PREFACE

Welcome to the graduate medical education programs of the University of Nebraska Medical Center. Residency and fellowship training are critically important to the professional development of any physician, and the time and effort you devote to your training will likely set the course to a successful career in your chosen specialty. The Graduate Medical Education office, working in partnership with the University of Nebraska affiliated hospitals, is responsible for ensuring a safe and effective learning environment for residents, fellows, and patients. The policies and procedures in this manual describe the appropriate engagement of residents and fellows in the UNMC learning environment, as well as general information you may find useful as you learn and work in our hospitals and clinics.

We wish you the best of luck in the coming year. Please contact the GME office if you have any questions about the contents of this manual.

Chandra Are, M.B.B.S.
Associate Dean for Graduate Medical Education
INDEX

General Information for House Staff
ADA (American’s With Disabilities Act) ................................................................. 100
Body Fluid Exposure .................................................................................. 38
Bookstore ......................................................................................... 68
Campus Map ...................................................................................... 125
Center for Continuing Education ............................................................. 71
Center for Healthy Living ........................................................................ 96
Chemical Dependency ........................................................................... 72
Child Development Center ..................................................................... 97
Committee Appointments ....................................................................... 75
Counseling Services ............................................................................. 72
Credit Union ...................................................................................... 81
Disability Information ........................................................................... 100
Disaster Policy .................................................................................... 81
Duty Hours and the Working Environment ........................................... 86
Equal Employment Opportunity .............................................................. 84
Ethics Consultation Service ................................................................. 62
Food Service ....................................................................................... 84
Frequently Called Numbers .................................................................. 123
Graduate Medical Education Office ....................................................... 85
Graduate Medical Education Policies ..................................................... 10
Grievance Procedure .......................................................................... 94
HIPAA .................................................................................................. 95
House Officer Agreement ..................................................................... 4
House Officers Association .................................................................. 100
House Officers Association Alliance ...................................................... 101
Institutional GME Supervision Policy ...................................................... 16
Institutional Vendor Policy ................................................................... 98
Insurance Benefits ............................................................................... 97
Library .................................................................................................. 101
Licensure ............................................................................................. 104
Loan Deferments .................................................................................. 104
Locum Tenens & Moonlighting ................................................................. 105
Malpractice Coverage .......................................................................... 105
Non-discrimination, including Sexual Harassment, Policy ................. 109
Notary Public ...................................................................................... 106
On-Call Rooms & Meals ..................................................................... 106
Parking Services .................................................................................. 106
Paychecks ........................................................................................... 109
Photo I.D.s ......................................................................................... 97
Program Reduction or Closure ................................................................. 16
Residents as Teachers ........................................................................... 25
Risk Management ................................................................................ 107
Safety .................................................................................................... 68
Security ................................................................................................. 108
Transition of Care Policy ..................................................................... 21
Vacation & Meeting Policies ................................................................. 122

Nebraska Medicine & Medical Staff Policies and Services
ACCESS & Outpatient Information .......................................................... 27
Deaths Within University Hospital .......................................................... 32
Infection Control .................................................................................. 33
Information Technology Services .......................................................... 65
Health Information Management ........................................................... 46
Nebraska House/The Lied Transplant Center .......................................... 30
Nursing ................................................................................................. 30
Nutrition (Medical Nutrition Therapy) ..................................................... 60
Pathology & Microbiology .................................................................. 61
Pharmaceutical & Nutrition Care ............................................................ 54
Psychology ........................................................................................... 63
Social Work .......................................................................................... 64
Statement of Institutional Commitment .................................................. 3
Utilization Management ........................................................................ 66
The University of Nebraska Medical Center College of Medicine sponsors graduate medical education programs to provide education opportunities for physicians and to prepare highly qualified physicians to practice the various disciplines of medicine for the health care benefit of the people of the State of Nebraska. The college is committed to providing the necessary educational, financial, and human resources to support these programs. These graduate medical education programs are established under the authority of the Board of Regents of the University of Nebraska.
UNIVERSITY OF NEBRASKA COLLEGE OF MEDICINE
HOUSE OFFICER AGREEMENT
2017 - 2018

