TRAINEE POSITION DESCRIPTION AND ESSENTIAL FUNCTIONS

Global and Rural Health Fellowship in OB/GYN (GRF-OBGYN)
Position Identification: Fellow

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UNIVERSITY of WASHINGTON

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POSITION SUMMARY:

The Global and Rural Health Fellow in OB/GYN (GRF-OBGYN) is a two-year, non-ACGME post-residency trainee who develops the clinical, leadership, research, and teaching skills needed to advance equitable reproductive healthcare in global and rural settings. The fellow provides direct clinical care for one year at Indian Health Service facilities on the Pine Ridge Indian Reservation (South Dakota) and completes a second year at an international site in either a Research or Clinical Education track, supported by the structured UW Global and Rural Health Fellowship (UWGRF) curriculum. The fellow works under the mentorship of site faculty and the fellowship program directors.

For the purpose of this document, the term "Resident" includes medical and dental residents and fellows, including those in ACGME, CODA and non-ACGME accredited programs.

GENERAL OVERVIEW OF THE RESIDENT ROLE

A resident's responsibilities include patient care responsibilities within the scope of their clinical privileges commensurate with level of training and other responsibilities required of all members of the medical staff. Under the supervision of attendings, general responsibilities of the resident may include:

- Initial and ongoing assessment of patients' medical, physical and psychosocial status
- Performing history and physical examination
- Developing assessment and treatment plan
- Performing rounds
- Recording documentation, including progress notes, admission notes, procedure notes and discharge summaries
- Ordering tests, examinations, medications and therapies
- Arranging for discharge, referral and after care.
- Providing patient education and counseling about health status, test results, disease processes and transition of care planning
- Performing procedures
- Assisting in surgery
- Teaching and evaluating junior learners, such as medical students

UW GME EXPECTATIONS FOR PROFESSIONAL BEHAVIOR

- All residents must comply with the UW Medicine Policy on Professional Conduct and the UW Medicine Compliance Code of Conduct
- ACGME Competencies in Professionalism, including fitness for duty (See ACGME Common Program Requirements)
- All residents must comply with GME Policieshttps://sites.uw.edu/uwgme/policies/%5bLINK, including the Resident and Fellow Position Appointment Agreement (RFPA)

ESSENTIAL FUNCTIONS

Essential functions are the fundamental job duties of the position that cannot be eliminated or substantially modified without changing the nature of the position.

A job function may be considered essential for the following reasons:

- The reason the position exists is to perform that function
    - Resident educational requirements and patient care responsibilities
- A limited number of available residents can perform that function
- Varies by program, rotation, year, risk pools, etc.
- The function may be highly specialized so that the trainee in the position is hired for their expertise or ability to perform the particular function
    - Cannot easily hire more trainees, especially of a specific R level
- The percentage of time spent on a function does not determine whether or not it is essential.

Essential functions for GME residents must include consideration of:

- ACGME program requirements
- Specialty board requirements
- UW program requirements
    - Unique to each UW training program and must consider:
        - Complexity of rotations/service requirements
        - Size of program
        - Structure and depth of risk pools
        - Please refer to the program's Clinical Coverage Policy
    - Inclusive of the hospital system requirements:
        - Rotations dependent on residents' service for patient care
        - Coverage options available

A resident must perform the position's essential job functions ***with or without an approved reasonable accommodation***. Reasonable accommodation means modifying or adjusting practices, procedures, policies, job duties, or the work or application environment so that a qualified individual with a disability **can still perform a position's essential functions**. Approved reasonable accommodations are determined via an interactive process involving the resident, DSO/HR/GME and the program.

Essential functions ensure the safe and smooth delivery of education and patient care and are identified in alignment with program aims to facilitate trainee readiness for independent practice across an appropriate range of clinical settings for that specialty. Transparent documentation of a program's essential functions is also an important resource for applicants evaluating the training program during recruitment.

ESSENTIAL PROGRAM ADMINISTRATIVE FUNCTIONS

Onboarding

The Resident must:

- Comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines
- Other functions/details specific to the program:
  Complete all site-specific credentialing, licensure, and onboarding required by both UW and the Indian Health Service / Pine Ridge Hospital (and any international site), including IHS credentialing, South Dakota or applicable state licensure, and travel/visa documentation, by the program's stated deadlines.

