



Non-Physician Clinical Education Trainee Manual 2010-2011

This manual is a general information publication only. It is not intended to, nor does it contain all regulations that relate to trainees at MD Anderson Cancer Center. The provision of this manual does not constitute a contract expressed or implied, between any clinical educational applicants at MD Anderson. MD Anderson expressly retains the right to solely and unilaterally or amends this manual, with or without notice to applicants.

Should there ever be a conflict between the policies set out in this manual and any rule or regulation of the Board of Regents or the *Institutional Policies and Procedures*, the regent rule or regulation will control.

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ORGANIZATION AND ADMINISTRATIVE STRUCTURE

STATEMENT OF COMMITMENT TO NON-PHYSICIAN CLINICAL EDUCATION

MD Anderson is directed by Texas State statutes and the Board of Regents to disseminate to the people of Texas information concerning the causes, occurrence, and prevention of cancer and knowledge about the treatment and rehabilitation of patients with cancer and allied diseases. The Educational vision is to educate future leaders in all of the scientific medical and allied health disciplines necessary to reduce the burden of cancer and to eliminate cancer and allied diseases as significant health problems throughout Texas, the nation, and the world. In pursuit of this directive, MD Anderson conducts and participates in cancer educational activities for non-physician clinical education trainees, as well as other students.

Non-Physician Clinical Education (NPCE) programs focus on the development of clinical and technical skills, abilities, knowledge, and professional competencies in a specified area of practice. The purpose of NPCE is to provide an organized and integrated educational program providing guidance to and supervision of the trainee, facilitate the trainee's professional and personal development, and ensure safe and appropriate care for patients. NPCE is the process by which experiential training is provided to residents, fellows and other specified clinical educational trainees enabling them to acquire the skills, knowledge, and abilities that are important in their training.

MD Anderson is committed to the premise that educational quality and patient care quality are interdependent. Educational programs are charged with the responsibility of ensuring that educational and patient care activities (direct or indirect) are pursued in such a manner that they enhance one another. A proper balance must be maintained so that a program of NPCE does not rely on trainees to meet service needs at the expense of educational objectives. Educational programs are likewise charged with ensuring that trainees assume progressively greater responsibility throughout the course of the training program consistent with individual growth in clinical and research experience, knowledge, and skill. This progression is to ensure that upon completion of the program the trainee is prepared to undertake professional practice in the area of specialty training.