THIS AGREEMENT between the Board of Regents of the University of Nebraska, governing body for the University of Nebraska Medical Center College of Medicine (UNMC) and the house officer has been executed and entered into this first day of July, 2017 and shall be effective from July 1, 2017, through and including June 30, 2018. Except as otherwise set forth in this agreement, the benefits, terms, and conditions of employ¬ment of the house officer shall be those set forth in the rules and policies covering “other academic staff” as defined in paragraph 3.1.1.2 of the Bylaws of the Board of Regents of the University of Nebraska. House officers should observe the standards of behavior customary in the hospital to which they are assigned. UNMC and the undersigned house officer hereby agree as follows:

1. **Acceptance.** The house officer wishes to obtain further training in the art and science of medicine. The house officer will enroll in the UNMC College of Medicine as a ________________________________

2. **Responsibilities:** The house officer agrees to obtain and maintain the appropriate Nebraska license or permit to practice medicine while participating in this graduate medical education program. The house officer agrees to participate fully in patient care, and educational programs including the teaching and supervision of the house officers and students. The house officer agrees to adhere to the established practices, procedures, and policies of the institution and to develop a personal program of self-education and professional growth under the guidance of the teaching staff. The UNMC College of Medicine, through its administration and teaching faculty, agrees to use its best efforts to meet or exceed the guidelines relating to house officer education as set forth in the Program Requirements established by the Accreditation Council for Graduate Medical Education and to provide supervision of house officers’ educational experiences. The terms and conditions set forth in this agreement are subject to reasonable rules as established by the accrediting bodies for each training program.

3. **Salary:** Salary for the academic year beginning July 1, 2017, and ending June 30, 2018, shall be ____________

4. **Determination of Salary Level:** House officer salary at the time of appointment is based on the number of prior years of ACGME recognized residency training. Credit towards an advanced house officer level may be given for no more than one year of education outside of the specialty the house officer is entering and only if the training fulfills board requirements of that specialty. House officers who enter a fellowship position following residency training outside the U.S., will start at the level defined by the minimum prerequisite training for that fellowship, regardless of their years of prior training outside the United States. For the purpose of determining salary level, a chief resident year done after the required training is completed will be counted as a year of training provided the house officer is entering a subspecialty in the same discipline.
5. **Insurance Benefits:** As employees of UNMC, house officers may participate in benefits offered to employees such as health, vision, long-term care, and dental insurance, automatic eligibility disability insurance, term life insurance, supplemental accidental death and dismemberment insurance and reimbursement accounts for health care and dependent care.

6. **Vacations:** The house officer shall have four weeks (twenty working days) of paid vacation per year provided that such vacation days shall not include more than eight weekends. Vacation for house officers employed less than one year will be pro-rated. The maximum vacation that may be accrued is six weeks (30 working days). House Officers are encouraged to use their vacation but in the event that clinical demands prevent it, house officers shall be reimbursed for unused vacation time upon termination of employment. House officers may have up to five days of leave with pay per year for approved professional or educational meetings.

7. **Scheduling Professional Leave or Vacations:** Professional meetings and vacation days must be scheduled to assure coverage in accord with minimum staffing standards of the service to which the house officer is assigned. Vacation and meeting days shall be scheduled by delivering a notice in writing at least 30 days in advance of the beginning of the scheduled rotation to both the house officer’s own program and the service to which the individual is assigned and from which leave is to be taken. Conflicts in scheduling of meetings or vacation days shall be resolved by the Office of Graduate Medical Education. Meeting or vacation days not scheduled in the manner described above may nevertheless be taken if approved in advance by the house officer’s program and by the director of the service to which the individual is then assigned.

8. **Sick Leave:** As employees of UNMC, house officers are eligible for family leave, funeral leave, military leave, sick leave, and civil leave as set forth in the UNMC Policies. House officers shall accumulate one day sick leave per month for the first two years of employment; thereafter the provisions applicable to full time permanent academic-administrative staff, as set forth in Section 3.4.3.3. of the Bylaws of the Board of Regents of the University of Nebraska, shall apply.

9. **Effect of Leave on Completion of Educational Program:** In some circumstances, the amount of allowable leave may exceed the amount allowed by the program requirements or by the specialty board requirements to receive credit for a full year of training. Thus, additional training may be required to meet certification or program requirements, as outlined in your program’s policies, if applicable. Details regarding specialty board availability can be found at the board’s web site and also through a link on the Nebraska GMEC Office website.