Program Tasks and Documentation

The Resident must:

- participate in all requests for schedule preferences, requests for absence or schedule changes of requests for clinical coverage on the requested timelines or deadlines.
- complete in a timely manner all evaluations requested for medical students, peer residents, faculty or other members of the team
- complete MedHub clinical and educational hour logs
- complete case or procedure logs
- complete the annual ACGME Resident Survey
- complete the program's annual confidential internal survey

- complete required examination preparation and/or testing requirements, to include USMLE or COMLEX Step 3, in-training examinations and program-specific guidelines for national board certification
- attendance at all required program meetings, including semiannual meetings, mentorship meetings, program retreats, etc.

Other functions/details specific to the program, including specifics on timeliness: Work with program staff to facilitate logistical aspects of program in advance of all rotations; maintain communication with the program on the cadence required; and complete UWGRF curriculum requirements (didactic sessions, leadership course) on schedule.

ESSENTIAL PROGRAM CORE EDUCATIONAL FUNCTIONS

Didactics

The Resident must:

- Comply with all standards for attendance at didactics or other core educational activities
- Adhere to the preferred mode of attendance (in-person, virtual, hybrid)
- Other functions/details specific to the program: attend core UWGRF didactic sessions and the intensive global health leadership course during the first year; participate remotely in didactics when located at Pine Ridge or an international site, per the program's attendance expectations.

Scholarship

The Resident must:

- Comply with all program or specialty requirements for research or scholarship, quality improvement, national or regional conference presentation, publication or scholarly writing or teaching and presentations internal to the program (e.g. journal club, didactics, case conference, M&M, etc.)
- Other functions/details specific to the program: Produce a mentored scholarly project by the end of the second year and disseminate the findings in a presentation, conference, and/or publication; scholarly work may include implementation or clinical research, health systems strengthening, or medical education curriculum development.

ESSENTIAL PATIENT CARE FUNCTIONS

Presence and preparedness

The Resident must:

- present to work as physically, mentally and emotionally fit for duty
- arrive at the patient care setting on schedule
- arrive at work in attire appropriate for the professional and safe delivery of patient care
- meet expectations for chart review or pre-rounding
- satisfy expectations that precede sign-out and/or departure from the clinical setting, including an appropriate handoff and follow up on all patient assessments/data/studies that will alter care in the near term.
- Other functions/details specific to the program: Be physically present and fit for duty at the assigned clinical site (Pine Ridge Hospital and outlying IHS clinics, or the assigned international site), recognizing that these are settings where on-site presence cannot be substituted.

Administrative

The Resident must:

- complete patient health record documentation on the schedule prescribed by the program or medical center. (Examples include but are not limited to progress notes/visit summaries, discharge summaries, operative or procedure notes, perioperative records)
- comply with expectations for EHR inbox management, including timely responses to messages from patients, medical staff and tracking and patient follow up of expected results
- Other functions/details specific to the program, including specifics on timeliness: complete clinical documentation in the EHR system(s) used at the assigned site per local timeliness standards.

Patient Care Communication

The Resident must:

- respond in a timely manner to pages, phone calls and Epic Secure Chat
- remain within the program-prescribed geographic range while on call or eligible for coverage

- Other functions/details specific to the program, including specifics on timeliness: Maintain reliable communication while at remote and international sites, recognizing that connectivity may differ from other systems; respond to clinical communications within the timeframe established by the supervising site.

Patient Care Volumes

The Resident must:

- work toward (with supervision) or meet benchmarks for patient care volumes in all clinical settings
- appropriately request and utilize supervision
- work toward or ultimately meet procedure certification standards
- Other functions/details specific to the program: Provide direct obstetric, gynecologic, and reproductive/sexual health care across inpatient and outpatient settings at IHS facilities, and at the international site where applicable, working toward independent practice with appropriate supervision.

Consultation

The Resident must:

- appropriately respond to, triage, and staff consultations in a timely manner
- document findings and recommendations in a timely manner
- communicate with the requesting service directly (e.g. in-person, phone) in advance of and following the assessment
- ensure that consultations are staffed and finalized with a faculty member in a timely manner
- Other functions/details specific to the program, including specifics on timeliness: Respond to and staff OB/GYN consultations at the assigned site, coordinating directly with referring and supervising providers and with remote UW faculty mentors as applicable.

