

**STATEMENT OF STIPENDS, BENEFITS,
AND OTHER UIHC SERVICES**

2008 – 2009

**University of Iowa Hospitals and Clinics
Graduate Medical Education**

STATEMENT ON STIPENDS, BENEFITS, AND OTHER SERVICES

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FINANCIAL: STIPEND INFORMATION

❖ FINANCIAL

Stipends

The University of Iowa Hospitals and Clinics (UIHC) supports graduate medical and dental education programs through the provision of a yearly stipend for house staff physicians and dentists. The purpose of this stipend is to enable each house staff member and his/her family to maintain a comfortable standard of living within the Iowa City community. Physicians and dentists in advanced years of training are granted increments above the House Staff I stipend level. Studies relative to the level of stipends required to accomplish these goals are conducted on a continuing basis at the UIHC and have resulted in annual stipend increases over the years.

Stipends for the 2008-2009 fiscal year are:

House Staff Level*	2008-2009 Annual Stipend
House Staff I	\$45,800
House Staff II	\$47,400
House Staff III	\$49,200
House Staff IV	\$51,100
House Staff V	\$52,900
House Staff VI	\$54,600
House Staff VII	\$56,500

*House Staff level is equal to the number of years of graduate medical or dental training completed toward meeting board eligibility requirements of the specialty in which the house staff member is currently training.

Payment of stipends will begin the first day of the month following the contracted start date and will continue on the first day of each following month.

**HEALTH CARE BENEFITS:
MEDICAL, DENTAL AND HOSPITAL CARE
INFORMATION**

❖ HEALTH CARE BENEFITS

MEDICAL, DENTAL, HOSPITAL CARE, COUNSELING AND PHARMACY

Medical, Dental and Hospital Care: The UIHC has developed an extensive program to provide medical, dental and hospital care for house staff physicians, dentists, and their dependents. Dependents are defined as a house staff member's spouse and any unmarried dependent children. After the dependent child's 18th birthday, to qualify for continued coverage, the child must be a full-time student and the house staff member must be responsible for at least 50% of the child's cost of living expenses. Domestic partners, as defined by University policy, may also be eligible for medical coverage. The individual components of these programs are described below and, unless otherwise noted, all are provided at no cost to house staff members.

MEDICAL CARE/TREATMENT IN IOWA CITY - COURTESY CARE

House staff physicians, dentists and their dependents are provided comprehensive, confidential medical and dental care at UIHC. This benefit is unique in that hospitalization, inpatient and outpatient diagnostic services, medications stocked at UIHC (**as described in the UIHC House Staff Prescription Benefit Plan**), therapy and other services and supply items, if medically necessary, are provided at no cost to the house staff member and his/her dependents who receive medical care at the University of Iowa Hospitals and Clinics. (If house staff members receive a statement of charges from UIHC for such services, it should be taken to the Graduate Medical Education Office as soon as possible.)

Dental Services:

- In the Department of Hospital Dentistry, one annual dental visit for examination, diagnostic radiology and the cleaning of teeth is provided at no cost to the house staff member and his/her dependents. Other general dentistry services are provided to the house staff member and his/her dependents at 50% of the customary fee to cover laboratory and material costs associated with general dentistry treatments. For an appointment, contact the receptionist at **(319) 356-2743** (5th Floor Pomerantz Family Pavilion). Cancellation of appointments must be made **24 hours** in advance or further treatment can be refused.
- Oral Surgery at UIHC is part of the courtesy care provided.
- The costs of the fixture and materials related to dental implants are NOT included in courtesy care and are paid by the house staff member.
- Orthodontics is not part of the courtesy care provision and is NOT covered.
- Services provided outside of the Department of Hospital Dentistry are NOT covered. This means that dental services provided by the College of Dentistry, the Center for Disabilities and Development, and/or outside (non-UI) practitioners of dentistry or dental subspecialists are excluded from coverage.
- On occasion, services are directed to non-UIHC sites, including the College of Dentistry or the Center for Disabilities and Development. It is only with prior approval of the Administrative Director of GME that these services may be covered at the 50% rate. Contact the GME Office at **(319) 356-2256** for more information.

Obstetrics and Gynecologic Services:

- In the Department of Obstetrics and Gynecology, each house staff couple is limited to a maximum of \$25,000 in courtesy care benefits for the diagnosis and treatment of infertility.

Ophthalmology:

- Eye exams are provided at no cost to house staff members and their dependents in the Department of Ophthalmology and Visual Sciences.
- Refraction-only exams, eyeglasses, contact lens fittings and contact lenses are NOT covered.
- The Department of Ophthalmology may provide LASIK surgery to house staff members at no cost. Any care provided will be on a case-by-case basis and the house staff member must inquire with the Department of Ophthalmology regarding coverage. LASIK surgery is not part of GME's courtesy care plan.