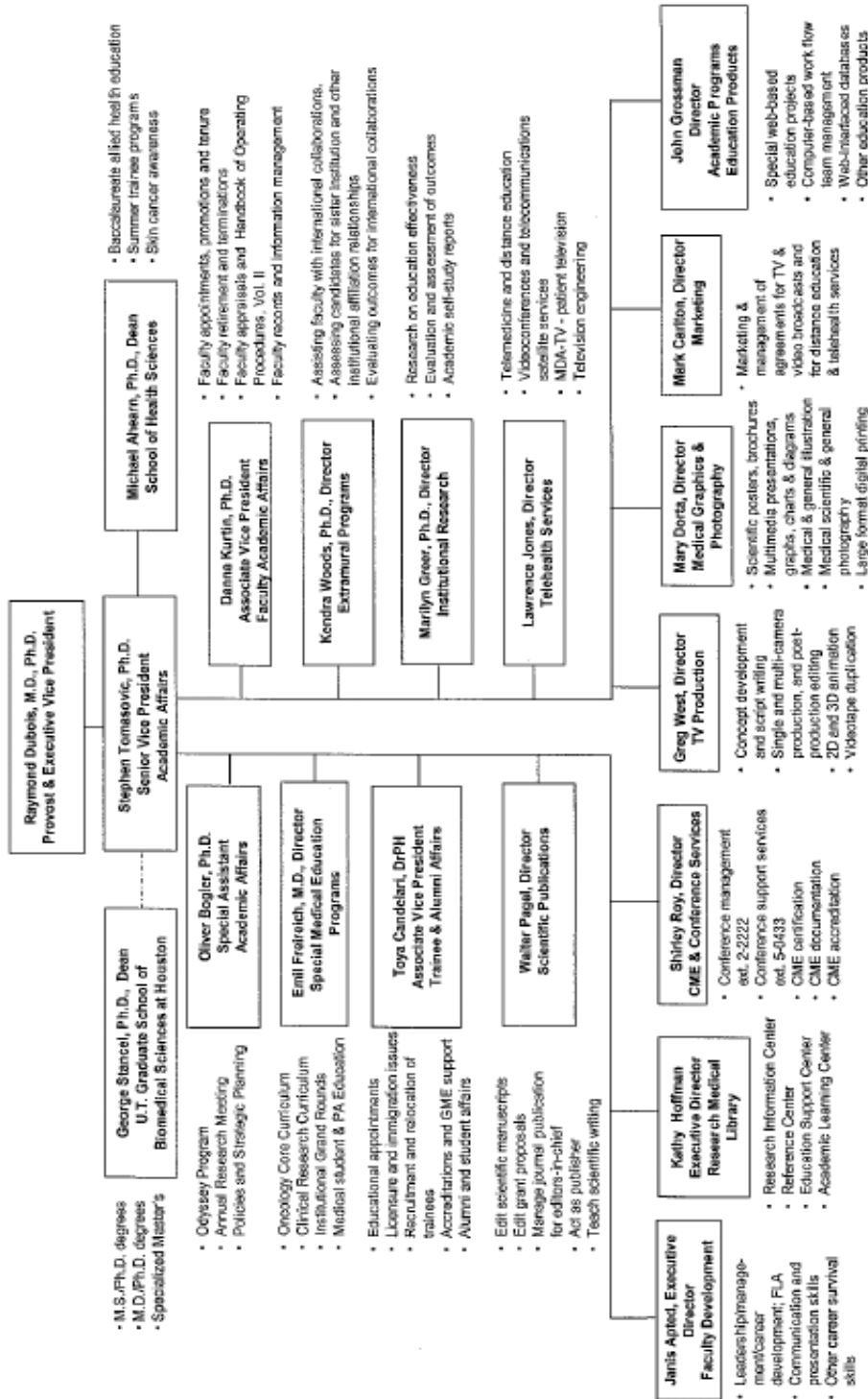
ADMINISTRATION

Office of the Executive Vice President and Chief Academic Officer
Raymond Dubois, M.D., Ph.D., Provost and Executive Vice President

Office of the Senior Vice President for Academic Affairs
Stephen P. Tomasovic, Ph.D., Sr. Vice President for Academic Affairs
Designated Institutional Officer (DIO)

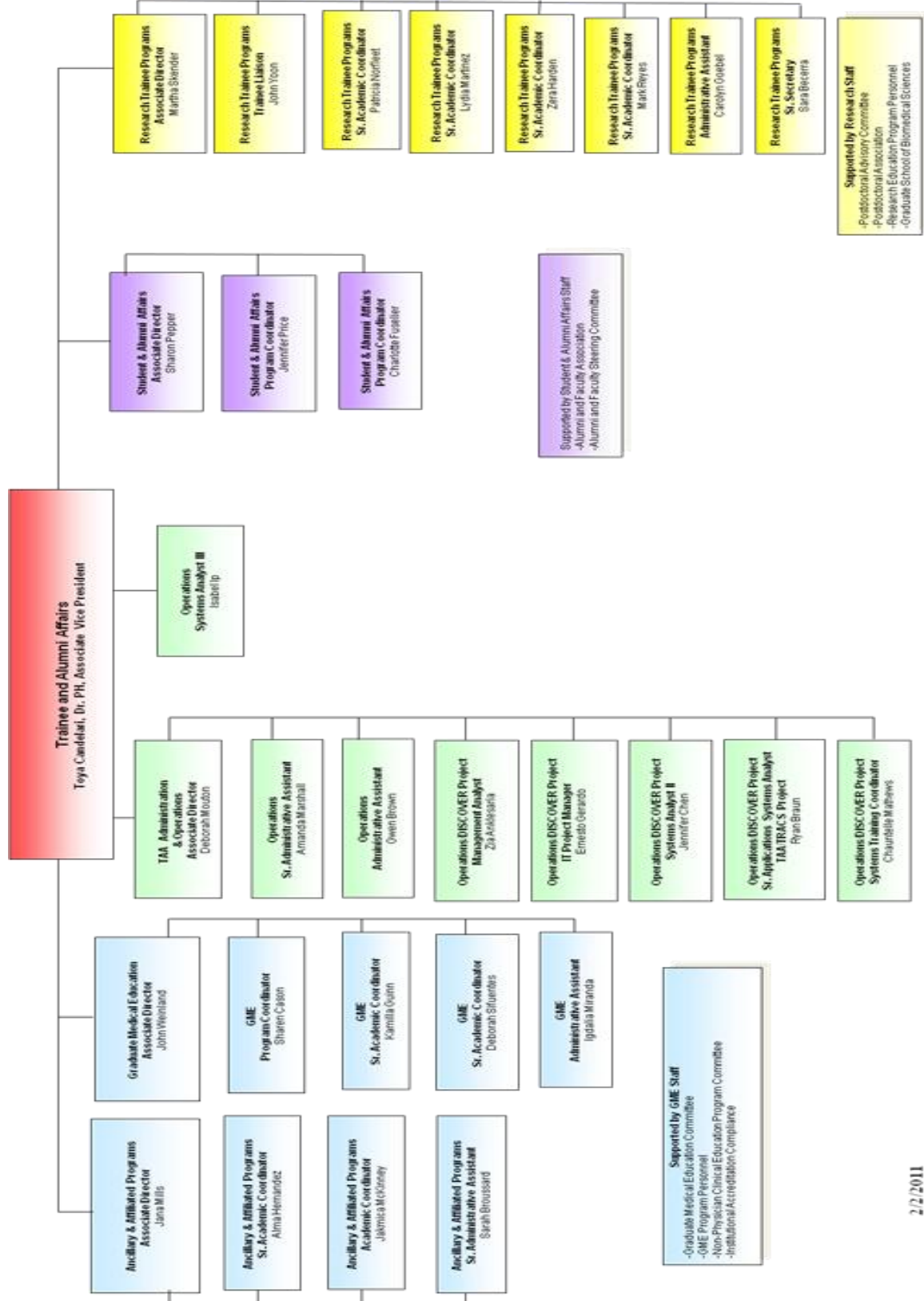
Trainee and Alumni Affairs
Toya Candelari, MPA, DrPH, Cert. Med., Associate Vice President, Trainee & Alumni Affairs

