

THE UNIVERSITY of TENNESSEE 

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HEALTH SCIENCE CENTER™

COLLEGE of MEDICINE

**Interventional Cardiology Fellowship  
Program Handbook  
2023-2024**

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## Section 1. Program Information

### I. General Information and Mission Statement

#### **Mission Statement:**

The Department of **Internal Medicine** at the University of Tennessee Health Science Center (UTHSC) offers a one-year ACGME accredited **Interventional Cardiology** Fellowship program in Memphis, Tennessee.

The mission of the Interventional Cardiology Fellowship Program at the University of Tennessee Health Science Center is to improve patient outcomes of the citizens of Tennessee and the surrounding areas through the training of fellows in coronary, peripheral, carotid, cerebrovascular and structural procedures.

#### Program Aims:

The aim of the Interventional Cardiovascular Fellowship Program at the University of Tennessee Health Center, Memphis (UTHSC) is to train the fellows(s) to attain a high level of competence in interventional cardiology. This includes acquiring knowledge and skills for the selection of patients for appropriate cardiovascular interventional procedures and a high level of technical skill in performing them and in managing post procedural issues.

#### **Aims:**

This overall goal has four components:

- 1) to understand the comparative efficacies and limitations of coronary and peripheral vascular interventions in order to select patients and procedure types appropriately.
- 2) to achieve appropriate cognitive knowledge and technical skills necessary to perform interventional cardiac and vascular procedures at the level of quality attainable through the available and up-to-date state of the art novel developments in the field.
- 3) to foster an attitude of life-long learning and critical thinking skills needed to gain from personal and literature-based experience and incorporate new developments into ongoing clinical practice.
- 4) to understand and commit to quality assessment and improvement in the performance of procedures.

II. Department Chair, Program Director and Associate Program Directors

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Department Chair

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**Uzoma Ibebuogu, MD**

Program Director

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III. Office Contact

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Program Manager

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#### **IV. Core Faculty (alpha order)**

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Methodist University & South Hospitals  
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## V. 2023-2024 Fellow Contact Information

**PGYX**

**Abdelrahman Aljadi, MD**

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**University of Tennessee  
Interventional Cardiology Fellowship Program  
Block Diagram**

Year-1

Block	1	2	3	4	5	6	7	8	9	10	11	12
Site	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2	Site 1 & 2
Rotation Name	CATH	CATH	CATH	CATH	CATH	CATH	CATH	CATH	CATH	CATH	CATH	CATH
% Outpatient	10	10	10	10	10	10	10	10	10	10	10	10
% Research	10	10	10	10	10	10	10	10	10	10	10	10

## Section 2. Site Information

### 1. Methodist University Hospital

Uzoma Ibebuogu, MD – Site Director

Address: 920 Madison Avenue, Ste. 531, Memphis, TN 38163

Phone: 901-448-5759

Fax: 901-448-7836

Email: [uibebug@uthsc.edu](mailto:uibebug@uthsc.edu)

### 2. Methodist South Hospital

Uzoma Ibebuogu, MD – Site Director

Address: 920 Madison Avenue, Ste. 531, Memphis, TN 38163

Phone: 901-448-5759

Fax: 901-448-7836

Email: [uibebug@uthsc.edu](mailto:uibebug@uthsc.edu)



## Section 3. Educational Activities

### I. Didactic Lectures

Cardiac Catheterization Interventional Conference	
<b>Day/Time</b>	1 <sup>st</sup> and 2 <sup>nd</sup> Friday, 7:30 am
<b>Location</b>	Methodist University Hospital, 1 Thomas Auditorium & Virtually via Zoom
<b>Description</b>	Weekly case discussion
<b>Attendance %</b>	90%

Journal Club	
<b>Day/Time</b>	3 <sup>rd</sup> Wednesday each month, 5:00 pm
<b>Location</b>	Via Zoom
<b>Description</b>	Review of current or past articles in the medical literature
<b>Attendance %</b>	90%

Interventional Cardiology Core Conferences	
<b>Day/Time</b>	4 <sup>th</sup> Friday, 7:30 am
<b>Location</b>	Methodist University Hospital, 1 Thomas Auditorium & Virtually via Zoom
<b>Description</b>	Interventional Cardiology Didactic Lectures by Faculty
<b>Attendance %</b>	

### Conference Schedule

Cardiac catheterization/Interventional Conference

monthly: Wednesday 5:00-6:00 pm Journal Club :

3rd Friday of the month: 7:30-8:30 am.

The interventional cardiology fellow is required to attend 90% of conferences.

### Program Meetings

Semi-annual fellow evaluations are held in December and June.

Clinical Competence Committee meetings are held in December and June (prior to the fellow evaluations)

Program Evaluation Meeting is held in April or May, prior to graduation.

Divisional meetings are held at the discretion of the Chair of Medicine.

## II. Required Reading

Fellows are strongly encouraged to read the following:

JACC Intervention (Journal of American College of Cardiology)  
CCI (Cardiovascular Credentialing International)  
SCAI (Society for cardiovascular Angiography & Interventions) Board Review  
*Textbook of Interventional Cardiology* by Grossman and Topol

## III. Research and Scholarly Activity

The Interventional Cardiology fellow(s) will be required to participate in at least one research project during his/her fellowship. The research subject will be decided through joint discussion with the program director. The writing of abstracts based upon the research is encouraged. The program will support submission to journals (when the fellow is the first author) and the attendance at conferences and or seminars, if funds are available.

## Section 4. Examinations

### I. Documenting Exam Results

Documentation of exam results should be forwarded to the Program Manager as soon as received for inclusion in Fellow personnel file. Photocopies of the original documentation or PDFs are both acceptable.