Otolaryngology:

- Hearing aid exams are provided in the Department of Otolaryngology at no cost to house staff members and their dependents.
- The cost of purchasing hearing aids is NOT covered, although if hearing aids are purchased in the Department of Otolaryngology, the Department will discount the cost by 20%.

Other Locations Offering Courtesy Care Services:

- **UIHC Johnson County Clinic Sites** at North Liberty, Lone Tree and Southeast Iowa City provide services on a courtesy care basis; this includes the special UI Quickcare hours in North Liberty and Southeast Iowa City. Visit www.uihealthcare.com/quickcare for hours and a full list of services.
- **Center for Disabilities and Development, (319) 353-6456**, provides diagnostic and treatment services to infants, children and young adults with particularly complex physical, intellectual, learning, adjustment, and/or medical problems. Examples of these problems include autism, ADHD, cerebral palsy, mental retardation, spina bifida, and traumatic brain injury. Comprehensive outpatient services are provided daily in the Alfred Healy Clinic, located in the Center for Disabilities and Development. The division's faculty coordinate care with local providers and schools. A family-focused interdisciplinary "team approach" is emphasized.

Locations NOT Covered by Courtesy Care:

- **The University of Iowa Student Health Service** does NOT provide courtesy care for house staff and their dependents.
- **UI Quickcare** in the Old Capital Town Center does NOT provide courtesy care for house staff and their dependents.
- **University of Iowa Community Medical Services Clinics (UICMS)** physician offices operated by University of Iowa Community Medical Services, Inc. outside of Johnson County, do NOT provide services on a courtesy care basis.

MEDICAL CARE/TREATMENT OUTSIDE OF IOWA CITY - WELLMARK BLUE CROSS BLUE SHIELD UNIVERSITY OF IOWA GROUP HEALTH INSURANCE

House staff physicians, dentists and their dependents are provided medical insurance coverage for care required as a result of illnesses and accidents occurring while they and/or their dependents are away from Iowa City for short periods of time, such as for assigned rotations and approved vacations, through a UIHC sponsored group policy with a major insurance carrier (currently Wellmark Blue Cross/Blue Shield of Iowa). Routine care may also be covered by this plan if the house staff member and/or his/her dependents are outside the Iowa City area when this type of care is needed. "Outside of the Iowa City area" is defined as 30 miles or more away from UIHC.

This plan also covers medical equipment, supplies and other services outside of UIHC if these items are not available at UIHC. These services must be medically necessary and prescribed by a UIHC staff physician; house staff members are advised to contact the GME Office prior to purchasing non-UIHC equipment and/or services.

This major medical insurance plan provides unlimited coverage for house staff members and/or their dependents, as long as the conditions given in this Statement are met. House staff members will receive a Wellmark BlueCross/BlueShield card in the mail to be used for these purposes. Wellmark BlueCross/BlueShield cards that are not received by house staff members within 30 days of submitting their health care insurance application, must notify the GME Office that the insurance card has not yet been received. While it is expected that most medically necessary care should be obtained at UIHC via the courtesy care coverage, it should be noted that the Wellmark BlueCross/Blue Shield insurance cards are NOT to be used for care rendered at UIHC.

Term of Health Care Coverage:

Coverage for courtesy care AND the Wellmark BlueCross BlueShield health insurance plan begins on the effective date of the house staff member's contract. Courtesy care provisions either end on the last day of the contract or on the last day of employment if the house staff member leaves prior to the end of the contract date due to any reason included, but not limited to resignations, termination or death. The Wellmark BlueCross/BlueShield group health insurance plan will end on the last day of the month depending on the following conditions: 1) end of contract, 2) resignation, 3) termination or 4) death.

Upon departure from the training program, all house staff and their dependents are provided the right to temporary continuation of their health care benefits through various insurance plans at certain group rates. This is also known as the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA provides house staff members and their dependents the choice to continue their group health care benefits provided by their group health plan for limited periods of time. Contact the GME Office at **(319) 356-2256** for more information.

COUNSELING SERVICES

The UIHC, its GME administration, Program Directors and clinical staff involved in house staff training recognize that graduate medical and dental education places increasing responsibility on house staff members and requires sustained intellectual and physical effort. It is also well recognized that for some, these demands will, at times, cause physical and/or emotional stress. It is further recognized that spouses and children of house staff members may encounter similar stress during the course of residency and fellowship training. In all such instances, house staff physicians, dentists and members of their immediate families are encouraged to seek help. In that regard, a list of contacts and resources is provided below. All care provided at UIHC is available at no cost to the house staff member and is completely confidential.

Referral Assistance for Residents and Fellows:

Confidential referral services are available as needed for all residents and fellows. Contact **Dianne Wasson, Director of the UI Health Plans Office**, at **(319) 356-7067** for assistance in locating counseling services.