ORGANIZATIONAL STRUCTURE OF THE PROVOST OFFICE



Updated 08/06/07

ORGANIZATIONAL STRUCTURE FOR THE DEPARTMENT OF TRAINEE & ALUMNI AFFAIRS



GENERAL CONTACT INFORMATION

- **Jana Mills, MBA, Associate Director, Trainee & Alumni Affairs (TAA)**
Oversight of Affiliated and Ancillary Programs (AAP). Responsible for the all non-physician clinical education training programs, GME and other clinical rotations in compliance with accreditation mandates as well as institutional policies. 713/563-4321
- **Alma Hernandez, Sr. Academic Coordinator, TAA- AAP**
Appointments to GME elective rotations, medical students and full-time non-physician fellowship/residency training programs. Responsible for the check in of trainees. 713/563-8859.
- **Jakmica McKinney, Academic Coordinator, AAP**
Appointments to non-physician 'student' rotations, and observer/research aide training opportunities. Responsible for the check in of trainees. 713/563-8859.
- **Sarah Broussard, Sr. Administrative Assistant, AAP**
Works with database configuration of incoming GME rotating trainees, assists with the check in of all clinical trainees. Works with the institutional areas such as HR, HIM, IS, and others to set up appropriate instances in Peoplesoft so that hosting departments can create access. Reviews all programs against the appropriate accrediting entity or licensure agency for compliance prior to starting. 713/794-5814

The Trainee & Alumni Affairs staff performs administrative and educational functions for the various trainees and programs. These functions include maintaining personnel and payroll records and mechanisms for coordination of the programs, as well as support for appropriate patient care authorization and visa application processes as appropriate.

Additional information is available at the website: [Education and Training](#)

NON-PHYSICIAN CLINICAL EDUCATION COMMITTEE (NPCEC)

The NPCEC membership consists of the Chair, Vice Chair, Program Directors and members of the TAA staff as deemed appropriate by the Chair of the NPCEC and the Associate Vice President for Trainee & Alumni Affairs.

COMMITTEE OVERSIGHT AND RESPONSIBILITIES

- Advise and monitor institutional policies and procedures that impact clinical non-physician educational trainees.
- Establish standards and templates for new program development to ensure dependable measures are in place to assess trainees' competence in medical and technical knowledge, practice-based learning and improvement, interpersonal and communications skills, professionalism, and systems-based practice.
- Conduct annual internal review of programs to advise and monitor the following:
 - Standard procedures are in place which includes but is not limited to reporting and correction of identified deficiencies using program review templates.
 - Ensure compliance of all training programs with institutional policies, appropriate program requirements and other state and regulatory guidelines through periodic program reviews.

CONDITIONS OF APPOINTMENT

RESPONSIBILITIES OF CLINICAL NON-PHYSICIAN TRAINEES

New clinical trainees are required to provide health information in accordance with Texas state law and current MD Anderson institutional policy. Clinical trainees are subject to drug testing and background check procedures as outlined in institutional policies.

MD Anderson is an EOE employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, disability, or veteran status, except where such distinction is required by law. All positions at The University of Texas are security sensitive and subject to Texas Education Code 51-215, which authorizes the employer to obtain criminal history record information.

