

UB PEM Fellowship - Fellowship Expectations 2025-2026

Professional conduct:

- Please demonstrate professional behavior at all times.
- Avoid negative comments about co-fellows, colleagues, consultants, prehospital personnel, or private practitioners, whether in our own ED, other EDs, or especially in the presence of patients or their families.
- Please be respectful to all program staff and the program coordinator and complete administrative tasks on time. (duty hours, ILPs, etc)
- If you have concerns, the program directors and/or the department chair are available for discussion.

Shifts:

- Fellows are expected to arrive for shifts on time and ready to work.
- In the ED, we work as a team. Please make every effort to interact with patients and parents, as well as the rest of the health care team (attending staff, nurses, RT, etc) in a positive manner. This includes making sure to update patients/parents, nurses, and attending staff with developments and plans for work up/admissions/discharges.
- Remaining composed in moments of extreme stress is a fundamental trait of being an emergency physician; even when stress levels are high, please be cognizant that respectful interactions with patients, family members, and all members of the healthcare staff throughout the hospital are essential.
- Make sure you have signed out patients who are still in the ED at the end of your shift. This includes outlining an if/then plan with the fellow or attending you are signing out to.
 - Try and wrap up your patients/have a plan if possible before your shift ends
 - It is often helpful to introduce patients/families who are complicated or require significant additional work-up to the oncoming physician.
 - While your clinical shift ends at 10 pm your responsibilities may not allow you to leave the ED exactly at the end of shift – these tasks are important part of patient safety and transition of care.
- All efforts should be made to answer the transfer phone – even while in a patient room. Remember, when you are an attending you will be expected to multi-task with patient care and transfer calls

- When an ambulance arrives immediately assess the incoming patient to determine if they need to be immediately placed in a room or can go to triage.
- For outside rotation - remember, you represent our fellowship at other sites. Please be appropriately respectful.
- Procedure logs should be completed for all relevant procedures. It is your responsibility to make sure you know which procedures need to be logged and to keep your procedure log up to date.

Education days:

- These days are a required part of the fellowship. You should think of these as “shifts” and treat them as such. Please arrive on time and stay for the entire day as scheduled. This includes PEMCORE, staff meeting didactics, M&M, challenger review, sim, and other conferences as scheduled.
- Please do not schedule routine appointments, meetings, conferences or other obligations during scheduled lecture times.
- Please respect your co-fellows and faculty by paying attention and minimizing distractions, including on the computer or cell phone.
- You are expected to attend educational conferences/lectures with the exception of vacation. Please limit vacations during didactic meetings to a maximum of 2 per year.
- In addition, you can elect to attend up to a maximum of 2 meetings per year virtually with prior approval by the fellowship directors (reasons might include illness, unexpected childcare issues, family emergencies).
- Please remind the fellowship directors when you will not be at conference due to vacations. An email or text the week of (or before) the vacation is sufficient.
- You are expected to give presentations at several PEM conferences each year. The conferences and presentations will be equally divided amongst fellows. Please be prepared when it is your turn to present.
 - If you are unable to present at your scheduled time/day, it is your responsibility find a mutually acceptable trade with one of your co-fellows.
- We prefer that when you are presenting, you should be in person rather than virtual.

Research:

- Ultimately, it is your responsibility to make sure you complete a research project in accordance with the rules of the American Board of Pediatrics. Completion of a research project is required to sit for the boards.
- Fellows are expected to meet with Brian 3 times during each research month.
- Fellows are also expected to meet with their research mentor for each project at least once per research month

Vacation:

- All fellows have 20 days of vacation each year.
- While schedules in the ED are somewhat flexible, please understand that if you are requesting a larger block of days off (generally more than 3 days in a row), you likely will be asked to use vacation time for that request.
- Barring extenuating circumstances, you should not plan vacations during rotations in the PICU, Adult rotations (Suburban, GVI and ECMC), and Radiology procedure month.
 - Please try to avoid vacations during didactic meetings and PEMCOREs
- Vacation requests should be made as early as possible, especially for popular vacation times (summer, spring break, holidays). Unfortunately, we cannot guarantee vacation requests. For example, it may not be possible for everyone to take vacation in June.
- Please make sure Sharon knows when you are taking vacation and that it is reflected in Medhub

Moonlighting:

- Any fellow who wishes to moonlight should make a formal request to the program director, as the program director is required to grant permission for moonlighting.
- Moonlighting should never interfere with other fellow obligations, such as ED shifts or educational days.
- Please keep in mind GME work hour limits and restrictions when scheduling moonlighting shifts.
- Moonlighting work hours need to be logged in Medhub.
- *Moonlighting privileges will only be considered if you are in good standing with the program

Ultrasound:

- Fellows are expected to attend an Ultrasound orientation which will take place in August. Fellows then complete a 4-week rotation, which includes weekly didactics, hands on practice with the US director and required scanning shifts.
- Please log all scans in Medhub. Ultrasound scans need to be logged prior to completion of your ultrasound rotation.
- Fellows will need to complete the required number of scans per ACGME Emergency Medicine requirements and show proficiency in order to be credentialed in point-of care ultrasound.

Milestones, AGCME, boards, academic probation:

- If any of the above requirements are not being met or the program directors do not feel the fellow is meeting appropriate milestones:
 - o The fellow will be asked to meet with the program directors and/or department chair and will be given a warning. During this meeting, the fellow and program directors will work together to create a performance improvement plan for the subsequent 1-3 months.
 - o Should the fellow meet these obligations, the warning will be removed, and no further action will be taken.
 - o Should the fellow not meet these obligations, he/she will be placed on academic probation for a specified time period.
 - o Any fellow who cannot meet the expectations of the program directors after being placed on probation may be asked to leave the program.
- Fellows who do not pass the Pediatrics or Emergency Medicine boards will be required to meet with the program directors to outline a performance improvement plan.

Final thoughts:

- If you have an emergency and cannot make your shift, please contact the program director as soon as possible.
- Sharon's work hours are Monday-Friday, 8am-4pm. She is more than happy to help you during these times.
- You may bring questions or concerns to the program directors at any time. Other contacts concerns may be directed to are: Dr Kunal Chadha or Dr Jeremy Killion or Dr Bradfield McGee (process group leader) or use the anonymous reporting form to report concerns.