10. **Non-Discrimination and Prohibited Harassment:** UNMC promotes equal educational and employment opportunities in an academic and work environment, free from discrimination, and/or harassment. UNMC does not discriminate, based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. A detailed policy is contained in the UNMC policies & procedures manual and is reprinted in the Housestaff Manual.
11. **Impaired Physicians and Substance Abuse:** The policy on impaired physicians is provided in the Housestaff Manual.

12. **Accommodation for Disabilities:** The policy on accommodation for disabilities is provided in the Housestaff Manual.

13. **Counseling Services:** Counseling and psychological support assistance are available free of charge. More information is reprinted in the Housestaff Manual.

14. **Professional Activities Outside of the Training Program:** House officers may engage in medical practice outside of their residency program provided such practice does not interfere in any way with the responsibilities, duties, and assignments of the training program and the house officer is in compliance with the following requirements. To moonlight, the house officer must:
   a. Be in the PGY-2 year or above
   b. Not be on a J-1 visa
   c. Be in good academic standing within their training program
   d. Have a full medical license in the state in which they are planning to work.
   Outside practice must be approved in advance by the house officer’s program director. The house officer must apply in writing to the program director before the starting date of the moonlighting. The director will approve or disapprove the proposed moonlighting in writing and the signed statement of permission will be kept in the house officer’s permanent department file and a copy will be kept in the Graduate Medical Education Office. Such approval, once given, shall be withdrawn if it is determined that the moonlighting interferes with the responsibilities, duties, or assignments of house officer’s training program. If approval is withdrawn, the house officer shall be notified in writing as soon as possible, but before the effective date of the practice activity. House officers cannot be required to participate in outside practice. Outside practice includes all moonlighting done in affiliated (internal moonlighting) or non-affiliated hospitals or outpatient practice. All outside practice is subject to College of Medicine duty hour policies. The house officer must keep a log of the hours during the outside practice and enter the times into the departmental duty hour record or present the log to the present director.

15. **Professional Liability Insurance:** UNMC provides professional liability insurance, including tail coverage. This policy covers the house officer while providing patient care either as a part of the training program or as outside medical practice that has been approved according to paragraph 14 above. Details of the malpractice coverage are on the card provided to all new house officers at orientation and also are available at the Graduate Medical Education Office.

16. **Call Rooms and On Call Meals:** UNMC will ensure that call rooms are provided for house officers assigned to in-house call duty. The facilities so provided shall be approved by the Office of Graduate Medical Education and shall, at a minimum, include bed, bath and toilet facilities, a writing desk, and a phone. Meal allowances for up to $8.00 for the evening meal and $5.00 for breakfast will be provided for those house officers required to be in-house overnight at Nebraska Medicine.
17. **Required Off-Campus Training**: When off-campus training within the State of Nebraska is required as part of the training program of any house officer, and conditions require the house officer to reside at a place other than their regular residence, then UNMC shall provide a suitable residence. The residence shall be approved by the Office of Graduate Medical Education and shall provide, at a minimum, a bed, bath and toilet facilities, a writing desk, and a phone. In the event off-campus training is required within the State of Nebraska as part of a house officer’s training program at locations more than 25 miles from the UNMC campus, or for those based at Lincoln, 25 miles from the Family Practice Center, and conditions require the house officer to use a personal vehicle in order to reach such location, then the house officer shall be reimbursed for mileage at the rate provided under current UNMC policy for one round trip to and from the location. This does not preclude reimbursement for other off-campus travel at the discretion of the department or program involved.

18. **Work Environment and Duty Hours**: The policy on work environment and duty hours is in the Housestaff Manual. Accurate reporting of duty hours is important to program planning as well as patient care and safety. Misreporting of duty hours is considered a breach of professional behavior and will affect academic performance evaluation.

19. **Lab Coats and Laundering**: The house officer will be supplied with four lab coats at the beginning of training unless the house officer is enrolled in either a one or two year program, and then the house officer will be supplied with two coats. Coats are laundered without charge to the house officer.

20. **Committees and Councils**: The house officer agrees to participate in UNMC and Nebraska Medicine committees and councils to which they are appointed or invited.

