

ADMINISTRATIVE PROCEDURE MANUAL FOR OPHTHALMOLOGY FELLOWS



Eye Institute
Pomerantz Family Pavilion
Roy J. and Lucille A. Carver College of Medicine
University of Iowa Hospitals and Clinics
Iowa City, Iowa

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UNIVERSITY OF IOWA HEALTH CARE

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THE DEPARTMENT OF OPHTHALMOLOGY AND VISUAL SCIENCES

The University of Iowa Department of Ophthalmology and Visual Sciences has three major missions: 1) to provide excellent teaching of ophthalmology, 2) to provide skillful care of patients with eye disorders, and 3) to conduct research into the mechanisms, natural history, diagnosis, and treatment of eye diseases.

In training fellows, the Department strives to do more than just produce excellent practitioners. We also want our fellows to learn to be good teachers and to learn a critical and inquiring approach to investigating the unsolved problems of ophthalmology.

Although the faculty has high expectations of the fellows, we also believe that learning ophthalmology should be **fun!** For many years the Department has enjoyed the reputation of being a pleasant and congenial place to work. We value this reputation because we believe that the best atmosphere for learning ophthalmology is one that is friendly and supportive. The faculty is committed to teaching, enjoys working with the fellows in the clinic and operating room, and welcomes their questions and ideas.

CONFERENCES

Morning Rounds

Morning rounds begin promptly at 8:00 a.m. each scheduled weekday (Monday through Thursday). Attendance is required of all fellows who do not have clinical or surgical obligations elsewhere. Fellows are required to present in Morning Rounds approximately once per quarter. The rounds are moderated by a second-year resident. Pre-operative, post-operative, and other interesting cases are discussed. Short talks are also given by residents, faculty and invited guests.

These daily rounds are the heart of the teaching program of this department and set it apart from every other ophthalmology department in the country. They should be educational and stimulating.

Rounds should fulfill the following goals:

1. Presentation of interesting, instructive, or challenging patients
2. Discussion of clinical and laboratory findings
3. Elaboration of the diagnosis and differential diagnosis
4. Medicolegal, social, and ethical issues

5. Outline treatment alternatives
6. Discussion from the floor
7. Follow-up reports

Case presentations can be augmented by audiovisual material, but this is **not required**.

Service Conferences

Fellows are required to attend all service conferences as directed by their Fellowship preceptor.

RESEARCH

Research is an integral part of the training program. The primary goal of the fellowship is to become good ophthalmologists. This requires that fellows be in the clinic caring for patients during clinic hours. In this busy clinical training program, it is not always easy to find time to do research. Fellows must plan carefully. Some clinical projects can be done during spare time in the clinics. Other projects can be done at the end of the day or on weekends.

Certain topics will seem of special interest and worthy of in-depth study. With a member of the ophthalmology staff, a member of the university faculty, or another approved individual from outside of the university, the fellows will develop a research plan. They should prepare a budget for the project, if appropriate. Seed money is available from the department to support worthy initial or preliminary projects.

Your Service Fellowship Director or an assigned faculty member will act as general supervisor for all research activities. The faculty member will approve the topic, advise on suitable sponsors, and help the fellow arrange financial support for research activities.

Before submitting a paper for publication in a journal or presentation at a meeting, house staff must have the title and contents evaluated and approved by a member of the Service Director or an assigned faculty. Please read the Policy on Authorship.

POLICY ON AUTHORSHIP

Background

The Department of Ophthalmology and Visual Sciences encourages fellows to participate in various types of research and to take part in the preparation of research results for presentation at meetings and eventual publication. Everyone should have the opportunity to learn how to conduct clinical or basic research and how to assemble a scientific publication.

The following statements are intended to be *guidelines*, not regulations, concerning research and publication.

