

HACKENSACK MERIDIAN *HEALTH*
OCEAN MEDICAL CENTER
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES

Subject: COMPENSATION CONTRACTS & BENEFITS	Policy Number: SECTION 2.A
Approved by GMEC: March 7, 2016	Approved by MEC: June 7, 2018

1. INTRODUCTION AND PURPOSE

To provide a policy concerning compensation of residents.

2. SCOPE

This policy applies to the compensation of all residents.

3. APPLICABLE REGULATIONS AND GUIDELINES

ACGME Institutional Requirement II.D Hackensack Meridian Health Resident Agreement

4. DEFINITIONS

Resident refers to all interns, residents and subspecialty residents (fellows) engaged in post graduate education at Ocean Medical Center . They are also identified by their year of postgraduate training (e.g. PGY 1).

7. PROCESS OVERVIEW

A. Policy

Hackensack Meridian *Health* will provide all residents with adequate compensation and benefits to ensure that they are able to fulfill the responsibilities of their educational programs. Salaries and benefits will be provided in accordance with the appointment contract.

Residents are provided with a Resident Agreement prior to the beginning of their term. The Resident Agreement should be referenced for Resident Responsibilities, Institutional Responsibilities, Terms of Appointment, and Financial Support and Benefits.

B. Procedure

1. A copy of the contract and all related policies are provided to all candidates for residency at the time of the interview.
2. A fully executed copy of the contract and all related policies are provided to all residents who matriculate in programs sponsored by our institution.

HACKENSACK MERIDIAN *HEALTH* *OCEAN MEDICAL CENTER* GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

Subject: FORUM FOR RESIDENT FEEDBACK	Policy Number: SECTION 2.B
Approved by GMEC: March 7, 2016	Approved by MEC: June 7, 2018

1. INTRODUCTION AND PURPOSE

To assure a positive educational environment in which residents can communicate and exchange information on their working environment and their educational programs.

2. SCOPE

This policy will apply to all of the postgraduate training programs at Hackensack Meridian Health (HMH) facilities.

3. APPLICABLE REGULATIONS AND GUIDELINES

ACGME Institutional Requirements II.C., II.C.1., II.C.2., II.C.3.HMH Policy on Harassment, PolicyStat ID: 3591287

4. ATTACHMENTS

None

5. RESPONSIBILITY

Program Directors, Designated Institutional Official (DIO)

6. DEFINITIONS

Resident refers to all interns, residents and subspecialty residents (fellows) engaged in post graduate education at Ocean Medical Center. They are also identified by their year of postgraduate training (e.g. PGY 1).

8. RESPONSIBILITIES/REQUIREMENTS

A. Policy

The postgraduate training programs shall provide a working environment in which residents may raise and resolve issues without fear of intimidation or retaliation. Residents must be able to communicate and exchange information on their working environment and their educational programs. There must be a process by which individual residents can address concerns in a confidential and protected manner.

B. Procedure

- a. Residents can communicate any concerns to the DIO, Program Director, the resident members of the GMEC, and the OMC Ombudsman in a confidential manner without fear of intimidation or retaliation.
- b. A scheduled Resident/Fellow forum is held each year. Through this forum residents communicate with one another about common areas of concern. This information may be communicated to the administration after the meeting at the discretion of the residents.
- c. Focus group meetings are conducted regularly in which the DIO, or Associate DIO, meet with all residents bi-annually. Comments and concerns raised by residents at these meetings may be confidentially reported to the individual Program Directors by the DIO.
- d. The Program Directors will respond and, if necessary, implement corrective actions. The Program Directors will report to senior administration, who will then take action as appropriate.
- e. Please reference the Hackensack Meridian Health Human Resources Policy on Harassment.

HACKENSACK MERIDIAN *HEALTH*
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POLICIES AND PROCEDURES

Subject: MEAL CARD PROGRAM	Policy Number: 2.C
Approved by GMEC: March 7, 2016	Approved by MEC: June 7, 2018

1. INTRODUCTION AND PURPOSE

To establish guidelines as set forth by Ocean Medical Center for purchasing meals in the employee cafeteria.

2. SCOPE

This policy is directed to all residents.

3. DEFINITIONS

Resident refers to all interns, residents and subspecialty residents (fellows) engaged in post graduate education at Ocean Medical Center. They are also identified by their year of postgraduate training (e.g. PGY 1).

4. REQUIREMENTS

- Effective immediately the purchasing limit on the meal card is \$350.00 per month. If at any time your monthly purchase EXCEEDS this amount, you will be responsible to pay out of pocket for the overage.
- The Meal Card Program entitles you to the procurement of a breakfast, lunch or dinner entrée and accompanying side orders.
- The Meal Card Program is specifically for the resident the card is assigned to. Cards are not to be shared, used to purchase meals for friends, or given to anyone else.

