

# **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
- Qgenda
- 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.
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# FELLOWS CLINIC

1<sup>st</sup> Friday & 3<sup>rd</sup> 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

1<sup>st</sup> 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 Nep Admin and cc Linda
- 1<sup>st</sup> 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

**Weekly Division Meetings**

**Renal Grand Round NWKC\***

**Sept – June**

**Fellows College** – attend each session once during 3 yrs

**Fellows Meetings\*** – forum for ideas, concerns, good for the group, etc.

**UW Learning Gateway** - 2x per year

**SCH Learning Center** – yearly

**Human Subject Training** – before 2<sup>nd</sup> 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. 1<sup>st</sup>

Basic Science – Meet with potential lab directors

UW Biomedical Research Integrity Program – register end of 1<sup>st</sup> year, participate summer of 2<sup>nd</sup> 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.

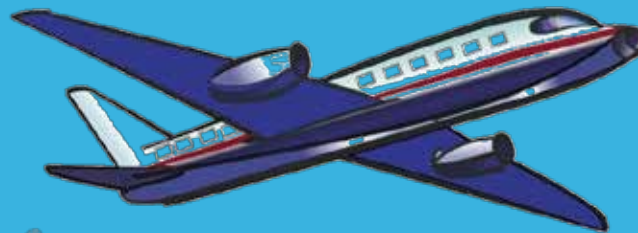
1<sup>st</sup> year – Miami Nephrology Seminar

2<sup>nd</sup> year – RRI & PAS


3<sup>rd</sup> 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
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# MEDHUB



Work Hours

Evaluations

Vacation Requests/Conference Approval/ Sick Days / Personal Day

Schedules

Weekly Conferences

Procedures

Evaluations

Portfolio

Update demographics/ contact info