Guidelines

1. *Some research projects will not result in a publication.* Often, a project that appears to be promising in its design does not yield results that are worthy of publication. While this may be very disappointing, it does not follow that every research project generates a publication.
2. *The roles of various individuals in the design and execution of the project should be discussed freely with the faculty at the beginning and as the project evolves.* Who generated the idea behind the project? Who designed the project? Who obtained the background information for the project (i.e., literature searches)? Who performed the work for the project? Who prepared the manuscript?
3. *In general, authorship on a paper should reflect **significant** contributions beyond that of technical support.* Most journals now require the justification of the roles of the authors. Merely being on the same service while a project is being done does not qualify an individual for authorship. Each author should be familiar with and assume responsibility for the paper's contents.
4. *The **first author** generally has played a highly significant role in the project and is the one who is writing the paper.* It is usually impractical to decide who will be the *first author* before a project is begun, because the roles of individuals in a project may change. The issue of first authorship is generally decided after all data are gathered and the manuscript is about to be written. If possible, the order of authorship should be agreed upon as early as possible to avoid problems later on.

5. *The intellectual property of any individual needs to be acknowledged.* For example, one should not use test results generated by a faculty member or another member of the department without considering how that individual's contributions should be acknowledged. In the cordial environment of this Department, it is appropriate to inform the individual of the intention to use information or a result and to negotiate a role for that individual (co-authorship or an acknowledgment; some journals do not permit the listing of acknowledgments).

6. *An individual who assumes the responsibility of first authorship also assumes the responsibility of participating in revisions before the submission of a manuscript to a journal.* The first draft of a manuscript is a starting point for a communication, not the final result. Learning how to refine and revise manuscripts is an important part of learning how to prepare a paper for publication. Individuals should allow for the time that it takes for a faculty member to review manuscripts and to help with revisions. Individuals should, if possible, plan to participate in the revisions of such papers while they are still affiliated with the department. It is very difficult for faculty members to extensively revise manuscripts after the first author has left the department. In the event that the first author leaves the department and an *extensive* series of revisions (resulting in a re-writing of the paper) is performed by the faculty member or another participant, the person initially designated as "first author" may lose that designation.

7. *Faculty members should review manuscripts with the same promptness accorded to papers submitted for review by refereed journals.* The impact of learning how to revise a manuscript is significantly diminished if there is a long delay between the submission of a paper to a faculty member and its revision and return to the author. However, allowances should be made for other commitments by faculty (preparation for national meetings and grant deadlines).

8. *Differences in opinion should be resolved among the authors.* If the authors cannot agree on a point or series of points, the faculty member should resolve the difference. If the fellow wishes to pursue publication over the objections of the faculty member, the faculty member has the right to withdraw his/her name from the publication and disavow all affiliation with the project.

9. *In the event of irreconcilable conflicts or in circumstances in which one party claims to have been improperly treated in the course of performing a project and authoring a manuscript, the aggrieved party may approach the Head of the*

Department. The Department Head may choose to investigate the matter or to offer arbitration. In general, disagreements should be resolved among those directly involved.

10. *Individual services are encouraged to develop guidelines that supplement this document.* These supplemental guidelines should be discussed with participants in research on each service.

RESIDENTS/FELLOWS RESEARCH DAY

All fellows are expected to attend the research day. Fellows are responsible for one research paper with accompanying presentation during their training.

Each fellow is required to present the results of their research at the Department of Ophthalmology Residents and Fellows Research Day, held in the Spring each year. Once a fellow has submitted their research manuscript, they are not required to present at subsequent Research Days, but are welcome to do so. Two-year fellows should plan on presenting at least during one year, but may present both years.

Presentations should be of original material (new observations, new findings, prospective clinical studies, or laboratory findings). Literature reviews are unacceptable. Case reports are rarely acceptable – only if they make new observations. The material should be instructive for the audience, but not too esoteric. Faculty sponsorship is required.

The fellows should submit an abstract based on the research performed in a format acceptable for a peer-reviewed journal. An abstract of not more than 200 words should be included with the manuscript. The abstract will be retyped, collated, and printed in booklet form with the final program for the Residents/Fellows Research Day.