USMLE 1, 2 and 3 or COMLEX 1, 2 and 3 – Prior to the start of their Fellowship, all fellows are expected to have taken and passed Step 1, 2 and 3 or COMLEX Level 1, 2 and 3. For more information on UTHSC USMLE requirements, please visit the GME website: <https://www.uthsc.edu/graduate-medical-education/policies-and-procedures/documents/mle-requirements.pdf>

### II. In-Service Training Exam

Currently, an in-service exam for interventional cardiology has not been developed.

### III. Board Examination

The American Board of Internal Medicine (ABIM) administers a Board certification exam in the subspecialty of Interventional Cardiology annually. It is normally given in October of each year. Graduates of the UTHSC Interventional Cardiology fellowship are encouraged to sit for exam following their successful completion of training.

## Section 5. Policies and Procedures

All UTHSC Programs follow the UTHSC/GME institutional policies. For more information, please visit the GME website: <https://www.uthsc.edu/GME/documents/policies>

<a href="#">Academic Appeal Process</a>	<a href="#">New Innovations Protocols</a>
<a href="#">Academic Performance Improvement Policy</a>	<a href="#">Observership</a>
<a href="#">Accommodation for Disabilities</a>	<a href="#">Offsite Rotation Approval - In Tennessee</a>
<a href="#">ACLS</a>	<a href="#">Offsite Rotation Approval - Out of State</a>
<a href="#">Affirmative Action</a>	<a href="#">Offsite Rotation Approval - International</a>
<a href="#">Agreement of Appointment</a>	<a href="#">Outside Match Appointments</a>
<a href="#">Aid for Impaired Residents</a>	<a href="#">Pre-Employment Drug Testing</a>
<a href="#">Background Checks</a>	<a href="#">Program Closure/Reduction</a>
<a href="#">Certificate</a>	<a href="#">Program Director Protected Time Policy</a>
<a href="#">Clinical and Educational Work Hours</a>	<a href="#">Program and Faculty Evaluation</a>
<a href="#">Code of Conduct</a>	<a href="#">Program Goals and Objectives</a>
<a href="#">Disciplinary and Adverse Actions</a>	<a href="#">Resident Evaluation Policy</a>
<a href="#">Drug and Alcohol Use</a>	<a href="#">Resident Non-Compete</a>
<a href="#">Drug Free Campus and Workplace</a>	<a href="#">Resident Reappointment and Promotion</a>
<a href="#">Fatigue Mitigation</a>	<a href="#">Resident Selection Guidelines</a>
<a href="#">Fit for Practice</a>	<a href="#">Resident Supervision</a>
<a href="#">Fit Testing</a>	<a href="#">Resident Transfers</a>
<a href="#">Grievances</a>	<a href="#">Resident Wellbeing</a>
<a href="#">Handoffs and Transitions of Care</a>	<a href="#">Salary</a>
<a href="#">Hospital Procedures for Handling</a>	<a href="#">Sexual Harassment and Other Forms of Discrimination</a>
<a href="#">Resident Disciplinary Issues</a>	<a href="#">Social Media</a>
<a href="#">Infection Control</a>	<a href="#">Stipend Level</a>
<a href="#">Infection Control - Tuberculosis</a>	<a href="#">Student Mistreatment</a>
<a href="#">Insurance Benefits</a>	<a href="#">Substantial Disruption in Patient Care or Education</a>
<a href="#">Internal Rotation Agreement for ACGME Programs</a>	<a href="#">Support Services</a>
<a href="#">Leave</a>	<a href="#">Technical Standards</a>
<a href="#">Licensure Exemption and Prescribing Information</a>	<a href="#">UT Travel</a>
<a href="#">Malpractice Coverage</a>	<a href="#">Vendor/Industry Conflict of Interest</a>
<a href="#">Medical Licensing Examination Requirements</a>	<a href="#">Visas</a>
<a href="#">Moonlighting</a>	<a href="#">Visiting Resident Approval</a>
<b>Workers' Compensation Claims Process: Supervisor</b>	
<ul style="list-style-type: none"> <li>○ Supervisor may call in First Notice of Loss (FNOL) within 3 days when resident is receiving medical treatment.</li> </ul>	

- Contact the CorVel nurse triage line: 1-866-245-8588 (option #1 – nurse triage (resident) or option #2 – report claim (supervisor))
- A departmental fine of \$500 will be charged each time a claim report is not completed by a supervisor.
- After calling triage nurse, employee should complete and sign the following forms and return to the UTHSC Employee Relations Workers Compensation representative at 910 Madison Ste. 764 on the day of the incident or as soon as possible.
  - [WC Procedures Report – \\*Required](#)
  - [WC Injured Worker Statement – \\*Required](#)
  - [WC Supervisor Statement – \\*Required](#)
  - [WC Lost Time/RTW Calendar](#)
  - [WC Payroll Options Form](#)
  - [WC Transitional Duty Plan \(TDP\)](#)

Complete the TDP form only when the injured worker is given work restrictions from a treating physician.

## Program-Specific Policies and Procedures:

### I. **Wellbeing**

The fellow must be unimpaired and fit for duty to engage in patient care. If the fellow is unable to engage in his or her duties due to fatigue or impairment, he or she must transition his/her duties to other health care providers. It is the responsibility of peers, supervising attendings and faculty to monitor the fellow for fatigue and ensure that necessary relief or mitigation actions are taken when necessary. The program provides the fellow with facilities for rest/sleep and access to safe transportation home. When the fellow is too fatigued to continue his or her duties, relief by back-up call systems with transition of duties to other providers is available. All new fellows are required to complete the on-line training module, SAFER (Sleep Alertness and Fatigue Education in Residency/Fellowship) video in New Innovations. This education module addresses the hazards of fatigue and ways to recognize and manage sleep deprivation.