21. **Grievance Procedures**: House officers who have a grievance regarding terms of this agreement should first attempt to resolve the grievance through their program director and chairman. If a satisfactory solution is not found they may ask the Associate Dean for Graduate Medical Education in conjunction with the Graduate Medical Education Committee to resolve the problem. If this does not produce a satisfactory solution, a house officer grievance committee may be convened. Membership on the grievance committee shall be appointed by the Dean, College of Medicine, and shall include three house officers and three faculty members. The grievance committee shall have the following powers and duties:

   A. To establish its own rules of procedure in accordance with the Bylaws of the Board of Regents.
   B. To consider a complaint filed by any house officer alleging any grievance.
   C. To seek to settle the grievance by informal methods of adjustment and settlement, either itself or by using the services of any officer or body directed to settle grievances and disputes by mediation, conciliation, or other informal methods.
   D. To proceed, if informal methods fail to resolve the matter satisfactorily, in accordance with the following principles:
      1. If the grievance alleges that inadequate consideration was given to relevant matters by the person or body which took the action
or made the decision which led to the grievance, the Grievance Committee shall investigate the facts, and, if convinced that inadequate consideration of the relevant matters occurred, state the facts found and the respects in which the consideration was inadequate. The committee may order that the matter be reconsidered by the appropriate person, group, or groups, or recommend that other rectifying actions be taken.

2. The Grievance Committee shall not substitute its judgment on the merits for that of the person, group or groups which previously considered the decision.

3. The committee shall not have the authority to modify any of the provisions of this agreement.

4. The recommendations of the committee shall be reported in writing to the Dean, College of Medicine.

22. **Termination:** Unsatisfactory academic or professional performance or any other breach of the terms of this agreement or of the Bylaws of the Board of Regents shall be sufficient grounds for termination of this agreement by UNMC. If it is determined by the appropriate dean, director, or department chairman that sufficient grounds exist for termination of this agreement, then written notice shall be given to the house officer specifying the facts constituting grounds for termination and the effective date of termination. The house officer so notified shall have the right to file an appeal under the house officer appeal procedure described in the Housestaff Manual.

23. **Appeal Procedure:** The parties expressly agree that the house officer appeal procedure referred to in paragraph 22 shall apply to academic failure of a rotation, suspension, termination or nonrenewal prior to completion of the training program, notwithstanding contrary provisions in other policies and procedures of the University relating to termination of employment or academic dismissal.

24. **Appointment and Advancement:** This agreement shall be for the period commencing July 1, 2017 through and including June 30, 2018. Reappointment to succeeding years of training will depend on the house officer’s satisfactory academic and professional performance, the availability of funding, and continuation of the training program. If the appropriate department decides that the house officer’s agreement shall not be renewed prior to the house officer’s completion of the training program, written notice of nonrenewal specifying the reason for nonrenewal shall be given to the house officer. The house officer shall have the right to file an appeal under the house officer appeal procedure.

The house officer must pass USMLE Step 2 or COMLEX Exams to advance to the HO II level.

The house officer must pass USMLE Step 3 or COMLEX Exams or Part II of the Medical Council of Canada Qualifying Exam to advance to the HO III level. For a house officer who does not meet this requirement, the house officer’s program director may apply to the GMEC for a one-time extension of the requirement for a period of 6 months or less. Until the requirement
is met, the house officer will not advance to the HO III level. At the end of the extension, if the requirement is not met, the house officer will be dismissed.

25. **Certificate:** A certificate of service will be provided for house officers who leave after twelve months or more of service. The certificate will list only those degrees conferred by educational institutions.

26. **Program Reduction or Closure:** The policy regarding program reduction or closure is contained in the Housestaff Manual.

27. **Restrictive Covenants:** The University of Nebraska Medical Center has no restrictive covenants relative to practice or employment of house officers after completion of postgraduate training.

28. **Image Consent/Release:** I hereby consent and authorize UNMC to take photographs or electronic images of me, and I authorize UNMC to use, reuse, copy, publish, display, exhibit, reproduce, and distribute such information technology in any educational or promotional materials or other forms of media, which may include, but are not limited to University or affiliate hospital publications, catalogs, articles, magazines, recruiting brochures, websites or publications, electronic or otherwise, without notifying me.

All employer rights, powers, discretions, authorities and prerogatives are retained by and shall remain exclusively vested in the Board of Regents of the University of Nebraska and the University of Nebraska Medical Center except as clearly and specifically limited by this agreement.