MEETINGS

Clinical Conferences

Each year, approximately five clinical conferences arranged by different department services are held. These are attended by ophthalmologists from the area. A guest lecturer is usually invited. Attendance is mandatory.

Iowa Eye Association Meeting

In June, the alumni and friends of the department will gather in Iowa City for a reunion and a two-day meeting. Residents and fellows are encouraged to participate in the program. Attendance is mandatory.

AMERICAN BOARD OF OPHTHALMOLOGY

House staff need to apply to take this examination by the **1st of August** in the year prior to taking the examination. Applications are distributed in the spring by the Program Director. The address is:

American Board of Ophthalmology
Executive Office
111 Presidential Boulevard, Suite 241
Bala Cynwyd, Pennsylvania 19004

Time away from the Department for Boards will count as meeting time.

TEACHING RESPONSIBILITIES

One of the objectives of this program is to train the future teachers of ophthalmology. Becoming a good teacher requires practice. Each fellow is expected to take part in teaching students, residents and staff, and the department as a whole. You may be asked to give lectures or teach clinical skills to students and residents.

FELLOW EVALUATIONS

Fellows are reviewed on a regular basis by service faculty. Feedback may be given to the fellow, if needed. Fellows are asked to evaluate faculty preceptors as well. The evaluations will be sent to you electronically. Please complete all evaluations in an expeditious manner.

ADMINISTRATIVE POLICIES

GENERAL PATIENT INFORMATION

➤ Scheduling patients

All scheduling is done through the Department's scheduling center. If a patient is seen after-hours and needs to have a follow-up appointment scheduled, be sure to send an e-mail containing the date, time, name, hospital number, and clinic to OphthalmologyScheduleRecept@healthcare.uiowa.edu so the patient can be registered and scheduled.

Most new patients are referred by a physician or an optometrist. The telephone receptionist will often request a fellow to talk with a referring physician who is requesting an appointment for a patient. Obtain as much history as possible. If the referring physician asks for an immediate appointment, try to work the patient in that day or the next, even if you are not convinced the situation is urgent.

When patients are to return within 12 months, they should schedule their return appointments at the time they leave the clinic.

➤ Communication with referring physicians

We are dependent on the good will of a large number of loyal and supporting referring physicians to maintain an active teaching and clinical research program. The ophthalmologists in Iowa work closely with our department in patient care, and we are fortunate to enjoy an excellent relationship with them. This must be continually fostered!

Use tact and common sense when talking with patients about the physicians who have treated them previously. Put yourself in the position of the previous physician -- what would you want said to the patient about yourself? Apprise the faculty of any difficulties you become aware of between referring physicians and patients.

In May 2009, UIHC switched over to Epic Electronic Medical Record System. Specific Epic training will occur during the first week of fellowship. Further information is provided during training sessions.

➤ Laser and Surgery

Fellows in surgical subspecialties need to keep a careful, detailed log of their surgical experience at UIHC. This includes lasers. This will be important in the AUPO FCC approval process of each fellowship.

ATTENDANCE

Fellows are expected to attend all clinics, lectures, and scheduled on-call duties, unless excused in advance by their service director. Absences will only be excused for important reasons and if coverage of the fellow's duties is arranged in advance. Vacation, etc., must be arranged at least 60 days in advance and agreed upon by the **Service Directors** and **Fellow Program Director** in writing. A form outlining the procedure for making changes is available from the Fellow Program Director's office or from the website. <https://medicine.uiowa.edu/eye/forms-current-residents-and-fellows>

HEALTH SCREENING

Each new house staff has to complete a health screening examination within 30 days of the date of appointment. This should be arranged for you. If you miss this appointment, you must contact the fellowship coordinator.

For fellows staying more than one year, a repeat TB test will be required.

OUTSIDE EMPLOYMENT

In general, Moonlighting is not allowed. Occasionally, and in special circumstances, limited outside employment (e.g., Iowa City VA) will be allowed if it does not interfere with the fellow's clinical duties. [Request for Moonlighting Form](#) should be filled out and signed/approved by the **Service Director and the Fellowship Program Director**, prior to moonlighting work. Once approved, it is good for the duration of the fellowship. However, approval will be withdrawn if the work interferes with the fellow's primary responsibility to the department. Malpractice insurance typically **does not** cover activities outside the University Hospital systems.