ESSENTIAL SHIFT AND SCHEDULE FUNCTIONS

Settings

- complete assigned shifts in settings deemed essential by the program, such as inpatient units, NICU, PICU, emergency department, and outpatient specialty and primary care clinics
- complete assigned away rotations deemed essential by the program

- Other functions/details specific to the program (*for example: WWAMI rotation in PGY2 year requires 8 weeks of residence outside the greater Seattle region and/or Washington State, housing provided)*: Complete the first fellowship year providing direct clinical care at Pine Ridge Hospital and outlying clinics on the Pine Ridge Indian Reservation, South Dakota, which requires extended residence outside Washington State; and complete the second year at an assigned international site (Research or Clinical Education track), which requires extended residence outside the United States. Relocation to and residence at these sites is an essential function of the position.

Shift length and timing

The Resident must:

- complete shifts of all lengths deemed essential by the program, which may include daytime, swing, nights, weekends, and holidays
- *Shifts must not exceed ACGME limits of up to 28 hours per shift, and up to 80 hours per week averaged over a 4 week period*
- where appropriate, comply with designated break lengths (to meet personal needs and not impact patient care)
- Other functions/details specific to the program *(for example: assigned to approximately two 24-hour shifts per month during PGY1):* Complete clinical shifts as scheduled by the supervising site, which may include days, nights, weekends, holidays, and call, within applicable duty-hour limits.

Call Responsibilities

The Resident must:

- complete assigned shifts of overnight call, as deemed essential by the program
- complete assigned shifts of home call, as deemed essential by the program
- remain within the prescribed geographic range while on call or eligible for coverage
- Other functions/details specific to the program *(for example: assigned to approximately 4 weeks of overnight call during PGY2):* Complete obstetric and gynecologic call as assigned by the supervising site, remaining within the geographic range required for timely response at that site.

ESSENTIAL COGNITIVE FUNCTIONS

Functions/details specific to the program: Exercise independent clinical reasoning and decision-making in resource-limited settings where specialty backup, consultation, and

diagnostic resources may be limited or delayed; adapt management to locally available resources.

ESSENTIAL COMMUNICATION FUNCTIONS

(including verbal and written)

Functions/details specific to the program: Communicate effectively across languages and cultural contexts, working with interpreters and local clinical teams; communicate clearly with patients, families, Ministry of Health partners, and tribal community members with cultural humility.

ESSENTIAL PHYSICAL FUNCTIONS

(including senses, stances and mobility, manipulation and technical skills)

Functions/details specific to the program: Perform the physical demands of obstetric and gynecologic care, including surgical and procedural work (e.g., operative deliveries, gynecologic surgery), and tolerate the demands of travel to and residence in remote domestic and international settings.

STATEMENT OF NONDISCRIMINATION

The University of Washington prohibits discrimination, harassment and sexual misconduct in any education program or activity that it operates. Individuals may report concerns, make complaints, or direct inquiries to the Civil Rights Compliance Office. View the Statement of Nondiscrimination.

KEY PRINCIPLES FOR ADA-COMPLIANT LANGUAGE:

- Focus on results, not methods
- Essential function is a completed task, not how that task is completed

More Inclusive Term	Example of Physical Demand
Move/traverse	Walk, run
Ascend/descend	Climb
Transport	Carry
Relocate	Lift
Stationary position	Sit, stand
Position, detect, operate	Feel, handle
Maneuver	Pull, push
Attain	Reach
Retrieve from ground level	Squat
Repetitive movement	Performing a task repeatedly
Communicate	Speak, talk, hear
Communicate in written language	Write
Input data	Use keyboard
Position self (to move)	Crouching, stooping, crawling
Work atop	Balance
Determine, identify, assess, recognize	See
Assess	Hear
Review	Read
Adhere	Remember
Apply	Think

This document reflects requirements, established practices, policies, procedures, and resources as of the date of publication; however, parts of this document may be updated from time to time in accordance with changes in the law and applicable requirements, established practices, policies, procedures, and resources. Continued participation by a resident in the program will demonstrate agreement by the resident to adhere to the updates. The program will communicate such change in writing (via email).