COUNSELING RESOURCES

- **COUNSELING AND HEALTH PROMOTION SERVICES (319) 354-7900:**
(Department of Family Medicine) For treatment of marital, family and individual concerns. Counseling is provided to meet the needs of individuals who suffer from a wide variety of problems and stress related disorders.

- **CRISIS CENTER (319) 351-0140:**
Phone line available 24 hours each day.
- **GENERAL PEDIATRICS CLINIC (319) 356-2229:**
(Department of Pediatrics) For evaluation of learning problems and child behavior concerns.
- **PSYCHIATRY CLINIC (319) 353-6314:**
(Department of Psychiatry) For alcohol or substance abuse concerns or other personal problems, such as adjustment disorders, major affective disorders (particularly depression), marital counseling, behavioral management or parenting techniques for difficult children and education evaluation for children with special needs.
- **UI EMPLOYEE ASSISTANCE PROGRAM (319) 356-2431:**
Services are confidential and designed to offer assistance with personal, work-related and family problems, including job stress, alcohol or other drug dependency, emotional concerns, marital concerns, parent/child conflicts, financial issues, psychiatric concerns, performance worries and other relationships or medical/health concerns. A triage and crisis service is available 24 hours each day at **(319) 335-2085**.
- **PROGRAM DIRECTOR:**
House staff are encouraged to contact their Program Director, Program Coordinator, or Chief Resident when questions, concerns or issues arise.
- **GME ADMINISTRATION:**
The GME administrative staff is available to assist in arranging counseling or other support services. The Administrative Director for GME can be reached at **(319) 356-2256**. The Director of GME can be contacted at the same number.
- **GME OFFICE (319) 356-2256:**
Contact the GME Office during regular business hours (Monday through Friday from 8 AM to 4:30 PM) with questions about process, resources, and approvals. Appointments can be made outside of regular office hours as necessary.
- **SUBSTANCE ABUSE/REHABILITATION:**
The Substance Abuse Identification and Intervention Policy for House staff outlines the process that applies in the rehabilitation of house staff members. House staff members who have immediate concerns about alcohol or other substance abuse problems should talk with their Program Director, their Department Chairman, any of the GME administrative staff or one of the counselors or services listed in this Statement.

PHARMACY SERVICES

Prescription medications, if medically necessary, are available at no cost for house staff members or their dependents as defined in this Statement. Only medications on the UIHC House Staff Prescription Benefit Plan may be prescribed to be available at no charge. Prescription quantities are limited to a one month supply. A clinician may not prescribe medications for himself or herself (hospital policy). Over-the-counter medications that are listed on the UIHC House Staff Prescription Benefit Plan may be self-prescribed.

Hospital policy and state law require that prescriptions for all controlled substances written for immediate family or personal use must be written by another member of the staff. All prescriptions for controlled substances must include an appropriate DEA registration number. The routine use of the lowest-cost therapeutically-equivalent medication within a therapeutic drug class is encouraged. For certain medications clinical criteria for use must be demonstrated by a faculty member who has evaluated the patient. Additional information on the UIHC House Staff Pharmaceutical Benefit Guide may be accessed on the Formulary and Handbook website at www.formularyproductions.com/uihc.

**NON-MEDICAL INSURANCE INFORMATION:
DISABILITY, LIABILITY AND LIFE**

❖ **NON-MEDICAL INSURANCE**

DISABILITY INSURANCE

All house staff members are covered by a long-term group disability income insurance program through the UNUM Insurance Company of Portland, Maine. The total cost of this program is underwritten by UIHC and is administered by Bernie Lowe & Associates, Inc. of West Des Moines, Iowa. Under this plan any house staff member who is totally disabled from either an accident or illness will receive a monthly benefit of \$2,500 after a waiting period of 180 days (up to that time and in accord with an established commitment, UIHC will provide supplemental disability pay to any fully disabled house staff member which will complement Social Security, Worker's Compensation or other disability benefits to provide a total monthly income equivalent to the house staff member's current stipend).

Once benefits commence under this plan they are payable for the first two years of the house staff member's total inability to engage in his/her specialty. Benefits continue to be payable beyond 24 months up to age 65 if the house staff member is unable to engage in an occupation for which he/she is reasonably suited by education and training. One unique feature of this program is that benefits are not integrated (i.e., will not be reduced by Social Security, Worker's Compensation payments, or income from any other disability plan). In addition, this program provides a guaranteed conversion option so that house staff members will have the option of purchasing an individual disability policy with a \$1,500 monthly benefit provision without evidence of insurability upon completion of their training program.

LIABILITY PROTECTION

House staff physicians and dentists, under contract as house staff members with the UIHC, are covered by Iowa's State Tort Claims Act when they are providing services within the scope of their training during assigned rotations at the University of Iowa Hospitals and Clinics and assigned rotations elsewhere in Iowa. If a claim is made against a house staff member arising out of an act or omission within the scope of the residency or fellowship training, the Attorney General's Office will defend the house staff member and the state will pay any settlement or judgment awarded. The State Tort Claims Act provides the house staff member with liability protection, without dollar limits, for clinical services rendered in Iowa within the scope of the training program. The State Tort Claims Act is the equivalent of an occurrence malpractice policy, and no tail coverage is required.