### II. **Leave**

Paid annual leave of three (3) weeks, consisting of twenty-one (21) days with a maximum of fifteen (15) “working days” (Monday-Friday) plus six (6) “weekend days” (Saturday-Sunday), maybe given per twelve- month period. Annual leave or leave without pay is granted at the discretion of the Program Director and must be approved, in writing, by the Program Director (or his/her designee) in advance. Annual leave must be used for any time away from the program not specifically covered by other leave benefits below. Fellows are not paid for unused leave. Fellowsterminating before the end of their training year will be paid only through their final active working day and will not be paid for unused annual leave.

### **III. Family Medical Leave**

All UTHSC programs follow the following UTHSC/GME policies for Parental and Bereavement.

Residents who have been employed for at least twelve months and have worked at least 1,250 hours during the previous twelve-month period are eligible for qualified family and medical leave (“FML”) under provisions of the federal Family Medical Leave Act (“FMLA”). FMLA provides eligible employees up to twelve (12) weeks of protected unpaid leave for the birth or adoption of a child or a serious health condition affecting the employee or his or her spouse, child, or parent. Except as set forth in Section IV, below, Residents may use all available sick and annual leave days to be paid during FML leave.

UTHSC Human Resources (“HR”) office has administrative oversight for the FML program. The Program Manager or Program Director should notify HR when a resident may qualify for FML leave. HR will coordinate with GME and the Program Manager or Program Director to approve or disapprove a resident’s request for FML leave. Resident rights and responsibilities under FMLA can be found on the GME website: <http://uthsc.edu/GME/pdf/fmlarights.pdf>. Health and disability insurance benefits for residents and their eligible dependents during any approved FML shall continue on the same terms and conditions as if the resident was not on leave. After all available paid sick, annual and other paid leave under Section IV has been taken, unpaid leave may be approved under FML and Tennessee law provisions, addressed below.

A. Tennessee State Law ~ 4-21-408. Under Tennessee law, a regular full-time employee who has been employed by the university for at least twelve (12) consecutive months is eligible for up to a maximum of four (4) months leave (paid or unpaid) for adoption, pregnancy, childbirth, and nursing an infant. After all available paid sick and annual leave has been taken, unpaid leave may be approved under FML and Tennessee law provisions. The state benefit and FML benefit run concurrently with paid leave or any leave without pay.

The Program Director and resident should verify whether the length of leave will require extending training to meet program or board eligibility criteria. UTHSC Human Resources office has administrative oversight for the FML program. The Program Manager or Director should notify HR when it appears a resident may qualify for FML leave. HR will coordinate with GME and the Program Manager or Director to approve or disapprove a resident’s request for FML leave. Resident rights and responsibilities under FMLA can be found on the GME website: <http://uthsc.edu/GME/pdf/fmlarights.pdf>.

### **IV. Six Week Paid Medical, Parental (Maternity/Paternity), and Caregiver Leave**

Each resident will be provided six (6) weeks (42 calendar days) of paid, approved medical, parental, and caregiver leaves of absence for qualifying reasons that are consistent with applicable laws, at least once and at any time during the resident’s Program, starting on the day the resident is required to report, the first day of payroll for the resident (frequently July 1 of the academic year). A resident, on the resident’s first approved six (6) weeks of medical, parental, or caregiver leave of absence shall be provided the equivalent of one hundred percent (100%) of his or her salary.

Health and disability insurance benefits for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence shall continue on the same terms and conditions as if the resident was not on leave.

- A. Parental Leave.** Paid parental leave is available to a resident for the birth or adoption of a child. Each resident, in an ACGME or non-standard Program, is eligible for six (6) weeks (42 calendar days) of paid parental leave one time during the Program. A resident's six (6) weeks of paid parental leave is available in addition to annual and sick leave and should be used prior to any remaining annual and sick leave. Paid medical and caregiver leave, below, is part of the same six-week benefit and not in addition to paid six-week parental leave.

The paid parental leave benefit will renew for a second period of eligibility if a resident continues to another Program; but parental leave does not accumulate (for example, for a total of 12 weeks of paid parental leave) if unused by a resident during a Program. In the event a resident uses the total of the six (6) week paid parental leave benefit and has or adopts another child while training in the same Program, only the remaining annual and sick leave are available to the resident as paid time off. All FMLA and other protected unpaid time may still be available to the resident for leave.

Parental leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. In the event both parents are residents, the residents may each use their leave concurrently, overlapping, or consecutively. If desired, this leave may be deferred to a later birth or adoption. Any remaining annual and sick leave may be added after this six-week benefit. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

- B. Resident Medical.** Resident medical leave is available to a resident for a serious health condition that makes the resident unable to perform his or her job. This additional six (6) week (42 calendar days) leave is available one time during the ACGME training Program. Paid medical or caregiver leave is part of the same six-week benefit as the six-week paid parental leave above. This leave will renew for a second period if a resident continues to a different training Program but the paid time off for medical or caregiver leave does not accumulate if unused. Resident Medical leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

- C. Caregiver Leave.** Caregiver leave is available for any resident that needs to take time off for the care of a parent, spouse, or child. This additional six (6) week (42 calendar days) leave is available one time during the ACGME training Program. Paid medical or caregiver leave is part of the same six-week benefit as the six-week paid parental leave above. This leave will renew for a second period if a resident continues to a different training Program but the paid time off for medical or caregiver leave does not accumulate if unused. Caregiver leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. It is the responsibility of the

resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

## **V. Bereavement Leave**

Bereavement Leave residents may take up to three (3) days of paid leave due to the death of an immediate family member. Immediate family shall include spouse, child or stepchild, parent or stepparent, grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law of the trainee. With approval of the Program Director, additional time for bereavement may be taken using annual leave or leave without pay.