STIPENDS AND BENEFITS

Stipends for all fellows at University Hospitals are developed annually following a thorough review of the cost of living in Iowa City, changes in the Consumer Price Index, and stipend levels at other major teaching hospitals in the Midwest. also The accompanying benefits package includes discounted medical insurance coverage for fellows and dependents, coverage when away from Iowa City, disability income insurance and life insurance. Up-to-date information about benefits offered to fellows can be found here:

<https://gme.medicine.uiowa.edu/benefits>

VACATION

During fellowship, each fellow will be allowed to take three weeks (15 working days) of vacation each year. For fellows who are part of a multi-year program. These 15 days should be taken each academic year and not saved to the end of the fellowship.

The fellowship begins July 1st. Days used to travel between July 1 and July 7 count as vacation days. All fellows must be present by July 7th.

[Written request for vacation or time off](#) should be submitted **at least 60 days in advance**. Exception to this rule is made only with legitimate reason (e.g. job interview on short notice).

Absence is not allowed in the last week (five working days) of the fellowship.

No additional time is given for interviews or meetings unless the fellow is presenting a paper (see below for details under "Travel")

DEPARTMENTAL PARENTAL LEAVE POLICY

The following defines the parental leave policy for the Department of Ophthalmology and Visual Sciences within the constraints of The University of Iowa Hospitals and Clinics and the American Board of Ophthalmology. The following recommendations may be superseded by board requirements of the American Board of Ophthalmology. This policy is not intended to discriminate against sex, race, religion, multiple births, natural or adoptive parenthood. **This is the policy of the Department of Ophthalmology; the University of Iowa Hospitals and Clinics parental leave policy is available at Section 22.8 of the Operations Manual.**

1. CALL: There is a fixed schedule of call duty dictated by each service.

2. MATERNITY LEAVE: Six weeks of paid maternal leave is provided. Fellows are encouraged to return sooner if medically feasible. If a longer leave of absence is desired and is without medical justification, the additional leave would be from vacation time or unpaid leave of absence. Even with medical justification, rotations would be repeated and call repaid as previously stated. There is no provision for extended paid leave because of multiple births. Additionally, if prior to parturition the fellow requests leave, this would come from vacation time or be unpaid if for non-medical reasons. You will need to fill out a Fellow Request for Leave Paternity/Maternity as soon as you know you would like to take leave.

3. PATERNITY LEAVE: Although we recognize that either parent may be the primary caregiver, parental leave is ultimately for the recuperation of the mother. Therefore, 5 consecutive days of paid leave is considered to be adequate. This could begin at delivery or the day following parturition, at the discretion of the involved parents. Further, a week of vacation time (5 work days) may be utilized even if given on short notice. Again, there is no provision for extended paid leave secondary to multiple births. You will need to fill out a Fellow Request for Leave Paternity/Maternity as soon as possible after the birth.

4. ADOPTION LEAVE: The addition of a new family member demands great readjustment regardless of the means of acquisition. However, adoption leave is considered similar to paternity leave, and therefore 5 consecutive days of paid time is allowed. Additional absences would come from vacation time or unpaid leave.

5. FAMILY MEDICAL LEAVE ACT: The Family Medical Leave Act (FMLA) allows eligible employees of a covered employer to take job-protected unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 weeks in a 12 month period for:

- the birth of a child
- the placement of a child with the employee for adoption or foster care
- the needed care of a family member (child, spouse, or parent) with a serious health condition, or
- the employee's own serious health condition.

While on Family Medical Leave, the employee is entitled to have health benefits maintained as if the employee had continued to work. The employer may recover its share only if the employee does not return to work for a reason other

than the serious health condition of the employee or the employee's immediate family, or other reason beyond the employee's control.