Executed this __________ day of ______________________, 2017.

________________________________________________________

House Officer

Board of Regents of the University of Nebraska

________________________________________________________

By: Department Chair  
Associate Dean  
Graduate Medical Education
Graduate Medical Education Policies
University of Nebraska Residency Program
University of Nebraska Medical Center College of Medicine
Approved May, 1982, General Faculty,
amended December, 1997, amended March, 2000,

I. INSTITUTIONAL ORGANIZATION AND COMMITMENT

A. Sponsoring Institution

1. The University of Nebraska College of Medicine sponsors graduate medical education programs to provide specialty education opportunities for physicians and to prepare highly qualified physicians to practice the various disciplines of medicine for the health care benefit of the people of the State of Nebraska. The College is committed to providing the necessary educational, financial, and human resources to support these programs. These graduate medical education programs are established under the authority of the Board of Regents of the University of Nebraska.

B. Educational Administration

1. The Graduate Medical Education Committee of the College of Medicine oversees all training programs sponsored by the institution. It is responsible for advising on and monitoring all aspects of residency education.

2. Membership: Members are appointed by the Dean, College of Medicine, and approved by vote of the General Faculty of the College. Members include representatives from affiliated institutions, faculty members and residents. Program directors from all residencies are appointed ex officio with vote.

3. The Committee shall meet monthly. Minutes will be kept by the Office of Graduate Medical Education.

4. Duties and responsibilities of the Graduate Medical Education Committee:
   a. Establishment of institutional policies for Graduate Medical Education
   b. Liaison with directors and administrators of affiliated programs
   c. Review of all ACGME letters of accreditation and review of program action plans in response to comments, including standard agenda items as mandated by the ACGME
   d. Regular review of all residency programs:
5. Resident evaluations. A system shall be in effect which documents, at least semi-annually, evaluation of the knowledge, skills, and professional growth of each resident including a final evaluation upon completion of the resident’s graduate medical education.

6. The Office of Graduate Medical Education together with the Graduate Medical Education Committee will periodically assess, following review of the program, all actions which have been taken to address the identified problems in the evaluation process.

II. INSTITUTIONAL POLICIES AND PROCEDURES

A. Quality Assurance

1. House officers shall participate in the quality assurance activities of the clinical services to which they are assigned.

B. Resident Financial Support and Benefits

1. The Dean of the College of Medicine in concert with the Chancellor of the Medical Center is operationally responsible for the allocation of the institutional resources in any given year based on the requirements and capabilities of the individual programs.

2. Residency positions are apportioned with consideration of many factors: the quality of educational experiences that can be provided, the availability of qualified instructors, case mix and number of patients available, specialty health manpower requirements of the state, and availability of support funds.

3. House officer salary, at the time of appointment, is based on the number of prior years of ACGME recognized accredited residency training. Credit toward an advanced house officer level may be given for no more than one year of education outside of the specialty the house officer is entering and only if the training fulfills board requirements of that specialty. House officers who enter an advanced fellowship position following residency training outside of the United States will start at the level defined by the minimum prerequisite training for that fellowship, regardless of their years of prior training abroad. For the purpose of determining salary level, a chief resident year done after the required training is completed will be counted as a year of training provided the house officer is entering a subspecialty in the same discipline.

4. Residents’ responsibilities, duration of appointment, financial support, conditions under which living quarters, meals, and laundry services are provided, conditions of reappointment, grievance procedures and due process, professional liability insurance, health and disability insurance, leaves of absence, duty hours, moonlighting, residency closure/reduction, and restrictive covenants are specified in the current House Officer Agreement.
5. Malpractice coverage during leave of absence is not ordinarily provided. To apply for coverage, a written request from the program director giving the number days of the leave, specific activities, dates, and location as well as reason it should be considered a part of the individual’s training program should be submitted to the Graduate Medical Education Office at least two months in advance of the leave.

6. Each program must assure that the house officer’s name on prescriptions is clearly legible so that they can be contacted by pharmacists when questions arise. The committee recommends that each program supply house officers with prescription forms bearing their name and medical license number.

C. Ancillary Support
1. Policies regarding on call rooms and food services are contained in the current resident agreement.

