also keep them in stock.

#### **CALL ROOMS**

All on-call rooms are single rooms and have a bath or shower facility incorporated or nearby. Call rooms are assigned by the GME office, and most are located near the patient care areas to minimize transit time. The GME office routinely examines the call rooms. The G-6 call room suite area has assigned and unassigned rooms. The unassigned rooms can be accessed by filling out the form on the door of the unoccupied room.

Environmental Services concerns shall be directed to 612-873-4807 24 hours a day. Call room cipher lock combinations may be obtained from program coordinators.

**\* WHEN LEAVING THE ROOM, PLEASE LEAVE THE DOOR OPEN. CLOSED ROOMS DO NOT GET CLEANED AND ARE UNAVAILABLE TO OTHER USERS.**

**COORDINATOR/PROGRAM DIRECTOR & ASSISTANT PROGRAM DIRECTOR LIST**

<u>DEPARTMENT</u>	<u>COORDINATOR</u>	<u>MAIL CODE</u>	<u>PHONE#</u>	<u>FAX#</u>	<u>PROGRAM DIR</u>	<u>PHONE</u>
Dentistry Residency	Anne Barnes	G2	873-2382	904-4263	Erin Gunselman	873-6275
Emergency Medicine	Mary Hirschboeck	825	873-5645	904-4241	Glenn Paetow	873-6114
	Maria Campanaro		873-4906			
EMS	Maggie Miller	G8307	873-2349	873-1981	Gregg Jones	873-6142
HBO	Maggie Miller	G8307	873-2349	873-1981	Thomas Masters	873-7240
EM/IM	Mary Hirschboeck	825	873-5645	904-4241	Travis Olives	873-3000
EM/IM/Critical Care	Mary Hirschboeck	825	873-5645	904-4241	Heidi Erickson	873-2649
Family Medicine	Leslie Booker	618	873-8084	545-9259	Michelle Karsten	873-8076
	Jen (Vichitra) Seokaran	618	873-8088	545-9259	Kim Petersen	873-8073
GME Admin	Anna Thomas	G2	873-3922			873-3022
Internal Medicine	Michelle Herbers	G5	873-4733	904-4577	Rosemary Quirk	873-2691
	Nina Setala	G5	873-8722	904-4263		
Cardiology Fellowship	Cheryl Christenson	G5	873-9990	904-4263	Mengistu Simegn	873-2875
Clinical Informatics Fellowship	Katie Dolan	G2	873-4093		Deepti Pandita	
Critical Care Fellowship	Cheryl Christenson	G5	873-9990	904-4263	Heidi Erickson	873-2649
Geriatric Fellowship	Maggie Miller	G8307	873-2349	873-1981	Lawrence Kerzner	873-4217
Heart Failure/Transplant	Cheryl Christenson	G5	873-9990	904-4263	Kasia Hryniewicz	873-9990
Interventional Cardiology	Cheryl Christenson	G5	873-9990	904-4263	Mario Goessl	873-9990
Nephrology Fellowship	Anne Barnes	G2	873-2382	904-4263	Saugar Maripuri	873-6968
Pediatric Dentistry	Anne Barnes	G2	873-2382	904-4263	Elisabeth Fulling	873-6275
Podiatry	Meagan McCabe	P5.734	873-8513	904-4297	Kimberly Bobbitt	873-2812
Psychiatry (HCMC)	Sandy Seager	B5	873-7571	630-8293	Stamatis Zeris	873-7548
Psychiatry (Regions)	Kristen Wensman	11302C	651-254-3103	651-254-2915	Scott Oakman	873-2304
Psychiatry Consult Liaison Fellow	Maggie Miller	G8307	873-2349	873-1981	Randy Ward	873-3604
Sleep Medicine Fellowship	Maggie Miller	G5	873-2349	904-4263	Muna Irfan	873-6963
Surgery	Danelle Sullivan	P5.734	873-8723	904-4297	Richard Zera	873-2810
					Frederick Endorf	873-2811
Transitional	Katie Dolan	G2	873-4093	873-1981	Matt Young	873-6963
					Sam Pace	873-2750