The employee is required to give a 30 day advance notice of the intent to use family medical leave where practicable. Departments may require an employee to submit certification from a health care provider to substantiate that leave is due to the employee's serious health condition or that of an immediate family member. Departments may also require an employee to present a certificate of fitness before returning back to work. Requests for leave should be made in writing.

Who is eligible for medical family leave? To be eligible for family medical leave, an individual must have been employed by the University for at least 12 months. These 12 months need not be consecutive months. Time worked as a student or in a temporary appointment must be included in the 12 month calculation.

Definition of serious health condition: For purpose of FMLA, serious health condition means an illness, injury, impairment, physical or mental condition that involves:

- a) any period of incapacity due to pregnancy or for prenatal care;
- b) in-patient care in a hospital, hospice or residential medical care facility including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- c) continuing treatment by a health care provider which continues over an extended period of time or causes episodic rather than continuing periods of incapacity (i.e., asthma, diabetes, epilepsy, migraine headaches, etc.);
- d) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (i.e., Alzheimer's, a severe stroke or the terminal stages of a disease).

Leave availability: Each eligible employee will be allowed 12 weeks of protected unpaid leave per calendar year under the circumstances described above.

However, if two employees have a spousal arrangement, are both employed by the University, and wish to take leave for a new child, the aggregate period of leave is limited to 12 weeks. Departments may need to contact the spouse's employing department in order to coordinate the leave allowance. If the leave is requested because of a child's medical condition or because of the medical condition of one of the spouses, each spouse is entitled to 12 weeks of leave per calendar year.

Employee to supervisor notice requirements: The employee must provide his/her department with at least 30 days advance notice before FMLA can begin for a foreseeable need (i.e., birth or placement of a child, or a planned medical treatment). If leave is anticipated but a definite date has not been determined due to lack of knowledge, the employee must give at least verbal notification to his/her supervisor within one or two business days of when need for leave became known. An employee giving notice of need for unpaid FMLA leave must explain the reasons for the needed leave so as to allow the employer to determine that the leave qualifies under the Act. If the employee fails to explain the reasons, leave may be denied. If an employee requesting to use paid leave for an FMLA-qualifying purpose does not explain the reason for the leave - consistent with the established policy or practice - and the employer denies the employee's request, the employee will need to provide sufficient information to establish an FMLA-qualifying reason for the needed leave so that the supervisor is aware of the employee's entitlement (i.e., that the leave may not be denied) and then may designate that the paid leave be appropriately counted against the employee's 12-week entitlement.

When an unforeseeable need arises, employees must give notice to their department within one or two working days of learning of the need for leave except in extraordinary circumstance (i.e., medical emergency). The employee should contact his/her supervisor either in person or by telephone, telegraph, or facsimile, or notice may be given by employee's spokesperson if employee is unable to do so personally.

Questions regarding the qualification for and use of FMLA leave should be directed to the Office of Staff Relations and Development, 356-2008.

TRAVEL

Fellows who present papers may be sent to meetings at the service expense if prior clearance is obtained from the **service director**.

Fellows may not submit abstracts or make commitments to attend meetings without first seeking approval from Service Directors.

The service will provide a per diem determined on the basis of the meeting place, registration fees, and travel expenses. The service director should be

consulted prior to making travel arrangements to determine what will be covered by the service.

Travel Forms are available via the link below. Fellows should complete the [Request for Leave form](#) and the [Request for Travel form](#). This will then allow the service to initiate a file in the University of Iowa travel system: [ProTrav](#). Permission to travel will not be authorized until all fellow administrative duties are covered (e.g., chart dictations, clinic coverage, operative reports).

As with all absences, at least 60 days advance permission is required. Failure to do so may result in denial of travel. The maximum number of meeting days allowed is 5 work days per year. Absence for ABO exam can be counted towards “meeting” time. Additional meeting time if needed in exceptional circumstances needs to be approved in advance by the service director.