HACKENSACK MERIDIAN *HEALTH* GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

Subject: WORKING ENVIRONMENT	Policy Number: 2.D
Approved by GMEC: March 7, 2016	Approved by GMEC: June 7, 2018

1. INTRODUCTION AND PURPOSE

To establish guidelines for the provision of adequate working environment for residents.

2. SCOPE

This policy will apply to all of the postgraduate training programs at Hackensack Meridian Health (HMH) facilities.

3. APPLICABLE REGULATIONS AND GUIDELINES

ACGME Institutional Requirement II.F., II.F.1., II.F.1.b), II.F.2., II.F.2.a), II.F.2.c), III.
HMH Policy on Harassment, PolicyStat ID: 3591287
Office of Academic Affairs Resident Manual

4. DEFINITIONS

Resident refers to all interns, residents and subspecialty residents (fellows) engaged in post graduate education at Ocean Medical Center.. They are also identified by their year of postgraduate training (e.g. PGY 1)

5. PROCESS OVERVIEW

- A. Policy
- B. Procedure

6. RESPONSIBILITY/REQUIREMENTS

A. Policy

OMC will provide services and health care delivery systems that ensure that work of the hospital will not interfere with the residency training programs' educational goals and objectives and to ensure that resident experience is not compromised by excessive reliance on residents to fulfill non-physician service obligations. OMC shall provide a healthy and safe work environment.

B. Procedure

1. Support Services and Health Care Delivery Systems

- a. Nursing staff provides all routine phlebotomy and is responsible for routine peripheral intravenous access.
- b. Patient transport is available to move patients between units and for diagnostic testing 24 hours per day 7 days per week.
- c. Laboratory specimens are transported to the laboratory by courier or tube system 24 hours per day 7 days per week.
- d. Urgent Laboratory testing is available 24 hours per day, seven days per week. Other laboratory studies and histopathology services are provided in a timely fashion.
- e. All radiologic studies are performed and interpreted in 24 hours whenever possible. Urgent interpretation of radiologic studies and urgent interventional radiology services are available 24 hours per day, seven days per week.
- f. Key components of the medical record are maintained in computerized format that are accessible at all times—including: consultations, discharge summaries, laboratory data, results of radiologic testing, pathology reports and cardiac diagnostics. The computerized medical record system may be queried to facilitate clinical research and performance improvement activities.

2. Work Environment

- a. Residents are provided 24/7 access to food via the cafeteria and vending machines. A generous meal allowance is provided by OMC and a meal card and meal purchases are tracked through the Freedom Pay System.
- b. Residents are provided 24/7 access to the library, the Hackensack Meridian Health intranet, the internet, and medical databases.
- c. Each residency program provides safe, secure, clean on-call facilities.
- d. Security personnel and closed circuit television monitoring ensure a safe environment. A shuttle bus is available to transport residents to the Family Health Center. Residents may request a security escort to their cars when leaving after hours.
- e. Residents are expected to participate in a working environment which is free of objectionable and disrespectful conduct and communication of any sort. Hackensack Meridian Health will not tolerate conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment. (Refer to MH Policy on Harassment, PolicyStat ID: 3591287)

3. Monitoring

- a. Each Program Director is responsible for ensuring that the residents' work environment meets these standards.
- b. The Graduate Medical Education Committee will monitor compliance as part of the internal review process.

HACKENSACK MERIDIAN HEALTH *OCEAN MEDICAL CENTER* GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

Subject: Resident Vacation And Leave Policy	Policy Number: 2.E.
Approved by GMEC: July 9, 2018	Approved by MEC: Pending

1. **Policy:** Each sponsored program will adopt written policies governing resident vacation and leave which are consistent with the institution's policies and applicable federal and state laws. The effect of leaves on resident graduation and board eligibility should be specified and in accordance with the program's Review Committee requirements.

2. **APPLICABLE REGULATIONS AND GUIDELINES:**

ACGME INSTITUTIONAL REQUIREMENT IV.G. IV.G.1 .IV.G.2.

3. **Procedure:**

1. Each sponsored program will provide residents with a detailed, written statement covering vacation, leave, and the effect of leave on graduation and board eligibility at the time of the resident's enrollment in the program.
2. Each sponsored program will provide the resident with a written statement any time there are changes in the program or institutional vacation or leave policies.
3. Each sponsored program will provide its residents with details of paid vacation specific to their specialty. .
4. Each sponsored program will provide its residents with sick leave in accordance with hospital policy. Sick time counts as time away from the program.
5. Each sponsored program will provide its residents with family leave, and other available leaves, in accordance with institutional policies, and applicable federal and state laws. Residents will be counseled on the effect of leave on their ability to complete the program and resultant board eligibility.
6. Each sponsored program will specify the maximum weeks of leave which may be taken by the resident without requiring that the resident complete additional training prior to

graduation. This must be provided to the residents, in writing, at the start of their program.

7. Residents may not forfeit vacation, either on a voluntary or involuntary basis, in order to complete their program early.
8. The program will provide the Chair of the Graduate Medical Education Committee with a copy of its policies.