

WELCOME TO THE FLORIDA HOSPITAL COLON & RECTAL SURGERY FELLOWSHIP PROGRAM

Information Sources:

Fellowship information is located in a variety of places. The most comprehensive guide for fellowship policies and procedures is the Florida Hospital GME Manual. The GME Manual is easily found on the Florida Hospital GME website <http://www.fhgme.com/>, and is also located in New Innovations. This manual should help you get acquainted with some of the policies and rules specific to Florida Hospital Colon & Rectal and help you in getting oriented.

The ACGME website <http://www.acgme.org> has a large amount of information on all fellowship program requirements including Colon & Rectal. Colon & Rectal program requirements can also be found at <http://www.orlandocolon.com>. This site is updated daily by Dr Atallah. For administrative questions or when it is not clear who to contact with a question, please feel free to contact our Program Coordinator Ms. July Jurado. July can usually advise how you can obtain the answer for almost any administrative question.

Florida Hospital Mission and History:

The mission of Florida Hospital is “To extend the healing ministry of Christ through the preparation of competent and compassionate physicians.” Florida Hospital’s Office of Graduate Medical Education (GME) strives to provide an organized system of educational programs with guidance and supervision of fellows/residents, facilitating their personal and professional development, firmly rooted in Florida Hospital’s mission and values, while ensuring safe and appropriate care for patients.

A little history (from the GME manual): It’s hard to believe that mosquitoes were once far more prevalent than residents in Central Florida. But that was the case in 1908 when the leaders of the Adventist church put their boundless faith and limited funds into building their first healthcare facility in the region. Originally the land that FH’s main campus stands on today had a farmhouse on it that an Orlando surgeon had converted into a facility for treating patients with tuberculosis. It was for sale, but the Adventist group only had \$4.93 in the bank. Relying on commitment and prayer, a member of the group sold his own house to raise enough money to purchase the property. The offer of \$9,000 was accepted and the roots of a new era in Central Florida healthcare began. In October 1908, the Florida Sanitarium and Benevolent Association officially opened its doors with just four patients, a couple of employees and one doctor. A century later, this same institution has grown to become FH, with 2,188 beds, seven locations, 2,000 physicians and almost 20,000 employees. Though the technologies and treatments have changed dramatically over the years, one thing remains constant:

Our mission - *“To extend the healing ministry of Christ.”*

Expectations:

This is your new job and while it is a learning experience, you are not paying us to educate you. There is education in the services we/you provide. For your education this is an adult learning model. You are in charge of your education, so you need to set and maintain goals. You will need to read/study outside work as you will not have enough time during work. You need to see lots of different kinds of patients. Take ownership of your patients and you will acquire more experience. We can’t tell you how to study or what to

study but we can help with guidelines and general resources. In the end, it is up to you to pass the Board Exams so utilize the available resources such as the library, take advantage of conferences, and ask questions, call faculty. This is the time in your career to develop the skills needed for lifelong learning.

The GME office is your resource center. The faculty are your mentors, trainers and supervisors and they will be available and will provide feedback both verbally and in writing. You will get feedback from your program which includes feedback from your colleagues, hospital and nursing staff.

There are expectations of pre-employment requirements such as drug testing, fit tests, TB screening, and serologic testing. Participate in mandated activities in a timely manner. You are expected to be compliant with filling out forms and following proper channels for all requests including vacation, changes in rotations, and any administrative requests. We also expect you to check your email and Cerner in boxes daily.

You are expected to dress appropriately and professionally at all times. The revised Florida Hospital Dress Code went into effect June 1, 2013. You can review it on our hospital intranet site <http://intranet.floridahospital.org/story/updated-dress-code-officially-goes-effect>. Essentially, no excess skin should be exposed (be mindful of necklines, hemlines and waistlines) and no scrubs will be worn at work (unless approved by your attending). Please avoid overdoing cologne or perfume.

None of us work in a vacuum. You are expected to be professional so treat others as you would like to be treated. You are expected to be on time for work (0800 for outpatient, 06:30 for inpatient). Please call your Program Director or attending if you are going to be late. If your attendance anywhere must be changed, it affects your patients and your peers so let the attending and program director know as soon as you know you will be gone. New vacation requests, rotation changes need to be made well in advance with a suggestion of 8 weeks in advance as a minimum. You are responsible for finding your replacement if you change your schedule voluntarily, but not if you are sick, incapacitated, or involved in a true emergency.

Remember that this is your job. You are getting paid. You have excellent benefits which include healthcare, dental, professional liability insurance, life insurance, and access to mental health services. There are a variety of other perks that come with being a Florida Hospital employee.

CRS Faculty and Contact Information:

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New Resident/Fellow Orientation:

There will actually be two components to your orientation. After you arrive, Florida Hospital GME will conduct orientation for all new residents/fellows in conjunction with and in addition to the Hospital's mandated employee orientation.

