

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE  
DEPARTMENT OF PEDIATRICS**

<b>Program:</b> Pediatric Residency Program	<b>Subject:</b> Resident Administrative Reminders Policy	<b>Page 1 of 2</b>
<b>Effective Date:</b> 2/16/19		<b>Revised Date:</b> 7/2/24, 2/1/22
<b>Approval Date:</b> 7/2/24, 2/26/19	<b>Date Reviewed:</b> 7/2/24, 2/26/19	<b>Approved by:</b> PEC

ADMINISTRATIVE REMINDERS	
Logging DH	NI reminder day 3, 5* Violation on day 7 if still not logged
Mandatory training	Initial email with due date and reminder protocol Reminder email one week before due date
Longitudinal Outpatient Experience logging # patients	Reminder email to catch up with specific due date
Completing evaluations-Medical Students only	Reminder email from Admin office with due date

\*Residents are advised to log duty hours every 7 days. The NI reminder clock resets from the last date worked, not from the date logged.

### PROGRAM EXPECTATIONS

#### NEJM q-bank and PREP for ALL RESIDENTS

There is a quarterly review of NEJM q-bank and PREP. It is expected that all residents complete 3 out of the 3 NEJM tests every quarter and 20 PREP questions per month (averaged over a 3-month period), unless there are extenuating circumstances.

#### Board Review and Board Study Plan for PL3's at or below the national ITE

Attend ALL Board Review sessions, unless Dr. Mirza has excused your attendance.

Email Board Preparation Study Plan to Advisor and Dr. Hipp every other month. Study plan should be received by the 15<sup>th</sup> of every other month.

#### Board Study Plan for PL2's and PL1's at or below the national ITE

Email Board Preparation Study Plan to Advisor and Dr. Hipp every other month. Study plan should be received by the 15<sup>th</sup> of every other month.

Non-compliance with any of the above expectations will result in a professionalism violation.

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## INSTITUTIONAL EXPECTATIONS

### **UF Health Jax. Campus parking for ALL RESIDENTS**

Residents and fellows parking on the UF Health-Jacksonville campus are expected to abide by hospital regulations as to the location of this parking at various times when they may be working.

The Resident Professionalism Code of Conduct Section 2.1 states that residents should; “Understand and comply with all university, hospital, or affiliated premises, policies, and procedures, i.e., clinical, administrative, and safety policies.”

In the event that a resident receives three or more parking citations, a professionalism violation will be assessed.

### **Professionalism Violations**

Once 3 professionalism violations have been assessed during a single academic year, a 200 word (1 page) reflective essay on professionalism needs to be written and submitted to the program director within 2 weeks of being assessed the violation.

Following this if there is another professionalism violation i.e. fourth violation, the individual will have to forfeit one December leave day. In case there are no December leave days remaining, \$200.00 will be forfeited from the individual’s book money fund.

**Any violations assessed after a FOURTH violation, will result in suspension without pay, and possible non-renewal in accordance with institutional policy. The suspension will be for a minimum time period of 24 hours or longer until the task resulting in the violation has been completed.**

In addition, these violations along with specific dates will be recorded on the semi-annual and, final summative evaluations. They will also be used to determine professionalism milestones which are reported at present to the ACGME and fellowship program directors only. Reports to fellowship program directors are only sent once the match results are announced, i.e. they do not have this information prior to the match.