Should the house staff member be engaged in any moonlighting activity outside the scope of the training program, that house staff member is personally responsible for assuring that he/she has adequate liability coverage and for obtaining and maintaining that coverage (see Policy and Procedures Regarding Professional Activity Outside the Training Program by House Staff Physicians and Dentists). If the house staff member engages in an elective rotation outside the State of Iowa, liability protection is also NOT provided and the house staff member is responsible for obtaining his/her own short-term liability coverage.

LIFE INSURANCE

All house staff members are covered by a \$40,000 basic group life insurance plan. This benefit is payable to a house staff member's beneficiary for death due to any cause and covers house staff members from the date of appointment until training is completed or terminated as defined in the section of the document describing the term limits of courtesy care coverage. The total cost of this program is underwritten by UIHC, its affiliates and clinical services sponsoring fellowship training.

In addition to the basic insurance plan, house staff members can elect to purchase dependent life insurance at \$2/month. House staff may also continue the \$40,000 basic group plan upon completion of training.

PAID TIME OFF AND LEAVE INFORMATION

❖ PAID TIME OFF AND LEAVES

All house staff physicians and dentists are eligible for 15 working days and 6 weekend days of paid time off each year, including any time off arranged over holidays. House staff members arrange for paid time off with their Program Director or his/her designee. Special requests for absences as a result of family problems, deaths, board examinations, professional meetings and related matters must also be reviewed and approved by the Program Director. Taking days as paid time off and absences for other purposes during rotations outside the house staff member's parent service will be arranged between the involved departments. Requests for days of paid time off or leave will not be honored during the last week of training.

Time away from training for leaves which are necessary due to illness will be made up at the discretion of the Program Director in accord with the needs of the house staff member to complete essential components of his/her training program. In general, time missed due to illness of a few days' duration will be made up during a contract year; training missed as a result of prolonged illness or disability may necessitate additional training time which will be provided if the house staff member's performance is otherwise satisfactory. Leave requested under the federal Family and Medical Leave Act of 1993 will be treated in accord with the rules and regulations of the University of Iowa as set forth in the University Operations Manual, Section 22.7:

<http://www.uiowa.edu/%7Eour/opmanual/iii/22.htm#227>.

Maternity Leave:

In keeping with the recommendations of the American College of Obstetricians and Gynecologists relating to pregnancy-associated disability, female house staff members are entitled to up to 6 weeks of paid disability (maternity) leave for each pregnancy. If additional leave, either before or after delivery, is required for medical reasons associated with the pregnancy, this time will also be treated as paid disability leave upon receipt of written documentation from the house staff member's physician, up to a maximum of an additional 4 weeks beyond the initial 6 weeks of maternity leave. If a house staff member wishes to arrange additional time away from the program for personal reasons, consultation with and approval by the Program Director is required and any such time will be treated as an unpaid leave of absence.

During a maternity-related unpaid leave of absence, the house staff member will have the option of retaining fringe benefit coverage through payment of premium costs during the leave period. House staff members are not required to use maternity leave, and, in order to ensure timely completion of board eligibility requirements, a house staff member may elect to use scheduled days of paid time off in lieu of maternity leave. If the use of maternity leave leads to a need for an extension of training to complete board eligibility requirements, the house staff member must consult with the Program Director and receive his/her approval for such an extension; during the period of extension the house staff member will continue to receive a stipend and benefits.

Parental Leave:

The University of Iowa Hospitals and Clinics and the Graduate Medical Education Office recognize the importance of the early development of a relationship between parent and child. Non-birth parent house staff members, including domestic partners as defined by UI policy, who are enrolled (with a signed and current contract) in Graduate Medical Education residency or fellowship programs at UIHC, have available **5 working days, per event, of paid time** off for parental leave related to each recent birth or adoption of their child. A qualified event for use of this leave is defined as a birth or adoption occurring at a specific time and is not defined by the number of children involved in the birth or adoption event (e.g., the birth or adoption of two children at the same time means the parent has available 5 working days of parental leave, not 10 working days). Foster care and guardianship are excluded from this policy.

This parental leave is exclusive of any allotted vacation leave. However, during a parental leave, a house staff member is not required to use parental leave and may use vacation leave in lieu of parental leave in order to ensure timely completion of board eligibility requirements. **Parental leave must be used within the first 3 months of the birth or adoption, but may not be used during the last 2 weeks of training, unless the child is born or adopted in the 4 weeks prior to the end of training.** Any request for parental leave shall be made in writing and reviewed and approved by the Program Director to ensure timely completion of board requirements. A copy of the approved request shall be filed in the trainee's file in the Graduate Medical Education Office.