All new residents/fellows are mandated to attend GME orientation as outlined in hiring communication from the FH GME Human Resources Coordinator. Orientation will be paid for all new residents. **All residents are expected to attend each day and session, arrive promptly to the orientation site, wear appropriate attire for a casual business setting (no jeans or flip flops), and be prepared to fully participate in orientation.** Fellows not attending orientation are subject to delay in the start of their clinical activity. FH GME will make available, ACLS and BLS certification courses as needed. These courses will be provided to new fellows at no cost. All new fellows must maintain valid certification in any or all of these courses as specifically required by the training program. A new fellow who possesses a valid certification (i.e. from residency) should check their program's requirements for certification and renewal to ensure they remain in compliance with the certification policies through the course of their fellowship.

New fellows may be disqualified from the training program if they do not consent to any of the orientation activities, have significant positive findings on background checks, have illicit substances detected on drug screening without a bona fide medical indication or, otherwise do not meet the requirements for beginning their program at FH. Extraordinary circumstances preventing a new resident from participating fully must be presented to the FH GME Human Resources Coordinator through a letter of approval from the program director **before** the date of orientation. In this circumstance, all orientation requirements must be fulfilled within 30 days of actual start date.

Evaluations:

The ACGME has 6 core competency areas that encompass the set of skills needed to be a physician. These categories include: patient care, medical knowledge, practice based learning and improvement, interpersonal and communication skills, professionalism, and systems based practice. These areas are incorporated into the evaluations used at Florida Hospital. You will be evaluated at the end of each rotation. They will be done electronically through New Innovations.

The milestone project is currently implemented and will be a large part of your evaluations. The faculty will meet semi-annually to evaluate you on your performance using these behavior markers. If you have any questions about the milestones, visit the ACGME's website for further detail.

Case Logs:

Case logs will be reviewed quarterly. Please be mindful about adding your cases to the ACGME case log on a regular basis. This report is pulled at random and should always be considered up-to-date.

CARSITE

The in-training exam is scheduled for November. You will be supplied with a copy of CARSEP as a review for the ITE. We will have CARSEP review sessions on Wednesday's meeting. The CARSEP book will be used as the source for questions for these sessions. The questions will be provided ahead of time so that they can be answered prior to conference. We will then review the answers with explanations in detail. This will stimulate dialogue amongst the group, more so than just reiterating facts that can be learned from the book.

CME/Travel Budget:

You have \$1,500 allotted for CME (conference travel/expenses). All receipts must be turned into the program coordinator ASAP. Accounting will not reimburse anything after 60 days of purchase.

Memberships:

The program pays for you to be a member of ASCRS and SAGES.

Moving Expenses:

The program will reimburse you up to \$1500 in moving expenses. All receipts must be turned into the program coordinator ASAP. Accounting will not reimburse anything after 60 days of purchase.

Vacations, LOA, Call Schedule:

You are given 20 days off for the academic year. FH observes 6 holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). The remainder of the days should be split between personal time off and educational purposes or conferences. You are not allowed more the one week at a time. You may only take one week vacation per 12 week block (July-Oct, Nov-Feb, Mar-June). All fellows cannot be out at the same time (split conferences). All requests must be sent to the program coordinator and go through the proper approval process –get the forms signed by the appropriate people, inform the appropriate people that you are going to be off, etc.

If you have an emergency, you **MUST** notify your faculty and the Program Director. **All** additional changes are made via email. Any changes to the master schedule need to be approved by the coordinator and Program Director. Do not assume your request is approved until you receive an email confirmation.

Hospital Disaster Management Plans and Procedures

Florida Hospital maintains a detailed disaster policy statement in the GME manual. Please be familiar with the guidelines and be aware that this policy is enforced when a disaster is imminent.

Assorted Policies and Procedures

Medical Records:

1. It is the responsibility of the discharging fellow to complete the discharge summaries.
2. Discharge summaries **MUST** be completed on the day of discharge or within 48 hours at the latest.

Phones and pagers:

FH supplies a \$50 per month stipend for your phone. This will be added into your bi-weekly paycheck. FH has approved an app call Airwatch that can be downloaded on 2 devices – your phone and iPad/tablet – which allows you to be connected to your FH outlook account. Your program coordinator will be able to assist you in filling out the proper paperwork for this.

Moonlighting:

There are no plans for authorized or approved moonlighting by fellows at this time

Paychecks

1. Payday is every other week as indicated on hospital website.
2. It is mandatory that you have direct deposit.

Daily Duties

1. You are responsible to round at Florida Hospital South on your entire service (both physicians on service) each morning prior to any other daily activity unless specified by BOTH of your attending on the service. If your co fellow is out of town you are responsible for all patients at south. Each fellow should directly discuss patients with Dr. Akpeke or Dr. Gill-Duncan each morning.
2. At the beginning of each rotation you can discuss your expectations of rounding at you attending own hospital.
3. You are to sign all documents each office day that have been collected by the medical assistants.
4. All text/pages must be answered immediately after it is received.
5. Office attire can be discussed with each physician, but you must have a clean jacket and must be neat.
6. Each evening there should be a direct conversation with the on call fellow for a daily sign out and hand off.
7. OR dictation reports must be completed immediately after the case prior to moving on to the next case and forwarded to you attending. During this time you are advised to check your message center and texts.
8. All consult reports and office notes must be done in powernote and communicated to your attending in order to sign the document.