The trainee agrees to perform to the best of his or her ability the activities and responsibilities as assigned by the Program Director, to abide by the Rules and Regulations of the Board of Regents of The University of Texas System, the Rules and Regulations of MD Anderson as specified in the Handbook of Operating Procedures, and the hospitals to which assigned, and to meet those conditions outlined in this manual.

Within the scope of the training program, all educational trainees must function under the supervision of MD Anderson staff with appropriate clinical or other required privileges. Each training program is constructed to encourage and permit trainees to assume increasing levels of responsibility commensurate with their individual progress and experience, skill, knowledge, and judgment. Educational trainees must not attempt to provide clinical services or procedures for which they are not trained. Each educational trainee is responsible for communicating significant patient care issues to the attending faculty. Communication must be documented, as appropriate, in the patient record. Failure to function within graduated levels of responsibility or to communicate significant patient care issues may result in the removal of the educational trainee from patient care activities. The trainee must demonstrate his or her ability to assume increased responsibility as directed. This determination is the responsibility of the Program Director with advice from members of the teaching staff. Advancement to higher responsibility will be on the basis of an evaluation of educational trainee's readiness for advancement.

Trainees are expected to participate fully in all aspects of their training, including active participation in departmental and institutional meetings, in teaching activities as directed by the program and department, and on departmental and institutional committees as directed by the Program Director. Trainees are also expected to participate in the evaluation of their training programs and faculty.

APPOINTMENT AND REAPPOINTMENT

The Sr. Vice President for Academic Affairs makes the offer of appointment to clinical training programs at MD Anderson based upon the recommendation of the residency, fellowship, or other specified Program Director. Re-appointments for programs two years or more years in length are offered annually by the Sr. Vice President for Academic Affairs at the recommendation of the training Program Director based on performance evaluations and the trainee's readiness to advance.

Appointment is contingent upon successful completion of all educational and other requirements specified by the program. Trainees holding a license assume the responsibility for maintaining a valid authorization for patient care activities.

Trainees are required to maintain current valid documents indicating evidence of their authorization for employment in the United States, authorization to participate in a clinical training program, and to establish their identity.

To the extent possible, for multi-year programs, the trainee will be notified at least four months prior to the conclusion of a current appointment if the faculty of the program does not intend to offer reappointment for the following year to an advanced level of the program. It is also expected that the trainee will notify the Program Director by that same date if he or she does not plan to continue in the NPCE program after completion of the current year.

CONTENT OF PROGRAMS

PROGRAM SUMMARY

Clinical Non-Physician Programs at MD Anderson are held to educational standards as our set forth by the Non-Physician Clinical Education Committee and Academic Affairs in accordance with appropriate accrediting entities and institutional policy. The trainee will be supervised by teaching staff in such a way that he or she assumes progressively increasing responsibility for patient care according to level of training, ability, and experience. The Program Director must determine the level of responsibility accorded to each trainee. As applicable, trainees may be provided with opportunities for active roles in the instruction of other hospital personnel.

SUPERVISION

Each trainee is supervised by a staff member with appropriate clinical privileges. The Program Director will make decisions about each trainee's progressive involvement and independence in specific patient care activities (where applicable).

RESEARCH AND INTELLECTUAL PROPERTY

Trainees who engage in scientific research at M. D. Anderson are responsible for maintaining the integrity of all research projects. Trainees who may create intellectual property must comply with the Intellectual Property Policy contained in Series 90000 of the Regents' Rules and Regulations and the MD Anderson Intellectual Property Policy [ADM0345](#).

EVALUATION

The trainee will be formally evaluated as required by the program or at least twice a year with regard to his or her performance, knowledge, skills, satisfactory progressive scholarship, and professional growth. Evaluations will be communicated to the trainee in a timely manner. The evaluation and the trainee's response to the evaluation, if any, will be maintained in the program or department office, accessible to the trainee and other authorized personnel. For multi-year programs the Program Director will provide a written summary annual evaluation on each trainee verifying that the trainee has demonstrated sufficient professional ability to advance in the program. The Program Director will also provide a written summary final evaluation for each trainee who completes the program. The evaluation must include a review of the trainee's performance during the final period of training and should verify that the trainee has demonstrated sufficient professional ability to practice competently.

It is the duty of the Program Director to establish a mechanism utilizing committee templates for evaluating the performance of the trainee, including written progress reports to the trainee.