## **VI. Moonlighting Procedure**

The UTHSC Interventional Cardiology Fellowship Program follows the UTHSC institutional policy on Moonlighting.

To ensure that professional activities outside the program do not interfere with the ability of the Fellow to achieve the goals and objectives of the educational program, all extramural professional activities must be approved in advance by the program director. If approved, the program director will include a written statement of permission in the Fellow's file and will monitor the effect of these moonlighting activities. Adverse effects on the Fellow's performance may lead to withdrawal of permission.

UT/GME Policy #320 - Residents on J-1 or J-2 visas cannot participate in moonlighting activities. Residents on H-1B visas cannot moonlight under their University of Tennessee sponsorship. Each resident is responsible for maintaining the appropriate state medical license where moonlighting occurs (see GME Policy #245 – Licensure Exemption) and separate malpractice insurance. The Tennessee Claims Commission Act does not cover residents who are moonlighting.

## **VII. Discrimination, Intimidation, Fear of Retaliation, Professionalism and Due Process Policy**

The Interventional Cardiology fellowship does not tolerate discrimination for any cause. We demand equal excellence regardless of biologic or cultural differences between fellows. Any such discrimination by other fellows or faculty will be reported to the Program Director for correction. Cultural or religious issues that require adjustment to a fellow's schedule will be accommodated whenever possible while respecting the rest of the fellows' needs and maintaining established educational goals. Recruitment of new fellows will be strictly nondiscriminatory as well.

We are committed to a culture to remove the fear of retaliation. Public berating of fellows or emotional outbursts directed at fellows will not be allowed and should be reported to the Program Director for correction. Such reporting can be in person or anonymously through the chief fellow with adequate detail for the Program Director to correct inappropriate behavior. Disagreements with the fellowship program itself can be voiced directly to the Program Director without fear of retaliation or anonymously through the senior fellow. The fellow will hold regular meetings without faculty present to evaluate system problems.

Professionalism at the fellow level is more likely caught than taught. Our faculty will be held to a high standard of professionalism with corrective educational opportunities provided for faculty who are unprofessional. Faculty development will include education in professionalism. Primary teaching of professionalism to fellows will be provided at the bedside of patients and in the research arena by individual faculty members. A formal mentoring system between each fellow and a faculty member will also be established where a primary goal will be the impartation of professionalism.

#### **VIII. Discrimination, Harassment, and Abuse Policy**

The University of Tennessee Health Science Center and the Interventional Cardiology Fellowship program are committed to fostering an environment that prevents discrimination, abuse or harassment of residents. In accordance with University of Tennessee Health Science Center Personnel Procedure #280 and University of Tennessee System Policy HR0280, Sexual Harassment, the Hematology/Oncology Fellowship program is committed to providing a harassment free environment for residents. Sexual harassment will not be tolerated and will be grounds for disciplinary action.

The fellowship is committed to fostering an environment that prevents sexual harassment of fellows, residents and students. The program has a commitment to professionalism, fostered by an atmosphere of mutual trust and respect. These commitments are threatened when persons in the program, including individuals in positions of authority abuse the trust placed in them.

The program follows the Equal Employment Opportunity Commission's guideline definition of sexual harassment as its guideline for defining sexual harassment. This guideline defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a program, submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or work environment. These definitions apply to residents, as well as to employees who may have a complaint of sexual harassment.



In order for behavior to be considered sexual harassment, the behavior must be unwelcome, and of a sexual nature. Examples include:

- Verbal harassment or abuse of a sexual nature

- Subtle pressure for sexual activity

- Commenting on a person's body, dress, appearance, gender, sexual relationships, activities, or experience

- Unwanted touching, patting or pinching.

- Demanding sexual favors which may be accompanied by implied or overt threats concerning one's job, grades, letters of promotion, pay, recommendation, etc.

- Displaying sexually suggestive objects, pictures, videotapes, graffiti and/or visuals that are not germane to any business or academic purpose; in addition to displaying or transmitting sexually suggestive electronic content, including inappropriate emails.

Who should I contact?

If you witness sexual harassment of others or believe you have been harassed, you should immediately notify the Program Director, Associate Program Director, Program Coordinator, a faculty member, or Chief Resident. As required by Title IX, all faculty and staff are mandatory reporters.

Additionally, the incident should be reported to the Office of Equity and Diversity:

Office of Equity and Diversity

Michael Alston, Ed Assistant Vice Chancellor for Student Rights and Conduct & OED  
Director 920 Madison Ave., Suite 825

Memphis, TN 38163

(901) 448-2112

[oed@uthsc.edu](mailto:oed@uthsc.edu), or complete an OED incident form on-line.

A prompt investigation will be conducted in an attempt to determine all of the facts concerning the alleged harassment. UT HR Policy 0280 prohibits retaliation against any employee or student who reports a claim of sexual harassment or against any employee or student who participates in the investigation of a complaint will not be tolerated by the University. For more information, review the UTHSC complaint procedure.

If it is determined that sexual harassment has occurred, corrective action will be taken. Depending upon the circumstances, this corrective action may include disciplinary action, up to dismissal from the program. A person bringing an intentionally false allegation of sexual harassment may be subject to disciplinary action, which could include dismissal from the program.