Request for Travel Guidelines and Forms:

- <https://medicine.uiowa.edu/eye/forms-current-residents-and-fellows>

1. Department of Ophthalmology Fellow Request for Leave Form

This form must be completed any time you are planning to be away from the Department for any reason. That includes vacations or business-related travel. The form requires your signature, the signature of the faculty Service Director on each service that will be affected by your travel, the department’s scheduling supervisor, and finally, Fellowship Training Director.

This form must be completed 60 days prior to any absence.

2. Department of Ophthalmology Request for Travel Form

This form is to be completed whenever you are planning a business-related trip. This includes travel that is to be funded by the service or any other source.

If you are requesting funding from the service, then you will need to complete the “estimated expenses” area so that Administration is advised of the estimated cost of the trip. The maximum allowance for fellow travel is determined by the service. Since travel for fellows varies, with different specialties traveling to different meetings, the rate is set according to the destination and estimated expenses. This will be set by each service prior to the actual trip.

If another source is paying, then you do not need to complete the expense portion, just indicate who will support the travel. This form has to be signed by the Service Director and Department Chairman.

Approval on this form must be granted at least two weeks prior to submitting abstracts (i.e. AAO, ARVO).

You cannot be reimbursed for any business-related travel if these forms have not been processed before your trip.

3. [The University of Iowa ProTrav](#)

Reimbursements are done online through the Employee Self Service website. All reimbursement is obtained by the completion of the ProTrav online voucher. Please go to **the secretary of your service** for assistance – they will set up a trip on ProTrav and submit your receipts for reimbursement when the trip is complete. When traveling, keep all of your receipts for documentation. If you purchase your airline tickets through the University, you will still need to turn in the stub with your expenses for verification. Any expense over \$24.99 cannot be reimbursed without an itemized receipt.

- <https://protrav.bo.uiowa.edu/>

Travel Tips

Complete all the necessary forms for your planned travel as far in advance as possible. It is not unusual to submit the forms several months in advance of meetings. You will obtain a better airfare rate and hotel accommodations by planning ahead. Airfare expenses are approved for economy travel with an advanced purchase price. Incremental additional cost for last-minute airfare may be denied.

If you are attending a meeting that requires a registration, hotel deposit, or any other prepaid expense, you can submit those forms with your travel forms and the service will do the paperwork for payment. Plan far enough in advance that you do not have to pay a penalty registration fee as the service will not reimburse you for any penalties incurred.

The service will set a maximum reimbursement for each meeting and you will be advised prior to that meeting of the amount. Since the University of Iowa is regulated by the Board of Regents of the State of Iowa, the maximum lodging reimbursement is 150% of the federal guidelines for each major city in the U.S.A. and many foreign destinations. That rate can always be obtained prior to departure, so the traveler is aware of the reimbursement that can be expected.

If you have any travel questions the best solution is to ask BEFORE you make the trip. Any travel questions can be directed to the Fellowship program director, coordinator or the Service Director.

CONDUCT TOWARDS OTHERS

Fellows are expected to treat patients, colleagues, personnel, and students with respect and courtesy.

Food and drink should not be consumed in front of patients, in the department library, or in the Braley Auditorium.

DRESS

Fellows are expected to be clean and to dress neatly. The general guideline is to dress so that the patients will feel comfortable with the fellow as their physician. Since many of our elderly patients are fairly conservative, this means that male fellows should wear business or business-causal attire. Fellows should wear a clean white lab coat when on duty except in the pediatric areas.

TRUTHFULNESS

Honesty is expected at all times.

SOBRIETY

All medical personnel should avoid consumption of alcoholic beverages when they have clinical responsibilities.

LINKS TO REQUEST FORMS ONLINE

- <https://medicine.uiowa.edu/eye/forms-current-residents-and-fellows>
 - [Department Request and Permission To Travel](#)

- [Fellow Request for Leave](#)
- [Fellow Request for Leave-Paternity/Maternity](#)
- [Fellow Request for Moonlighting](#)

- ProTrav <https://protrav.bo.uiowa.edu/>