PROGRAM COMPLETION

A certificate attesting program completion will be issued by Trainee and Alumni Affairs to clinical trainees successfully completing identifiable programs of at least 12 months in duration. Recommendations for certification are directed to the Sr. Vice President for Academic Affairs by the Program Director and must be accompanied by a report of a research project, if applicable. Before a certificate can be issued, a summary evaluation on the candidate must be on file in Trainee and Alumni Affairs.

Absence from the program for more than 4 weeks per year may impact program completion.

SEPARATION

Clinical trainees are required to complete the institution separation procedure at the end of their final appointment

POLICY SUMMARIES

Following is a summary of the institutional policies for trainees. The complete listing of all policies and procedures can be found on the MD Anderson intranet:

- > www.inside.mdanderson.org
- > Institutional Policies
- > Academic Policies
- > Trainee and Alumni Affairs

NPCE trainees receive an attractive benefits package that includes health and life benefits, financial benefits, professional benefits, and retirement plans (TRS).

ACADEMIC PROGRAMS EQUAL OPPORTUNITY POLICIES

EQUAL APPOINTMENT OPPORTUNITY

In all matters related to appointment to or status in an educational program, including but not limited to advertising, recruitment, selection, employment, placement, compensation, benefits, upgrading, training, transfer, promotion, demotion, layoff, and termination, it is the policy of MD Anderson to provide equal employment opportunity without regard to race, color, religion, age, national origin, gender, sexual orientation, disability, veteran status, or any other basis protected by federal, state or local laws, unless such distinction is required by law. Further, it is the policy of MD Anderson to provide a learning environment free from verbal, physical and/or visual forms of discrimination or harassment. In order to ensure compliance with this policy, MD Anderson has established several specific policies.

SEXUAL HARASSMENT

MD Anderson is committed to the principle that the learning environment of the institution should be free from inappropriate conduct of a sexual nature. Trainee misconduct and sexual harassment are unprofessional behaviors and employees or trainees who engage in such behavior are subject to disciplinary action, including termination. The institution will act to stop such behavior in the work environment even if the incident involves non-employees.

AMERICANS WITH DISABILITIES ACT

It is the policy of MD Anderson to ensure non-discriminatory appointment related decisions and to provide (where necessary) reasonable accommodations to qualified persons with disabilities.

RECRUITMENT, SELECTION, AND APPOINTMENT POLICIES

RECRUITMENT AND SELECTION

It is the policy of MD Anderson that the institution maintains compliance with the respective agency guidelines as they relate to trainee recruitment and selection. The training program's written criteria and process for trainee recruitment and selection is included in the program-specific trainee handbook and must be distributed at the outset of the trainee's appointment. These policies must also be available on the Intranet.

APPOINTMENT AND REAPPOINTMENT

It is the policy of MD Anderson that the institution maintains compliance with respective agency guidelines as they relate to trainee appointment and reappointment. The training program's written criteria and process for appointment/reappointment is included in the program-specific trainee handbook and distributed at the outset of the trainee's appointment. These policies must also be available on the Intranet.

SANCTION CHECKS

It is the policy of MD Anderson to ensure that educational trainees do not have any sanctions imposed against them that would render them ineligible for an appointment at MD Anderson.

BACKGROUND CHECKS

It is the policy of MD Anderson to conduct appropriate background checks on post-offer candidates for appointment to educational trainee positions consistent with institutional policies and procedures, Texas Government Code Section 559.001 et seq., The University of Texas System's Business Procedures Memorandum 29-04-03, and directives of the Department of Health and Human Services.

Because all educational trainee positions at MD Anderson are designated as being "security sensitive", the institution's performance of appropriate background checks is considered to be a high priority.

RELOCATION ASSISTANCE

Individuals holding educational appointments are not eligible for the relocation expenses program administered by Human Resources for classified employees, nor does the Department of Trainee and Alumni Affairs provide any relocation assistance to educational trainees.

FISCAL POLICIES AND PROCEDURES

COMPENSATION

The NPCEC conducts an annual review of trainee stipends and benefits and makes recommendations for adjustment as part of the institutional budget planning process. The Sr. Vice President for Academic Affairs must approve proposed changes in stipends, with final approval by UT System. Approved adjustments are usually effective September 1st each year.

The stipends are subject to all deductions required by state and federal law and such other deductions as authorized by the trainee.

PROFESSIONAL FEES

As a condition of accepting a position in a clinical training program, the trainee waives all rights to fees for professional services to patients, no matter what the participation in the care of those patients may be. The professional staff supervising the trainee reserves the right to collect such fees in accordance with the rules and regulations of the institution and the medical staff and the regulations, where applicable, of third party payers.