OTHER BENEFITS AND SERVICES INFORMATION

Arts and Performing Arts

A wide variety of entertainment takes place throughout the year at the University of Iowa. Current programming can be accessed at the following University website:

www.uiowa.edu/homepage/arts/index.html.

Athletic Events

House staff members are eligible to purchase individual game tickets and reserved season tickets to University of Iowa athletic events at reduced rates. Tickets may be purchased at the Athletic Ticket Office, Carver Hawkeye Arena, or on-line at <http://hawkeyesports.cstv.com/tickets/iowa-tickets.html>. The house staff member must state that he/she is a full-time resident or fellow at UIHC. ID badge may be required.

Automobile License Plates

Iowa law requires individuals to register their motor vehicle with the county treasurer's office in the individual's county within 30 days from the date he/she establishes residency. Automobiles are licensed at the Motor Vehicle Department, Johnson County Administration Building, 913 South Dubuque Street, 7:40 AM to 5:00 PM, Monday through Friday. The following documents are required to be surrendered to the county treasurer's office:

- Current ownership document (certificate of title/registration)
- A completed application for an Iowa certificate of title and/or registration. The application must be signed by all owners. If there is a lien against the vehicle, it should be noted on the application.

For additional information and application forms, go to:

<http://www.dot.state.ia.us/mvd/ovs/register.htm>.

Child Care Services

The UIHC Child Care Center, managed by Bright Horizons, is a high quality child care center serving the needs of full-time University of Iowa and UIHC employees. The UIHC Child Care Center, located at 109 Westlawn Building, Newton Road, Iowa City, IA 52242, provides care for infants and toddlers through pre-kindergarten children. The Center's hours are from 6:30 AM to 6:30 PM, Monday through Friday. For enrollment information or questions, please contact the Director of Bright Horizons at **(319) 335-9666**.

House staff members can also contact the 4C's Community Coordinated Child Care Resource and Referral Office at **(319) 338-7684** or access their website at www.iowa4cs.com for assistance in locating child care resources within the community.

Computer and Software Purchases/Information Technology Services

House staff members are eligible to receive discounts for purchasing computers and certain software. Computers can be purchased on-line at <http://helpdesk.its.uiowa.edu>. Computer software is available through the IMU Bookstore. More information on the types of software house staff can purchase can be found at <http://cs.its.uiowa.edu/software/softwarelistingfshomeuse.shtml>. Information for remote access and other technology services can also be found on <http://helpdesk.its.uiowa.edu> or by contacting **Information Technology Help Desk at (319) 384-4357**.

Contracts

Each house staff member receives a contract for each year of his/her training program.

- The GME Office sends new or “incoming” house staff their training contracts (and pertinent attachments which relate to GME Committee and UIHC approved policies) to their homes.
- The GME Office sends returning or “continuing” house staff their training contracts to their respective programs for appropriate signatures.

Once signed, one copy of the contract should be sent or delivered to the GME Office for filing in the house staff member’s permanent file.

Dining Services

- **Dining Rooms:** All house staff members may dine in any of the dining rooms at UIHC. House staff has the option of paying for their employee-discounted meals with cash or using their I.D. badges for payroll deduct purposes. For on-call dining procedures, see below.
- **Overnight Dining:** The Marketplace Dining Room, located on the first floor of General Hospital, provides dining service from 7 PM until 6:30 AM., seven days a week. Items served include grab-and-go salads, sandwiches, microwavable meals, and select hot items. Food is prepared fresh daily.
- **Staff Vending:** Staff vending areas are located at various locations around UIHC. They are available 24 hours a day, 7 days a week. Vending areas are not eligible for on-call dining.

G.I. Bill

Residents and fellows who have served in the U.S. Armed Forces may be eligible for a broad plan of educational benefits including a monthly educational assistance allowance. The determination of eligibility and initial application for such benefits may be made through the Graduate Medical Education Office by contacting the Director of Operations at **(319) 356-2256**.

Housing

Housing is available through a number of University of Iowa resources.

- **Renting:** The University of Iowa Family Services Office provides services for individuals who want to rent properties in the Iowa City area and nearby communities. The website is http://imu.uiowa.edu/cic/off-campus_housing_service/.
- **Buying:** Various real estate agencies are available throughout the Iowa City/Coralville area. The Medical Partners website, <http://medicalpartners.webminders.com/housing/index.htm>, also lists homes for sale.
- **Selling:** Properties owned by house staff members can be posted for sale on the Medical Partners website at <http://medicalpartners.webminders.com/housing/index.htm>. Medical Partners can also be reached via their e-mail address at medical_partners@hotmail.com. “For Sale” literature can be posted in the House Staff Lounge located in room 7401 John Colloton Pavilion (JCP) as well. Various real estate agencies are available throughout the Iowa City/Coralville area as well.