All residents and faculty members are required to complete the annual Sexual Harassment Avoidance Training compliance module.

## **IX. Fellow Eligibility and Selection Policy**

The UTHSC Interventional Cardiology Fellowship Program follows the UTHSC institutional policy on Fellow Selection.

Application Process and Interviews:

All applications will be processed through the Electronic Fellowship Application Service (ERAS)

Opportunities for interviews will be extended to applicants based on their qualifications as determined by USMLE scores, medical school performance, and letters of recommendation.

The UTHSC Interventional Cardiology Fellowship Program engages in recruitment and retention practices of a diverse workforce (Black, Hispanic, Pacific Islander, Native American, Women) of Fellows and faculty. The final decision is made by the Program Director in consultation with the Associate Program Directors and core faculty.

Program Eligibility and Selection Criteria

The Interventional Cardiology's Fellowship Training Program requires all applicants to: Have completed an ACGME accredited Cardiology Fellowship program and be eligible to sit for the board examination in Cardiovascular Diseases. It is recommended that the CV boards are taken during his/her interventional fellowship training.

Be ABIM certified in Internal Medicine

International Medical Graduates must have a valid Educational Commission for Foreign Medical Graduates (ECFMG) certificates or have completed a Fifth Pathway program provided by an LCME-accredited medical school.

To meet eligibility requirements, an international medical school's admission standards must meet or exceed those of medical schools accredited by LCME. Schools on the Medical Board of California's list of disapproved schools are presumed not to comply with this requirement. UT GME residency and fellowship programs may not accept graduates from schools on the list.

## **X. Fellow Supervision Policy**

### **Level of Supervision**

There are three levels of supervision to ensure oversight of fellow supervision and graded authority and responsibility:

Levels of Supervision – To promote appropriate supervision while providing for graded authority and responsibility, the program must use the following classification of supervision:

1. **Direct Supervision:** The supervising physician is physically present with the Fellow during the key portions of the patient interaction or, the supervising physician and/or patient is not physically present with the Fellow and the supervising physician is concurrently monitoring the patient care through appropriate telecommunication technology.
2. **Indirect Supervision:** The supervising physician is not providing physical or concurrent visual or audio supervision but is immediately available to the Fellow for guidance and is available to provide appropriate direct supervision.
3. **Oversight:** The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.

#### Fellow and Faculty Policy Awareness

Fellows and faculty members should inform each patient of their respective roles in that patient's care when providing direct patient care. of their respective roles in each patient's care.

Supervision may be exercised through a variety of methods. For many aspects of patient care, the supervising physician may be a more advanced fellow. Other portions of care provided by the fellow can be adequately supervised by the appropriate availability of the supervising faculty member or fellow, either on site or by means of telecommunication technology. Some activities require the physical presence of the supervising faculty member. In some circumstances, supervision may include post-hoc review of fellow-delivered care with feedback.

The program must demonstrate that the appropriate level of supervision in place for all fellows is based on each fellow's level of training and ability, as well as patient complexity and acuity. Supervision may be exercised through a variety of methods, as appropriate to the situation. The program must define when physical presence of a supervising physician is required.

**XI. Transitions of Care Policy**

Monitoring for effective, structured hand-over processes to facilitate both continuity of care and patient safety is accomplished via direct discussion at the Program level. The Sponsoring Institution provides oversight for transitions of care at the Program level via GME/GMEC review of Annual Program Evaluations, Internal Reviews on a pre-determined cycle and periodic direct observation of the hand-over process.

The Interventional Cardiology Program utilizes the following mechanisms in the hand-over process:

<b>Setting</b>	<b>Frequency of Hand-over</b>	<b>Mechanism</b>	<b>Supervision and frequency of supervision of hand-over process</b>
Post-Procedure	Daily – case by case basis	Direct discussion with description of findings and any unplanned events that occurred during event	Faculty – every hand off is given directly to the attending on service

The Interventional Cardiology Program ensures that residents/fellows are competent in communicating with team members in the hand-over process by direct observation of faculty.

Describe how the Program and clinical sites maintain and communicate schedules of attending physicians and fellows currently responsible for care.

Fellows are given monthly call schedules that include the on-call attending both during the day and at night. This schedule also includes the consulting attending as well as the consulting fellow which hand off is performed with during the week.

In the event a resident/fellow is unable to perform his/her patient care responsibilities due to excessive fatigue, illness or family emergency, continuity of patient care is ensured via the following mechanisms: Program director and co-fellow are notified with plans made for coverage at that time and the discretion of the program director.

**XII. Process by which faculty receive fellow feedback.**

Faculty evaluation is done at the end of each rotation via New Innovation. Feedback from the evaluations are collated; they are shared (anonymously) with the faculty and reviewed with them during the annual faculty evaluation. If there is any situation that needs to be addressed urgently, the program director or associate program director will then activate the faculty-specific chain of command to address the issue.

### **XIII. Method by which faculty performance is evaluated by Department Chair**

The New Innovation evaluations of the faculty by the fellows are pulled and given to the chair for his review and use during the performance of the annual faculty evaluation.

### **XIV. Method for reporting improper behavior in a confidential manner**

The fellows may go to the program director or coordinator at any time to report such behavior without fear of retaliation. The GME office has an online complaint portal that is completely anonymous and can be used by the fellows if they are uncomfortable with going directly to the program director or coordinator. The Interventional Fellowship's website contains a link to a confidential reporting site.

### **XV. Assessment Instruments and Methods**

Fellows are evaluated by faculty every quarter (can be more frequently if the need arises). The overall evaluation is reviewed semi-annually by CCC and used for mid-year and annual evaluations or final evaluation as the case may be. Faculty evaluation is done at the end of each quarter via New Innovation. Feedback from the evaluation will be collated, shared (anonymously) with the faculty and reviewed with them during the annual faculty evaluation. The program is evaluated by both fellows and faculty annually as well as by PEC.