D. Conditions of Resident Employment
1. All conditions of employment, including the resident contract, salaries, and benefits will be reviewed and voted upon by the Graduate Medical Education Committee.

E. Evaluation and advancement of residents.
1. Written evaluation of house officers. Written evaluation of resident progress in each program will be done at a minimum of every six months with copies sent to the house officer and the Office of Graduate Medical Education. Programs must prepare a written report at the end of each year of training and at the completion of residency stating the overall performance and the number of months of training successfully completed. These summary reports may be substituted for the regular evaluation at the end of the year.

F. Reappointment of House Officers.
1. Reappointment of house officers will depend upon the house officers’ academic and clinical performance, professional behavior, the availability of funding and the continuation of the residency program itself.

2. The house officer must pass USMLE Step 2 or COMLEX Exams to advance to HO II level.

   The house officer must pass USMLE Step 3 or COMLEX Exams or Part II of the Medical Council of Canada Qualifying Exam to advance to the HO III level. For a house officer who does not meet this requirement, the house officer’s program director may apply to the GMEC for a one-time extension of the requirement for a period of 6 months or less. Until the requirement is met, the house officer will not advance to the HO III level. At the end of the extension, if the requirement is not met, the house officer will be dismissed.

3. Notification of non-reappointment. Programs must provide house officers with a written notice of intent not to renew a house officer’s contract no later than four months before the end of the house officer’s current contract.
If the primary reasons for the non-renewal occur within the four months before the end of the contract, the program must provide the house officer with notice of non-renewal as early as circumstances will allow.

4. Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

5. A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion. (Common Program Requirements II.C.1,2)

G. **Certificates: Period of service.**

An official certificate of service will be issued for those house officers who complete a recognized training program. This would include recognized one year preliminary programs and special fellowships. For house officers leaving after one year but have not completed a program of training, the institution will provide a letter attesting to their training and the department may award a certificate or letter of their own.

H. **Procedures relating to unsatisfactory performance and dismissal.**

1. **On Review**

   If questions are raised regarding a house officer’s performance, the house officer may be placed “on review.” “On review” status indicates the house officer’s performance is being more closely scrutinized. The house officer is placed “on review” through written notification to both the house officer and the Graduate Medical Education Office and the house officer’s academic file. This status must be reviewed no later than three months after it is initiated. The status “on review” is generally not reported to outside agencies. In the event that specific information is requested that involves issues regarding the “on review” status, the program director may be obligated to disclose information to agencies that request information.

2. **Probation.**

   If a house officer’s performance is deemed to be unsatisfactory from academic or professional aspects or as a consequence of a breach of the House Officer Agreement or the Bylaws of the Board of Regents, the house officer may be placed on probation. If so, the house officer, the Office of Graduate Medical Education, and the Graduate Medical Education Committee shall be notified in writing. The notice shall include: the specific problems in the house officer’s performance, what will constitute evidence that the problems have been remedied, and the date at which the house officer’s performance will next be reviewed.

   A review of the house officer’s performance must take place within three months following the initiation or extension of probation. At the designated time the department may extend the house officer’s probation, end the probation, or dismiss the house officer.
3. **Dismissal**
Unsatisfactory academic performance, or breach of the terms of the house officer agreement or of the Bylaws of the Board of Regents shall be sufficient grounds for dismissal. Gross failure to perform duties, or illegal or unethical conduct may result in immediate dismissal. The Office of Graduate Medical Education must be notified and provided with all supporting documentation prior to initiating dismissal action.

4. **Grievance and appeals.**
Policies regarding appeal of academic dismissal, unsatisfactory academic performance, or grievances involving terms of the House Officer Agreement are contained in the House Officer Agreement.

### III. PROGRAM PERSONNEL

#### A. Program Director

1. The director of each program is designated by the respective department chair and approved by the Dean, College of Medicine in consultation with the institutional Graduate Medical Education Committee. All program directors must meet Requirement IV.A.1 of the ACGME General Requirements.

#### B. Teaching Staff

1. Each program must have a sufficient number of teaching staff with documented qualifications to instruct and supervise adequately all residents in the program.

2. The program director must assure that all members of the teaching staff demonstrate a strong interest in the education of residents, sound clinical and teaching abilities, support of the goals and objectives of the program, a commitment to their own continuing medical education and participation in scholarly activities.