Identification Badges (ID)

All house staff members are required to obtain a UIHC photo ID badge prior to training. An ID badge form is obtained from the Program Coordinator which must be completed by the house staff member. The completed and signed form must be taken to UIHC Human Resources located at E139 General Hospital. Badging is either done by appointment (set-up by the respective training program) or during normal badging hours. ID badging hours are Monday, Wednesday, and Friday from 7:30 AM to 10:00 AM and Tuesday and Thursday from 2:00 PM to 4:45 PM. The ID badge is to be worn while on UIHC

premises during the course of work or educational assignments. For security purposes, ID badges are required for electronic entry at most UIHC locations during the hours of 9:00 PM to 6:30 AM.

Laundry and Uniforms

Lab coats and scrubs are provided free by the hospital to house staff physicians and dentists.

- **Scrubs:**

Scrubs are available in various locations at UIHC and distributed on an “as needed” basis. Scrubs may only be worn for approved purposes and only in certain areas (e.g., the main operating suite, cancer center, the delivery room, procedure rooms, etc). House staff in the operating suites should wear street clothes to UIHC and change into clean scrub attire when they first enter the operating suite. House staff should change into their street clothes when they finish performing the procedures. Soiled scrubs must not be worn in patient areas and must be placed in appropriate laundry carts in the ORs or procedure areas. Scrubs are not to be worn outside UIHC.

- **Lab Coats:**

Lab coats are available through UIHC's Uniform Office. House staff must go to the Uniform Office to be measured for their lab coats. Each house staff member receives 3 lab coats upon order. **The Uniform Office is located at Lower Level, 0041 Roy Carver Pavilion in UIHC.** For laundering of lab coats, house staff should contact their Program Coordinator for the laundry drop off location. Lab coats are returned to the department 7 to 10 days after they have been left for laundering.

- **Infection Control Policy:**

UIHC’s policy on infection control can be found on UIHC’s Intranet The Point at:

<https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/Infection%20Control/Forms/AllItems.aspx>.

Library Services

House staff members are eligible to use University of Iowa academic facilities such as the Hardin Health Science Library, www.lib.uiowa.edu/hardin, and all of its resources including electronic e-journal, e-books, and search capabilities. On-line services are available 24/7 without restrictions due to weekends or holidays. Use of academic facilities may require the presentation of a house staff member’s identification badge or HawkID.

Lounge

A lounge is available for use by house staff members in room 7401 John Colloton Pavilion (JCP). The lounge is locked at all times, and house staff members wishing to use the lounge may gain entry by using their ID badge to trigger the door’s card reader. House staff members who cannot gain entry with their ID badge must contact the GME Office at **(319) 356-2256** for further assistance.

Parking

The University of Iowa Department of Parking and Transportation operates and controls all parking facilities on campus including all ramps and surface lots on the Health Sciences campus. Application

forms to purchase parking hangtags are available in the GME Office. A detailed motor vehicle and bicycle registration pamphlet is included with each parking hangtag packet.

Currently, the following parking hangtags are available to house staff:

- **Finkbine Parking Privileges** – all house staff are eligible for parking in the Finkbine commuter lot. These hangtags have a special “M” designation for on-call purposes.
 - The cost of these hangtags is \$19 per month. Prices may be subject to change.
 - The charge for these hangtags is deductible via payroll and is pre-tax.
- **Lot 43 Parking Privileges** – certain house staff are eligible for parking in Lot 43 as assigned by UI Parking. These hangtags have a special “M” designation for on-call purposes.
 - The cost of these hangtags is \$44 per month. Prices may be subject to change.
 - The charge for these hangtags is deductible via payroll and is pre-tax.
- **Night and Weekend Parking Privileges** – all house staff are eligible for the Night/Weekend hangtag parking program. The Night and Weekend hangtag (NW) is provided to house staff that may need to park in Hospital Ramps 1, 2, 3, and 4, the Field House Lot, or the Newton Road Ramp in the evenings or on the weekends. These hangtags have a special “M” designation for on-call purposes.
 - The cost of these hangtags is \$8 per month. Prices may be subject to change.
 - The charge for these hangtags is deductible via payroll and is pre-tax.
 - The hangtag is effective is on weeknights, 4:30 PM to 8:30 AM and on weekends, Friday, 4:30 PM to Monday, 8:30 AM.

University shuttle buses provide free service from 4:30 AM until midnight to and from the Finkbine commuter lot. Complete Cambus information, including route schedules, services for persons with disabilities, is available through the Cambus Office at (319) 353-8366 or on-line at www.uiowa.edu/~cambus. Information regarding event parking (football and basketball) alternatives is provided by the GME Office as the communication is received from UI Parking.