MEAL TICKETS

Meal tickets are provided through the training program for trainees taking in-house call when institutional funds are available

MOONLIGHTING

Professional patient care provided as a practitioner, mid level health care professional, or independent health care professional outside the scope of the trainees program whether internal or external is considered moonlighting. Program Directors may opt to permit their trainees the opportunity to engage in moonlighting. Trainees must have written permission of the Program Director and must report their hours worked outside the scope of the program whether internal or external.

Educational trainees participating in eligible programs may be permitted to provide and, when authorized, to bill for independent patient care at MD Anderson. This internal moonlighting requires approval of the Program Director.

ATTENDANCE AND LEAVE POLICIES

ATTENDANCE

It is the policy of MD Anderson to ensure that trainee attendance meets their institutional program and oversight agency or Board eligibility requirements, and that required records of attendance as well as tracking mechanisms are kept at the program level.

Absence from a program for more than 4 weeks per year may impact program completion. NPCE trainees will need to discuss with their Program Directors the impact of time away from the training program on meeting the requirements for program completion.

VACATION

It is the policy of MD Anderson to provide trainees vacation leave with pay when authorized. The time allotted each academic year is 120 hours, (3 weeks). For re-appointed educational trainees, each academic year the trainee may ask to have his/her unused time rolled over at the discretion of the Program Director. Any unused vacation balances remaining upon separation or change of status shall be forfeited.

SICK LEAVE

It is the policy of MD Anderson to provide sick leave with pay, when authorized, to eligible trainees for absences necessitated by personal illness, injury, or pregnancy, or when the trainee is needed to assist a member of his/her immediate family who is ill. The time allotted for sick leave each academic year is 80 hours, (2 weeks). Any unused sick leave balances remaining upon reappointment, separation or change of status shall be forfeited.

OFFICIAL HOLIDAYS

It is the policy of MD Anderson to offer trainees holiday leave as authorized by the legislature in the current State Appropriations Act, and thereafter, as recommended by the president of MD Anderson and approved by the Board of Regents. The only holidays observed are those specifically approved for the institution; however, the governor, legislature, or president of the institution may proclaim additional holidays. Trainees required to work on a holiday shall receive credit for this time as holiday banked to use within 12 months. Holiday banked balances may be paid out at separation or carried forward at reappointment or change of status. Holiday banked balances are forfeited if not used within 12-months of accrual.

ADMINISTRATIVE LEAVE

It is the policy of MD Anderson to provide administrative leave under certain defined circumstances. The president of MD Anderson may grant special administrative leave under certain circumstances. Trainees must submit a request for such leave in compliance with program and institutional procedures.

MILITARY LEAVE

It is the policy of M. D. Anderson to provide military leave to individuals serving in the U.S. military services. No trainee will be discriminated against in hiring, promotion, termination, reemployment, compensation or benefits because of past, current or future U.S. military obligations,

VOTING

A reasonable amount of time off is granted to trainees wanting to vote in national, state or local elections. Trainee must provide advanced notice in accordance with departmental guidelines.

FAMILY AND MEDICAL LEAVE

It is the policy of MD Anderson to understand the importance of family issues to today's workforce. MD Anderson further recognizes that trainees may find it necessary to take a leave of absence from their program for a temporary period to address certain family responsibilities or their own serious health condition. The Family and Medical Leave Policy establish the

means by which a paid trainee who has worked at least 1,250 hours in a 12 month period may obtain such a leave of absence.

PARENTAL LEAVE

MD Anderson recognizes that some employees with less than 12 months of state service or who have worked fewer than 1,250 hours in a 12-month period immediately preceding the birth of a natural child, adoption of a child, or receiving the placement of a foster child may find it necessary to take a leave of absence from their jobs for a temporary period.

COURT APPEARANCE/JURY DUTY

Granted when benefits eligible trainees receives a summons to report to jury duty, or as a subpoenaed witness for work-related business. There is not reduction in pay for an employee call for jury service.

BEREAVEMENT (FUNERAL) LEAVE

It is the policy of M. D. Anderson to provide personal level in the event of a death of an eligible family member. With the prior approval of the Program Director, a trainee shall be granted up to three days of paid leave to attend the funeral of a family member. Family member is defined as the trainee's spouse or the trainee's/spouse's parents, children, brothers, sisters, grandparents or grandchildren. Funeral leave shall be granted only for scheduled work days.

INCLEMENT WEATHER/ADVERSE OR EMERGENCY CONDITIONS

MD Anderson recognizes that inclement weather or adverse conditions may occasionally be so severe that it becomes necessary to suspend normal operations. As such, formal communications and inclement weather procedures are maintained which identify emergency preparedness levels (EPLs), personnel occupying essential positions, and requirements for reporting to work.