3. Each program must designate a member of the teaching staff at each participating institution who is responsible for the day-to-day activities of the program at that institution under the overall direction of the program director.

4. The teaching staff of each program must have regularly documented meetings to review program goals and objectives and review how well the program is meeting those goals. At least one resident representative should be participate in the reviews.

5. The teaching staff of each program should periodically evaluate the utilization of the resources available to the program, the contribution of affiliated institutions if applicable, the financial and administrative support of the program, the volume and variety of patients available to the program for educational purposes, the performance of members of the teaching staff, and the quality of supervision of residents.
IV. PROGRAM RESEARCH AND SCHOLARLY ACTIVITY

1. Each program must establish an environment supportive of research and scholarly activity by their residents. The graduate medical education committee, through its periodic review of programs assesses programs’ success in this regard.

V. ELIGIBILITY

Applicants with one of the following qualifications are eligible for appointment to UNMC postgraduate training programs.

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
   - Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or
   - Have successfully completed a Fifth Pathway program provided by an LCME accredited medical school.
4. Acceptance of applicants into a postgraduate training program (residency or fellowship) at the:
   - HO II year requires the passage of USMLE Steps 1 and 2 or its equivalent.*
   - HO III year or beyond requires the passage of the USMLE Steps 1, 2 and 3 or its equivalent.*
5. Prior to entrance into the program, the applicant must provide appropriate documentation satisfying the University’s requirements as stated above.
6. Prior to beginning postgraduate training, each house staff physician must possess either a Temporary Educational Permit or a permanent license in Nebraska.

*Footnote: Equivalent exams include: COMLEX, Licentiate of the Medical Council of Canada Qualifying Exam (LMCC), NBME, FLEX, or a combination of exams recognized by the State of Nebraska Regulations and Licensure Agency known as “Hybrid Exams” include: 1) Any combination of NBME Parts I, II, III and USMLE Steps 1, 2 and 3; 2) Flex Component I with USMLE Part 3; 3) Combination of NBME Components I, II or USMLE Steps 1, 2 with Flex Component 2.

VI. SELECTION

1. Each program selection committee must ensure that the program selects from among eligible applicants on the basis of their preparedness, ability, academic credentials, communication skills and personal qualities such as motivation, integrity and professionalism. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability or veteran status.
2. UNMC Graduate Medical Education programs participate in the National Resident Matching Program (NRMP), if applicable. Selection of house staff through the NRMP is preferable, when possible. When programs are enrolled in the NRMP, house staff accepted outside of the match must be approved by the Associate Dean for Graduate Medical Education.

3. All candidates for postgraduate training will submit a completed application with appropriate documentation of training and other materials requested, and when possible, have a personal interview with members of the program selection committee.

4. The program selection committee will rank the candidates for entrance into the NRMP, where appropriate, for selection based on qualifications.

VII. PROGRAM REDUCTION OR CLOSURE

If a postgraduate program is at risk for reduction or closure either by the University of Nebraska Medical Center for financial or administrative reasons or by loss of ACGME accreditation, the University will inform the house staff physicians as soon as possible and will make every effort available to place the current house staff physicians into another similar approved program elsewhere or transfer the house staff physicians to another program within the institution. Where possible, house staff physicians will be allowed to complete the academic year in progress.

Institutional GME Supervision Policy for Residents and Fellows University of Nebraska Medical Center

PURPOSE:

To establish institutional standards for faculty supervision of residents and fellows, hereafter referred to as residents, to ensure optimal educational effectiveness and compliance with ACGME institutional requirements.

SCOPE:

The policy applies to all UNMC residents appointed to GME programs sponsored by the University of Nebraska Medical Center (UNMC); including The Nebraska Medical Center, Omaha Veterans Administration Medical Center, Omaha Children’s Medical Center, and other clinical sites where UNMC residents are engaged in patient care. The policy applies to residents and fellows appointed to ACGME accredited and non-ACGME accredited programs.

All UNMC GME programs must adhere to the minimum standards put forth in this policy. Programs must supplement this policy with program-level supervision policies, with written descriptions of supervision requirements for each clinical rotation. In addition, programs must adhere to other supervision requirements
of other entities if these policies exceed the standards put forth in this policy. Other supervision policies may include, but are not limited to:

1. Medical staff policy for the institution
2. Standards required by TJC, CMS, or other regulatory/accrediting bodies
3. Individual ACGME program requirements

The standards put forth in this policy do not ensure compliance with standards required for billing purposes.