### **Fellow Evaluation**

The program utilizes the following methods for Fellow evaluation:

Quarterly competency-based formative evaluation for each rotation, including competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism and systems-based practice.

All Fellows are expected to be in compliance with University of Tennessee Health Science Center (UTHSC) policies which include but are not limited to the following: University of Tennessee personnel policies, University of Tennessee Code of Conduct, sexual harassment, moonlighting, infection control, completion of medical records, and federal health care program compliance policies.

### **Formative Evaluation**

1. Faculty must directly observe, evaluate, and frequently provide feedback on Fellow performance during each rotation or similar educational assignment. Each program is required to use the web-based evaluation system in New Innovations to distribute a global assessment evaluation form.
2. Evaluation must be documented at the end of each quarter. For block rotations of greater than three months in duration, evaluation must be documented at least every three months. Longitudinal

experiences, such as continuity clinic in the context of other clinical responsibilities, must be evaluated at least every three months and at completion.

3. These evaluations should be reviewed for completeness by program leadership, with follow-up by the program director or coordinator to address inadequate documentation, e.g., below average performance ratings without descriptive comments or inconsistencies between written assessments and statistical data.
4. Completed electronic evaluations are reviewed by the Fellow. Any evaluations that are marginal or unsatisfactory should be discussed with the Fellow in a timely manner and signed by the evaluator and Fellow.
5. In addition to the global assessment evaluation by faculty, multiple methods and multiple evaluators will be used to provide an overall assessment of the Fellow's competence and professionalism. These methods may include narrative evaluations by faculty and non-faculty evaluators, clinical competency examinations, in-service examinations, oral examinations, medical record reviews, peer evaluations, self-assessments, and patient satisfaction surveys.
6. The program must provide assessment information to the QIC/CCC for its synthesis of progressive Fellow performance and improvement toward unsupervised practice.
7. Using input from peer review of these multiple evaluation tools by the QIC/CCC, the program director (or designee) will prepare a written summary evaluation of the Fellow at least semi-annually. The program director or faculty designee will meet with and review each Fellow their documented semi-annual evaluation of performance, including progress along the specialty-specific Milestones and strengths as well as plans for improvement. The program director (or designee) and Fellow are required to sign the written summary that will then be placed in the Fellow's confidential file. The Fellow will receive a copy of the signed evaluation summary and will have access to his or her performance evaluations.
8. If adequate progress is not being made, the Fellow should be advised, and an improvement plan developed to provide guidance for program continuation. The improvement plan must document the following:
  - Competency-based deficiencies.
  - The improvements that must be made.
  - The length of time the Fellow has, to correct the deficiencies; and
  - The consequences of not following the improvement plan.

Improvement plans must be in writing and signed by both the program director and Fellow. The fellow's refusal to sign the improvement plan does not negate its existence. The improvement plan will become active immediately and the fellow is expected to carry out requirements set forth by the program director/CCC as listed in the improvement plan.

9. If unacceptable or marginal performance continues and the Fellow is not meeting program expectations, another review should take place in time to provide a written notice of intent to the Fellow at least 30 days prior to the end of the Fellow's current if he or she must extend training at the current level or will not have their contract renewed. If the primary reason(s) for non-promotion or

non-renewal occurs within the last 30 days of the contract period, the Fellowship program must give the Fellow as much written notice as circumstances reasonably allow.

### **Summative Evaluation**

1. At least annually, the program director will provide a summative evaluation for each Fellow documenting his or her readiness to progress to the next year of the program, if applicable. This evaluation should assess current performance based on written evaluations, faculty observations and other documented performance measures that have been reviewed by the program's QIC/CCC. The summative evaluation will be discussed with the Fellow and a copy signed by the program director and Fellow will be placed in the confidential Fellow file.

2. The program director will also provide a final evaluation upon completion of the program. This evaluation will become part of the Fellow's permanent record maintained in the GME office and will be accessible for review by the Fellow. The end-of-program final evaluation must:

- Use the specialty-specific Milestones, and when applicable the specialty-specific case logs, to ensure Fellows are able to engage in autonomous practice upon completion of the program.
- Verify that the Fellow has demonstrated knowledge, skills, and behaviors necessary to enter autonomous practice.
- Consider recommendations from the CCC.

<b>Clinical Competency Committee (CCC)</b>	
Responsibilities: Appointed by the Program Director to review all fellow evaluations; determine each fellow's program on achievement; of [Insert specialty name] Milestones; meet prior to fellow's semi-annual evaluation meetings; and advise Program Director regarding fellow's progress.	
<b>NOTE:</b> Files reviewed by the CCC are protected from discovery, subpoena, or admission in a judicial or administrative proceeding.	
Oluwaseun Akinseye, MD	Chair & Core faculty member
Sushant Khaire	Core Faculty Member
Brenda Coleman	Program Manager
Uzoma Ibebuogu	Program Director

<b>Program Evaluation Committee (PEC)</b>	
Responsibilities: Appointed by the Program Director conduct and document the Annual Program Evaluation as part of the program's continuous improvement process. The PEC also acts as an advisor to the program director, through program oversight; reviews the program's self-determined goals and progress toward meeting them; guides ongoing program improvement, including the development of new goals, based upon outcomes; and reviews the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program's mission and aims.	
Oluwaseun Akinseye	Core Faculty Member
Sushant Khaire	Core Faculty
Uzoma Ibebuogu	Program Director
Brenda Coleman	Program Manager



## Section 6. Fellow Benefits

### I. Salary

Residents/Fellows in all UTHSC Programs are student employees of the University of Tennessee. As a student employee of the University of Tennessee, you will be paid by the University on a monthly basis – the last working day of the month. Direct deposit is mandatory for all employees.