Essential staff may be trainees who have been designated by their Program Directors as essential to the continued performance of their department and/or the institution. Essential staff includes trainees who are required to sustain clinical services and/or who are responsible for the protection of institutional assets during declared emergency.

CONDUCT POLICIES

INSTITUTIONAL COMPLIANCE PLAN

The Institutional Compliance Program establishes standards, provides precise and applicable information and validates performance. The program is comprised of the Institutional Compliance Plan, the Billing Compliance Plan, and the Pathology and Laboratory Medicine Compliance Plan. The policy covers all employees, including faculty, students, and trainees.

CODE OF CONDUCT

MD Anderson requires personal cleanliness, good grooming, and appropriateness of dress while trainees are on duty. The nature of our work requires cleanliness, neatness, and a professional, business-like appearance, particularly in our daily relations with patients and visitors.

IMMEDIATE SUSPENSION OR TERMINATION

It is the policy of MD Anderson to encourage fair, efficient, consistent and equitable solutions for unsatisfactory behavior or performance arising out of the educational trainees' appointment while complying with legal requirements. MD Anderson has the right to terminate or remove from patient care activities any trainee if he/she does not meet departmental guidelines and/or criteria.

VIOLENCE ON CAMPUS

It is the policy of MD Anderson to maintain a safe environment free from violence.

MD Anderson prohibits direct or indirect threats or acts of violent behavior; makes mandatory the reporting of threats or incidents of violence; and requires cooperation in the investigation of allegations. Violations may lead to: termination for employees or trainees, refusal of services to patients and visitors, cancellation of contracts with vendors and contractors and, if applicable, the pursuit of criminal actions

SMOKING

MD Anderson safeguards the health of its employees, patients, and visitors. Therefore, smoking and/or the use smokeless tobacco products are prohibited on property owned or under the control of MD Anderson.

TRAINEE REQUEST

MD Anderson remains dedicated to quality patient care provided by a multidisciplinary team. MD Anderson also recognizes that individual trainee's strongly held values and beliefs may cause a concern or conflict with some aspect of a patient's plan of care or treatment. Trainees who have such concerns may request not to participate in those aspects of patient care. Such concerns or conflicts will be evaluated and resolved to ensure that the patient's quality of care is not compromised and, whenever possible, to respect the trainees values and beliefs.

DISPUTE RESOLUTION POLICY

CONFLICT RESOLUTION

MD Anderson encourages fair, efficient, and equitable solutions for problems arising out of the educational trainees' appointment relationships while complying with legal requirements. The Conflict Resolution Policy provides alternative methods for trainees to seek prompt informal resolution. The Conflict Resolution Policy also provides a method to formally grieve or appeal actions. No trainee will be disciplined, penalized, restrained, coerced, or otherwise prejudiced in their appointment relationship for initiating a good faith informal concern or formal grievance under this policy.

The Ombuds Office can also provide informal, unbiased, and confidential conflict resolution services for the trainee. The Ombuds Office assists trainees who have concerns about academic performance or administrative issues and helps resolve issues fairly and informally. The Ombuds Office operates independently at each stage of the conflict management process and has no formal decision-making authority. The Ombuds Office also adheres to the ethical principles of the University and College Ombudsman Association.

DEVELOPMENT AND PERFORMANCE IMPROVEMENT POLICIES

DEVELOPMENT AND TRAINING

MD Anderson provides opportunities for trainees to broaden their knowledge and skills, both in the interest of achieving and maintaining a performance-oriented training environment and trainee motivation to succeed.

ADVANCEMENT

It is the policy of MD Anderson that the institution is in compliance with respect to agency guidelines as they relate to trainee advancement. For programs two years or more in length the training program's written criteria and process for trainee advancement is included in the program-specific trainee handbook and is distributed at the onset of the trainee's appointment.

EVALUATION

It is the policy of MD Anderson that the institution is in compliance with the respective agency guidelines as they relate to trainee and program evaluation. Additionally, the institution must create a formalized mechanism to monitor and ensure that the training programs establish and implement formal written criteria and processes for trainee and program evaluation. The training program's written criteria and process for trainee and program evaluation is included in the program-specific trainee handbook and is distributed at the on-set of the trainee's appointment.

DUTY HOURS AND THE WORKING ENVIRONMENT

It is the policy of MD Anderson to ensure that trainee duty hours promote an environment that provides high-quality education and safe and effective patient care while promoting the well being of clinical trainees.

The Postgraduate Physician Assistant and Pharmacy Education programs as a condition of accreditation must establish and monitor adherence to duty hours, as appropriate, as required by the accreditation body.

