WELCOME TO NEPHROLOGY

NEPHROLOGY ADMINISTRATIVE ORIENTATION FOR NEW FELLOWS
YOUR BEST FRIEND AT SEATTLE CHILDREN’S

I am your person, keep me in the loop!

• Running late or sick
• Was there an “issue” on service
• Here to listen and to help
• Schedule changes/absence requests
• Is there something you need or need help with
• Running interference/smoothing the way
• Licenses and other official documents
• Travel approval & arrangements
• Reimbursements
• Restaurant recommendations

... and so much more 😊
ADMINISTRATIVE AIDS

• Outlook Calendar - Use your calendar
• Qagenda
• Nphrlgy Shared Drive – Map it -
• Nephrology Share Point
  • Academic & Administrative Documents
  • Links to Schedules and Policies
• Fellowship Road Map - No Surprises
  • Monthly responsibilities & due dates
  • Conference options with submission & registration dates
  • UW Dates of Instruction
• Fellows’ information board
  • Notices and required postings
POLICIES, G & O, EXPECTATIONS

• SCH Meal Policy – You received a copy, please don’t spend over $11 shift. This meant to cover the cost of 1 meal not all day.
• UW GME Policies – Link to policies can be found on UW Housestaff web page
• SCH Pediatric Nephrology – Program & Elective Goals & Objectives, Policies, and Fellow Expectations can be found in the Fellowship folder on the nphrlgy drive and many are linked through the Nephrology SharePoint
• Reporting a Concern:
  • GME Webpage - https://sites.uw.edu/uwgme/report-a-concern/
  • GME Document - https://drive.google.com/file/d/1WtxYY8joF55XI8dF4BaURm0ds23zIXPt/view
ADMINISTRATIVE TASKS: SCHEDULE CHANGES

• Service Date Changes - Multi-day/week must get approval from Linda. If you swap a day with someone, ok to send info to Linda & cc Neph Admin. All requests must be done by email, no verbal only.

• Vacation/Days off - Must get approval from Linda. Send an email and put request in MedHub. Verbal requests are easy to miss.

• Conferences - Must get approval from Linda. Put request in MedHub. Make a note if you’ve spoken to Jordan about a non-default conference.
FELLOWS CLINIC

1st Friday & 3rd Tuesday unless you are on Consult service

Get approval for leaving early or starting late, Linda will send approval for blocking slots.

Hospital protocol – avoid canceling clinics < 90 days out

1st yr fellows: 3 Patients per clinic, hour visits

SCHEDULING

• 99% of all scheduling is done through EPIC – Nep Scheduling
  • The 1% - if your request is complex please email Neph Admin and cc Linda

• 1st year fellows must ok having a patient scheduled with them for Fellows Clinic more than two weeks out. Template opens to all < 2 weeks out

• 1st year fellows’ patients can schedule without permission >2 weeks on FC day only

If anything weird happens with patients being added when they shouldn’t, please let me know ASAP. (Nurses scheduling w/o your ok, you getting an attendings patient, etc.)
**DIDACTICS & TRAININGS**

<table>
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<tr>
<th>Weekly Division Meetings</th>
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<tbody>
<tr>
<td>Renal Grand Round NWKC*</td>
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<td>Sept – June</td>
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<tr>
<td>Fellows College – attend each session once during 3 yrs</td>
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<tr>
<td>Fellows Meetings* – forum for ideas, concerns, good for the group, etc.</td>
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| UW Learning Gateway - 2x per year |
| SCH Learning Center – yearly |
| Human Subject Training – before 2nd year |

**Electives:** Research

*Give pager to attending /Forward*
RESEARCH

Discuss Options with PI, PD, Mentors

Applying for UW Masters Program – start process in Oct., Epi deadline Dec. 1st

Basic Science – Meet with potential lab directors

UW Biomedical Research Integrity Program – register end of 1st year, participate summer of 2nd year – 5 lectures, 3 discussion groups

Fellows Research Day – Present at least once during fellowship

Poster Printing is available through SCH & the UW

Establishing WA State Resident Status - Start working on this ASAP
(needed for faculty/staff tuition exemption)
https://registrar.washington.edu/students/residency/residency-requirements/
includes: registering your vehicle, WA Drivers license, voter registration
TRAVEL/CONFERENCES

• Review document - Travel Process for SCH Pediatric Nephrology Fellows
• Must get approval from Program Coordinator – Submit by email, with pertinent details
• Submit time off in MedHub
• Default Conferences: Consult with PD and/or Mentors if choosing another option. Additional travel may be approved if fellow is presenting, and budget allows.
  
  1st year – Miami Nephrology Seminar
  2nd year – RRI & PAS
  3rd year – ASN

Division will cover travel expenses for one conference with the expectation of fellow applying for travel awards/grants, and room sharing whenever possible.

• Corkery Travel Award - Quarterly deadline
• Linda can help with SCH required travel pre-approval, travel arrangements, registration, etc.
• Reimbursements – Use Concur app, meals per diem, submit all expenses within 7 days of return.
ADMINISTRATIVE ODDS AND ENDS

• Meetings with Jordan and Mentors
• Mailboxes – check them
• Email – read it
• Supplies/batteries
• Lab Coats
• Parking – where you’re supposed to
• No VM
• Badge phone cards - ???
• Trash
• Coffee/Breakroom
MEDHUB

Work Hours
Evaluations
Vacation Requests/Conference Approval/ Sick Days / Personal Day
Schedules
Weekly Conferences
Procedures
Evaluations
Portfolio
Update demographics/ contact info