- **House Staff without Parking Privileges**
House staff who have not chosen to purchase a parking hangtag or who use department-issued parking hangtags **WITHOUT** an “M” designation, **DO NOT** receive Ramp 1 on-call privileges and are responsible for payment of any hourly fee and/or filing of appeals related to parking fines when parked in any non-designated areas.
- **Parking Lot Shuttle Service**
 - Between the hours of 6:30 PM and 9:00 PM, two 7 passenger mini-van shuttles are available outside the Main Entrance to provide rides to the remote lots. Turnaround time is generally 10 minutes except during athletic events.
 - Between the hours of 9:00 PM and 1:00 AM, one 7 passenger mini-van shuttle is available outside the Main Entrance to provide rides to the remote lots. Turnaround time is generally 10 minutes except during athletic events.
 - After 1:00 AM, go to the Main Entrance Information Desk and ask for a driver to be paged.
- **University of Iowa Athletic Event Parking**
UI Athletic Event Parking supersedes all parking arrangements both personal and departmental. Special parking instructions are provided seasonally. Information regarding event parking (football and basketball) alternatives is provided by the GME Office as the communication is received from UI Parking.

- **Other Important Notices**

- House staff or any UI employee cannot park in fire lanes, valet parking areas, loading docks or other areas not specifically designated for parking.
- Parking in non-designated places will result in parking fines and the impounding of vehicles.
- Parking for the handicapped is regulated by the State of Iowa and the Americans with Disabilities Act. No one can utilize parking for the disabled unless they have the proper permit.
- House staff members who have applied for his/her own parking hangtag and have forgotten to hang it on his/her mirror, are eligible to contact the UI Parking Office (i.e. call-in) prior to midnight of the day he/she received the ticket at **(319) 335-1475**. The ticket will be voided. A hangtag given to the house staff member by his/her department is not eligible for these call-in privileges.

To cancel parking, the house staff member must return his/her personal hangtag and any access card to the GME Office. A hangtag given to the house staff member by his/her department must return that hangtag back to his/her department. **Call the GME Office at (319) 356-2256** with additional questions.

Recreational Facilities

House staff members are eligible to use recreational facilities at the Fieldhouse, Recreation Center, and Finkbine Golf Course. Some activities may incur a charge, which will be calculated at “staff rates” and may require presentation of the house staff member’s staff ID badge. For a complete listing of facilities, activities, hours of operation, and fees, please see the web page at <http://recserv.uiowa.edu/>.

Retirement - Tax Sheltered Annuities

House staff members may qualify for a Group Supplemental Retirement Annuity (GRSA). As this annuity is supplemental, it has no matching funds from the University. Contributions are pre-tax and paid by the house staff member. For information, contact the **University Benefits Office at (319) 335-2673**.

University of Iowa Courses

Beginning the semester after the house staff member’s contract begins, house staff members, their spouses, and dependent children qualify for in-state tuition rates for courses taken at the University of Iowa. An application <http://www.registrar.uiowa.edu/forms/resclass.pdf>, along with a copy of the house staff’s signed contract, must be completed and **returned to the Registrar’s Office, 1 Jessup Hall**, to determine eligibility.

ON-CALL INFORMATION

On-Call Dining

For those house staff members who are required to remain in the hospital on-call for sustained periods of time and have unpredictable access to food due to their schedules, the UIHC provides food via the on-call dining charge system. To continue to be able to provide this needed access during on-call periods, the GMEC endorses this updated policy, which specifies the on-call circumstances that will be eligible for charging as “on-call dining.” When used according to this policy, on-call dining charges funded by the UIHC are non-taxable to the house staff member.

House staff members whose duties meet certain conditions noted here as “Eligible Conditions” may charge meals against “on-call” dining credit limits. Any reference in this policy to the term “on-call” shall only be used for the interpretation and application of this on-call dining policy.

- **Eligibility Conditions:**

On-call dining may only be used if the house staff member is required to:

- Remain at the hospital for duties specified as “on-call” on a published schedule;
- Return to the hospital for a prolonged stay because of an emergency call-back; or
- Remain in the hospital for night float duties during the interval of 4:30 PM to 7 AM.

- **Availability and Credit Limits:**

DAYS	AVAILABLE TIMES	CREDIT LIMITS
Monday through Friday	4:30 PM- 11:45 AM the next day	\$9.50
Saturday, Sunday or UI holidays	Noon – 11:45 AM the next day	\$15.50

The stated allowances for on-call meals have been adjusted to allow for full prices (not employee discounts) of UIHC dining food.

- **Charging Process:**

All on-call food charges must be charged by the house staff member using his/her ID badge.

- **Verification:**

Reports showing charges by individual house staff members and their times/dates of transactions will be verified by their Program Director on a monthly basis. It is expected that full daily or weekend limits will not be expended when the time spent on actual in-house call is less than a full night or full 24-hour period on the weekend or during a holiday.

On-Call Quarters

Each clinical service has on-call quarters assigned for house staff required to be in the hospital overnight by virtue of their "on-call" responsibilities. Additional on-call rooms are available on a first-come, first-serve basis. House staff members must obtain a key from the GME Office, C123 GH, during regular business hours to obtain entry into these call rooms.