MDACC is committed to ensuring that trainees have adequate time off for rest. When specific work hour restrictions have been defined the program will ensure compliance with these restrictions.

TRAINEE HEALTH AND WELL-BEING POLICIES

FITNESS FOR DUTY

It is the policy of MD Anderson that all trainees report to work in a condition to safely perform their duties. All trainees must be free of illegal drugs or alcohol and not be impaired or unable to perform job duties because of medical or emotional problems while on MD Anderson's property or while conducting institutional business.

EMPLOYEE ASSISTANCE PROGRAM, (EAP)

The EAP provides confidential assistance to all employees, faculty, educational appointees, immediate family members, and retirees to resolve problems that affect their personal lives and performance on the job. The EAP also includes legal assistance with all personal legal matters,

those involving employee-employer concerns, and issues regarding a personal business. The EAP offers professional assessment, guidance, and referral services. Supervisors may also consult with and make a referral to the EAP of an employee or trainee with known or suspected behavioral personal problems that may be affecting work performance.

MD Anderson recognizes that an individual with mental health, drug and/or alcohol problems may be rehabilitated. A trainee's appointment status will not be jeopardized because they seek assistance from the EAP. Seeking help, however, will not necessarily prevent disciplinary action up to and including termination when performance or conduct warrants such action.

EAP information, like other medical information, will be treated in confidence according to applicable regulation and law.

WORKERS' COMPENSATION INSURANCE

It is the policy of MD Anderson to offer workers' compensation insurance to eligible trainees who sustain a compensable injury or occupational illness occurring in the course and scope of their appointment.

DRUG-FREE WORKPLACE

It is the policy of MD Anderson to prohibit the unlawful manufacture, sale, distribution, dispensation, possession or use of alcohol or a controlled substance, in or on premises or property owned or controlled by the institution, regardless of whether such activity results in the imposition of a penalty under a criminal statute. Individuals who violate this policy are subject to appropriate disciplinary action, up to and including termination.

TRAINEE RECORDS AND INFORMATION POLICIES

CREDENTIALS ON ID BADGES

It is the policy of MD Anderson to ensure that identification badges are correct and consistent in acknowledging the credentials of all trainees. In addition, ID badges must be worn in a highly visible manner while on property owned or under the control of the institution. ID Badges may not be traded, loaned or shared. The ID Badge is worn only by the person to whom it was issued.

CERTIFICATION OF CLINICAL TRAINING

Certificates of completion of NPCE training are issued by the Sr. Vice President of Academic Affairs. The certificates are requested by the Program Director who documents successful completion of the program. Copies of certificates of training are maintained in the trainee's TAA permanent file.

RETENTION OF HEALTH INFORMATION

All Trainee Health Information Records are forwarded to Employee Health for maintenance. Employee Health maintains the originals of all trainee health information for the duration of the trainee's appointment. Upon terminating from the Institution the health information is microfiched and maintained in Employee Health for 30 years.

RELEASE OF TRAINEE/VERIFICATION INFORMATION

It is the policy of MD Anderson to ensure the lawful and consistent release of trainee information for purposes of responding to requests for information and to ensure the integrity and confidentiality of trainee information to the extent allowed by law.

APPOINTMENT TERMINATION POLICY

NON-RENEWAL AND TERMINATION

It is the policy of MD Anderson that the institution is in compliance with respective agency guidelines as they relate to trainee non-renewal and termination. Additionally, the training programs must establish and implement formal written criteria and processes for trainee non-renewal and termination. The training program's written criteria and process for non-renewal and termination is included in the program-specific trainee handbook and distributed at the onset of the trainee's appointment. To the extent possible, the trainee will be notified at least four (4) months prior to the conclusion of a current appointment if the faculty of the program does not intend to offer reappointment for the following year to an advanced level of the program.

VOLUNTARY TERMINATION

A trainee must notify his/her department in writing. Trainees are required to show up for work until the last working day specified in his/her notification of termination unless otherwise authorized by the mentor. The trainee is also expected to notify his or her Program Director at least four (4) months prior to the conclusion of a current appointment if he or she does not plan to continue in the program after completion of the current year.

NON-RETALIATION POLICY

NON-RETALIATION

MD Anderson will not take adverse personnel action or retaliate in any way against any employee, faculty member or educational trainee who in good faith reports a violation of law to an appropriate authority or takes any lawful action under the Health Insurance Portability and Accountability Act, the Federal False Claims Act, or any other applicable law. Trainees that believe they have been retaliated against should use the applicable MD Anderson trainee dispute resolution procedures.