#### 2023-2024 RESIDENT AND FELLOW COMPENSATION RATES for ACGME-ACCREDITED PROGRAMS

PGY LEVEL	BASE ANNUAL	with Disability Life Benefits
PGY 1	\$58,860.00	\$59,520.00
PGY 2	\$61,056.00	\$ 61,716.00
PGY 3	\$ 63,024.00	\$ 63,684.00
PGY 4	\$ 65,640.00	\$ 66,300.00
PGY 5	\$ 68,328.00	\$ 68,988.00
PGY 6	\$ 70,692.00	\$ 71,352.00
PGY 7	\$ 73,284.00	\$ 73,944.00

For information on the UT Salary and Insurance please visit the GME website:  
<https://www.uthsc.edu/graduate-medical-education/policies-and-procedures>

### II. Health Insurance

For information on UTHSC fellow insurance benefits, please visit the GME website:  
<https://uthsc.edu/graduate-medical-education/policies-and-procedures/documents/insurance-benefits.pdf>

### III. Liability Insurance

As a State of Tennessee student/employee, your professional liability coverage is provided by the Tennessee Claims Commission Act. For more information on the UT Malpractice Policy, please visit the GME website: <http://www.uthsc.edu/GME/policies/claimscommission.pdf>

### IV. Stipends

300.00 is available each academic year to each fellow. This can be used for attending conferences and/or buying books and other medical educational tools. This \$300.00 is NOT accumulative – money cannot be carried over to the next year. This money cannot be transferred to another individual or used for other expenses. These funds are based on the GME allotment to the program and are increased or decreased accordingly.

## V. Travel

The UTHSC Interventional Cardiology Fellowship Program follows the UTHSC institutional policy on Fellow Travel. For more information on the UT Fellow Travel Policy, please visit the University of Tennessee policy website: [http://policy.tennessee.edu/fiscal\\_policy/fi0705/](http://policy.tennessee.edu/fiscal_policy/fi0705/)

Travel Reimbursement Form:

<https://www.uthsc.edu/graduate-medical-education/administration/documents/Fellow-travel-request-form.pdf>

Important Guidelines:

- Travel requests should be discussed with and approved by the Program Director before making any arrangements.
- UT Travel Policy must be followed at all times – with no exceptions.
- A travel request form must be completed well in advance of traveling in order to have a travel authorization (trip number) assigned by the GME office.
- The UT Fellow Travel form must be completed for reimbursement.
- Conference travel will require prior approval from UT and the Program Director. Please see the GME travel policy for further information.

### International Travel (Educational purposes only)

To better prepare for emergencies and provide assistance to the members of the UTHSC community traveling abroad, UTHSC requires all UTHSC travelers on official UTHSC business to complete a Travel Information Registration form prior to departure. This registration will enable UTHSC to communicate with faculty, staff, students, postdocs, residents, and fellows in the event of an emergency. Registration will also allow travelers to receive medical and emergency assistance from International SOS, a medical and travel security service company.

#### Who is Required to Register?

- **Faculty/Staff:** All faculty and staff traveling abroad using UTHSC funds or on UTHSC business without University funds (example: a faculty member is invited to give a key-note address at a conference and his/her costs are fully paid by the conference).
- **Students/Postdocs/Residents/Fellows:** All students, postdocs, medical residents, and clinical fellows traveling abroad to participate in official UTHSC-sponsored programs (including research, for-credit electives, travel to conferences and non-credit educational activities sponsored by UTHSC).

All travelers to *U.S. territories* are also required to register. These territories include Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, and Northern Mariana Islands. Travel to countries bordering the U.S., Canada, and Mexico, is international travel and requires compliance with this registration program.

Individuals traveling for solely personal reasons (vacation, medical mission trips, etc.) are not eligible for coverage through this program.

**UTHSC officially discourages** international travel, by faculty/staff/students when on official university business, to destinations that are subject to a U.S. Department of State Travel Warning and/or Centers for Disease Control and Prevention (CDC) Level 3 Warning.

#### How to Register

- Complete the online [Travel Information Registration](#) to provide information about your travel plans and contact information in the destination country(ies) for UTHSC administration use if emergencies arise either in the U.S. or in the country(ies) visited. This step will confirm that you can access referral services from International SOS.

## Section 7. Curriculum

### I. ACGME Competencies

The core curriculum of the UTHSC programs is based on the 6 ACGME Core Competencies:

- **Patient Care:** Fellows must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
- **Medical Knowledge:** Fellows must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care.
- **Practice-Based Learning and Improvement:** Fellows must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.
- **Interpersonal and Communication Skills:** Fellows must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.
- **Professionalism:** Fellows must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.
- **Systems-Based Practice:** Fellows must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

### II. Milestones

The Milestones are designed only for use in evaluation of Fellow physicians in the context of their participation in ACGME accredited Fellowship programs. The Milestones provide a framework for the assessment of the development of the Fellow physician in key dimensions of the elements of physician competency in a specialty or subspecialty. They neither represent the entirety of the dimensions of the six domains of physician competency, nor are they designed to be relevant in any other context. ACGME Milestones are located at:

<https://www.acgme.org/globalassets/pdfs/milestones/interventionalcardiologymilestones2.0.pdf>