On-Call Parking

House staff physicians and dentists should park in their assigned lot during their usual working hours. For house staff physicians and dentists who are on-call during the week, Monday through Friday, between the hours of 4:30 PM and 8:30 AM and have a parking hangtag with

the “M” designation, they may park in Ramp I for no additional charge when returning to UIHC for call.

Because moving a vehicle prior to 8:30 AM may not be possible due to patient care issues, the UI Parking Department offers 16 free flex hours per month in Ramp I for on-call purposes. If the house staff member uses more than the 16 free hours (8:30 AM to 4:30 PM) per month, the overage fee will be calculated and billed directly to the house staff member. To use Ramp 1 on-call free flex hours, the parking attendant should be informed that the house staff member was on-call showing him/her both the ramp spitter ticket and the “M” hangtag. If a house staff member’s hangtag does NOT have an “M” designation, he/she is not eligible for this Ramp I on-call parking arrangement.

House staff members who choose to park in the other parking ramps (Ramps 2,3,4) or lots (Lot 43) when on-call and cannot move his/her vehicle from that location prior to 8:30 AM during the weekdays, may be subject to ticketing and will have to pay the parking ticket and/or submit an appeal to the UI Department of Parking and Transportation. The parking appeal process can be found on the GME Intranet, “The Vault” at:

<http://anesthesia.healthcare.uiowa.edu/version4/gme>

Upon logging into “The Vault”, locate the Resources for House Staff link and click on “GME Forms for Residents.” The parking appeal form is located on the right hand side of the webpage. Complete the appeal form on-line and select the “Submit Appeal” button at the bottom.

GENERAL EMPLOYMENT INFORMATION

❖ LICENSURE - MEDICAL AND DENTAL

Each house staff member is responsible for acquiring appropriate medical and dental licensure **PRIOR** to practicing medicine at UIHC. Without the proper license, residents and fellows will NOT be allowed to practice medicine at UIHC until the proper medical or dental license is secured. Residents and fellows should apply for either a resident license (specific to their program) or a permanent license.

Medical Licensure:

Applications for medical licensure can be obtained by going to the Iowa Board of Medicine website at www.medicalboard.iowa.gov. At least three months' time should be allowed from the time the Iowa Board of Medicine receives a **completed** application to the time a medical license is issued. Questions regarding medical license applications can be forwarded either to the **Iowa Board of Medicine** directly at **(515) 281-5171** or to the **GME Office** at **(319) 356-2256**.

House staff applying for a resident license, should send the completed application and application fees to their individual department for their Program Director's signature. The training program will provide verification of the residency or fellowship training and forward the application and fees to the Iowa Board of Medicine for processing.

Permanent medical license applications can be sent directly to the Iowa Board of Medicine at 400 SW 8th Street, Suite C, Des Moines, Iowa, 50309-4686.

For new medical graduates to avoid delays in receiving their medical license, they should apply for their license even if they have not yet secured an actual copy of their medical diploma. A copy of the medical degree or a copy of the notarized letter stating completion of medical school may be sent directly to the Iowa Board of Medicine after graduation.

For complete information on Iowa law governing licensure, see:

<http://www.uihealthcare.com/depts/graduatemedicaleducation/benefits/licensure.html>

Dental Licensure:

Applications for dental licensure are sent to residents by the Department of Hospital Dentistry. The UIHC Department of Hospital Dentistry can be reached at 51370 PFP, 200 Hawkins Drive, Iowa City, Iowa, 52242. The phone number is **(319) 356-7339** and their FAX number is (319) 356-7342. Dental license applications should be sent to the Department of Hospital Dentistry for further processing.

❖ SOCIAL SECURITY NUMBER

It will not be possible for a house staff member to receive a direct deposit of his/her stipend until a Social Security number is on file with the University Payroll Office. If the house staff member does not currently have a Social Security number, information to apply may be found on-line at <http://www.ssa.gov> and includes on-line application information at:

<http://www.socialsecurity.gov/online/ss-5.html>.

The application for a Social Security number can be filed at the local office:

U. S. Postal Office - Iowa City
400 South Clinton St.
Iowa City, Iowa, 52240
1/800/772-1213

❖ VISAS

The GME Office and the University of Iowa Immigration Services Office are resources for house staff members who hold J-1 or H-1b visas. For more information on UIHC's Policy on Visas for GME Trainees please reference the following website:

<http://www.uihealthcare.com/depts/graduatemedicaleducation/documents/indexpolicies.html>

For answers to immigration questions and assistance regarding the J-1 visa application, please contact the **GME Office** at (319) 356-2256 or gmeoffice@uiowa.edu.

For answers to immigration questions and assistance regarding the H-1b visa application process, please contact either the residency or fellowship training program or the **University of Iowa Immigration Services** at (319) 335-1167 or immigration@uiowa.edu.