

Clinical Immunology and Allergy Housestaff Policy Manual

- I. Operational House Staff Policies
 - a. Except as specifically described in this document, all policies found in the House Staff Manual, available at www.gme.medsch.ucla.edu, are adopted and in effect for the Clinical Immunology and Allergy Training program.
 - b. No policy established in this document may conflict with UCLA Health System policy, State or Federal Law, ACGME regulation, or applicable State or Federal Employment Regulation.
 - c. The University of California does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.
 - d. For the purposes of this document, “fellow” and “fellowship” have the same meaning as “resident” and “residency”, respectively.
- II. Salary and Benefits
 - a. The Graduate Medical Education Office establishes all salary and benefits for all levels of training. Salary and benefits may not be negotiated from these levels, which are posted at www.gme.medsch.ucla.edu.
 - b. The CIA training program is an ACGME accredited fellowship training program. All Allergy and Immunology training programs accredited by the ACGME receive accreditation for two years of training, with the option to extend that training to over three years. However, accreditation is only provided for two years, the remaining year is an unaccredited training year. This results in a change in status for third year fellows in the program, who must apply for and receive teaching privileges at UCLA RRMC. Because UCLA does not support unaccredited fellowship training positions, salary for this unaccredited year is as a post-doctoral fellow with benefits as provided to research post-doctoral fellows. This information is available at UCLA’s website.
 - c. Advancement to the third year of training is optional and is contingent upon adequate performance in prior years of the fellowship. Advancement to the third year of training is at the sole discretion of the training program director.
- III. Email
 - a. Email is the primary means by which operational and logistical information is disseminated to fellows. Fellows are assigned a mednet email account at the beginning of the fellowship and are required to

maintain and check their accounts at least every three days unless on leave. The account must be able to receive mail (i.e. is not over quota) and must be used in accordance with university policy.

- IV. Educational Resources
 - a. The Biomedical library and facilities are available as described in the House Staff Manual. Online resources are available 24 hours per day, 365 days per year. All library and information facilities are as described in the House Staff Manual.
- V. Performance Evaluation
 - a. Performance evaluations are held semi-annually in private meetings between the fellow and the program director. Both the program director and the fellow have responsibilities for preparation prior to the evaluation.
 - i. Program director responsibilities.
 - 1. Collect all evaluations for the preceding 6 months for the fellow and provide a review of the comments and summary of the numerical ratings.
 - 2. Identify for the fellow progress toward the program objectives outlined in the goals and objectives statement.
 - ii. Fellow responsibilities
 - 1. Complete the self-evaluation checklist prior to the evaluation, seal it in an envelope, and be able to certify to the program director that it was completed. The checklist will remain private and in the fellow's possession at all times. It may NOT be reviewed by any person other than the fellow.
 - 2. Have case and procedure logs up to date by the time of the review.
- VI. Moonlighting
 - a. The fellowship's training and educational experiences are believed to constitute a full-time job. Therefore, moonlighting, defined as employment of the fellow in the provision of medical care outside the scope of their fellowship experience, is not permitted. This policy also applies to moonlighting when the employer is the university as well.
- VII. Due Process
 - a. The CIA training program complies with the UCLA School of Medicine Graduate Medical Education Academic Due Process and Administrative Leave Policies and Procedures, as outlined at http://www.gme.medsch.ucla.edu/manual/manual_content.htm.
- VIII. Restrictive Covenants
 - a. No fellow is permitted to sign a non-competition guarantee while at UCLA, and no such guarantee may be offered to the fellow.
- IX. On-call Fellow Responsibilities
 - a. Fellows who are on-call continue to attend patients in outpatient clinics during the time they are on-call. Accordingly, they must

respond to pages within one hour of receipt, even if so doing delays clinic.

- b. Attending physicians must make allowances for fellows to return pages and attend to in-patient decisions during the time they are in clinic, even if so doing delays patient flow in clinic.
- c. Call switch times occur on the days specified in the call schedule distributed at the beginning of the academic year. The time of the switch is at 7AM. For weekend coverage, call begins at 5PM on Friday and lasts until 7AM on Monday. On mid-weekend switch days the switch time is a 7AM on Sunday.

X. Travel

- a. Fellows are expected to travel to the AAAAI meeting if possible. Expenses should be covered by a travel or training grant if possible. If no such grant is available to the fellow, expenses may be covered at the discretion of the Pediatric division chair and program director.

XI. Medical Center Policies

- a. CIA policies are all under the authority of UCLA Health System policy and may not conflict with or override any established UCLA Health System policy.
- b. A complete list of UCLA Health System policies may be found on the mednet website (www.mednet.ucla.edu)