### III. Rotation Goals and Objectives

Rotation specific goals and objectives can be found by visiting New Innovations  
[https://www.new-innov.com/Curriculum/Curriculum\\_Host.aspx?Control=CurriculumGrid](https://www.new-innov.com/Curriculum/Curriculum_Host.aspx?Control=CurriculumGrid)

**IV. Resident (Procedural) Supervision by Program (see chart below)** can be found at:  
<https://www.uthsc.edu/graduate-medical-education/current-residents/supervision-by-program.php>

**All procedures are performed under direct supervision of a faculty member.**

Right Heart catheterization	X
Pulmonary catheter-assisted thrombolysis	X
Coronary Atherectomy	X
Fractional flow reserve: Physiologic assessment of coronary arteries	X
Impella cardiac support device	X
Instantaneous wave-free radio (iFR): Physiologic assessment of coronary arteries	X
Intra-aortic balloon pump placement	X
Intravascular ultrasound	X
Left Heart catheterization, including coronary angiography	X
(Radial approach and Femoral approach)	X
Optical Coherence Tomography (OCT)	X
Percutaneous coronary interventions	X
Percutaneous peripheral vascular interventions	X
Pericardiocentesis	X
Peripheral angiography	X
PFO/ASD Closure	X
Cardiac Biopsy	X
Transaortic valve replacement	X
Transesophageal Echocardiogram	X
Transthoracic Echocardiogram	X
Vascular closure devices	X
Transaortic valve replacement	X
Transesophageal Echocardiogram	X
Transthoracic Echocardiogram	X
Vascular closure devices	X

## Section 8. Resource Links

Site	Link
New Innovations	<a href="https://www.new-innov.com/Login/">https://www.new-innov.com/Login/</a>
UTHSC GME	<a href="http://www.uthsc.edu/GME/">http://www.uthsc.edu/GME/</a>
UTHSC GME Policies	<a href="http://www.uthsc.edu/GME/policies.php">http://www.uthsc.edu/GME/policies.php</a>
UTHSC Library	<a href="http://library.uthsc.edu/">http://library.uthsc.edu/</a>
GME Wellness Resources	<a href="https://uthsc.edu/graduate-medical-education/wellness/index.php">https://uthsc.edu/graduate-medical-education/wellness/index.php</a>
ACGME Residents Resources	<a href="https://www.acgme.org/residents-and-Residents/Welcome">https://www.acgme.org/residents-and-Residents/Welcome</a>
GME Confidential Comment Form	<a href="https://uthsc.co1.qualtrics.com/jfe/form/SV_3NK42JioqthlfQE">https://uthsc.co1.qualtrics.com/jfe/form/SV_3NK42JioqthlfQE</a>
ACGME Program Specific Requirements	<a href="https://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/152_InterventionalCardiology_2020.pdf?ver=2020-06-26-132343-780">https://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/152_InterventionalCardiology_2020.pdf?ver=2020-06-26-132343-780</a>

## Section 9. Appendix

- I. GME Information and Dates
- II. Moonlight Approval Form
- III. Handbook Agreement

## GME Information and Dates

Graduate Medical Education  
920 Madison Avenue, Suite 447  
Memphis, TN 38163

Natascha Thompson, MD  
Associate Dean of Graduate Medical Education  
ACGME Designated Institutional Official

Phone: 901.448.5364  
Fax: 901.448.6182

## Fellow Orientation Schedule

New Fellow Orientation for 2023 will be held on the following dates:

<b>Date</b>	<b>Time</b>	<b>Title</b>
June 30, 2023	7:30 am - 5:00 pm	PGY-2 - 7 Orientation

**Fellow Request for Approval to Moonlight  
(External: non-UTHSC affiliated, non-rotation site)**

Name \_\_\_\_\_

PGY Level \_\_\_\_\_

Site of Activity or Service \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Estimated average number of hours per week \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

- 
- The ACGME and UTHSC GME policies require program director pre-approval of all moonlighting activities. Any Fellow moonlighting without written pre-approval will be subject to disciplinary action.
  - Fellows on a J-1 visa are not allowed to moonlight.
  - All moonlighting counts towards the weekly 80-hour duty limit.
  - The Fellow is responsible for obtaining separate malpractice insurance. The Tennessee Claims Commission Act does not cover Fellows' external moonlighting activities.
  - Moonlighting activities must not interfere with the Fellow's training program. It is the responsibility of the trainee to ensure that moonlighting activities do not result in fatigue that might affect patient care or learning.
  - The program director will monitor trainee performance to ensure that moonlighting activities are not adversely affecting patient care, learning, or trainee fatigue. If the program director determines the Fellow's performance does not meet expectations, permission to moonlight will be withdrawn.
  - Each Fellow is responsible for maintaining the appropriate state medical license where moonlighting occurs.
- 

By signing below, I acknowledge that I have carefully read and fully understand the moonlighting policies of my program, UTHSC GME and ACGME. I will obtain prior approval from my program director if any information regarding my moonlighting activity changes, including hours, location, type of activity or supervisor.

**Signature of Fellow:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **AGREEMENT for HANDBOOK OF Interventional Cardiology**

- I. I have received the 2023-2024 Handbook for the UTHSC Interventional Cardiology Fellowship Program.
  
- II. I have been informed of the following requirements for house staff:
  - 1. Requirements for each rotation and conference attendance
  - 2. Formal teaching responsibilities
  - 3. Reporting of duty hours and case logging
  - 4. Safety policies and procedures
  - 5. On call procedures
  - 6. Vacation requests
  
- III. I understand that it is my responsibility to be aware of and follow the policies/procedures as stated in the handbook.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Please submit this signature page to the Program Manager no later than June 15, 2023.**