DEFINITIONS:

1. **Supervising Physician**: A faculty physician, or a senior resident or fellow.
2. **Levels of Supervision**: Four levels of supervision are defined.
   a. **Direct**: The supervising physician is physically present with the resident and the patient.
   b. **Indirect**: There are two types of indirect supervision:
      i. Indirect supervision with direct supervision immediately available: The supervising physician is present in the hospital (or other site of patient care) and is immediately available to provide Direct Supervision. The supervisor must not be engaged in other activities (such as a patient care procedure) which would delay his/her response to a resident requiring Direct Supervision.
      ii. Indirect supervision with direct supervision available: The supervising physician is not required to be present in the hospital or site of patient care, or may be in-house but engaged in other patient care activities, but is immediately available through telephone or other electronic modalities, and can be summoned to provide Direct Supervision.
   c. **Oversight**: The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.

POLICY:

**Supervision by faculty physicians/medical staff**

1. At all times and at all training sites, patient care performed by residents will be under the supervision of a qualified supervising physician faculty with appropriate privileges and credentialed to provide the required level of care.
2. Programs must define the level of supervision required for each clinical experience for each level of training using supervision definitions provided in this policy.
3. Resident supervision must be monitored by each program and by the institution.
4. Emergencies: An “emergency” is defined as a situation where immediate care is necessary to preserve the life or to prevent serious impairment of the health of a patient. In such situations, any resident, assisted by medical center personnel, is permitted to do everything possible to save the life of the patient.
Communication

1. Programs must set guidelines for circumstances and events in which residents must communicate with appropriate supervising physician faculty, such as the transfer of a patient to an intensive care unit, or end-of-life decisions. Residents must notify the supervising physician faculty of significant changes in the patient’s condition. Residency programs must designate circumstances when residents are required to notify the supervising faculty physician.

Progressive Responsibility of Residents

1. Faculty members functioning as supervising physicians should delegate portions of care to residents, based on the needs of the patient and the skills of the residents.

2. Senior residents or fellows should serve in a supervisory role of junior residents in recognition of their progress toward independence, based on the needs of each patient and the skills of the individual resident or fellow.

RESPONSIBILITIES:

Ensuring appropriate resident supervision is the responsibility of the program director, faculty physicians, departmental leadership, and the institution. Specific responsibilities are as follows:

1. **Supervising faculty physicians:** Supervising faculty physicians are responsible for ensuring patient safety and quality of care. Supervising physicians may not provide direct supervision of all aspects of patient care, but they are ultimately responsible for the care of each patient.

2. **Supervising senior resident physician:** Supervising fellows or senior residents are responsible for the care provided to each patient by residents under their supervision and informing and consulting with the supervising faculty physicians when required.

3. **Residents:** Residents under the supervision of physician faculty and senior residents or fellows are responsible for reviewing the level of supervision for each curricular component (clinical rotation, procedure) prior to beginning a clinical rotation and the level of supervision required for each rotation and for each procedure. Within the scope of the training program, all residents must function under the supervision of faculty physicians.

4. **Program Directors (PDs):**
   a. Provide a curriculum, including clinical rotation summaries, delineating resident responsibilities for patient care, progressive responsibility for patient management, and supervision of residents over the continuum of the program.
   b. Assign progressive authority and responsibility, conditional independence, and a supervisory role in patient care based on specific criteria reviewed
by the clinical competency committee for each program, and supervising faculty members for each clinical experience.

c. Review the levels of supervision with residents, supervising faculty physicians, and appropriate nursing and administrative staff.

d. Provide a specific statement identifying any exceptions for individual residents to supervising physicians and appropriate nursing and administrative staff, as applicable.

5. **Graduate Medical Education Committee (GMEC):** The GMEC will provide oversight of the appropriateness of supervision through regular review of hospital data, program data, and ACGME data (faculty and resident surveys) by the Clinical Learning Environment Operations Committee annually.

**PROCEDURES**

1. **Inpatient Admissions:** For patients admitted to an inpatient service of the medical center, the supervising faculty must physically meet, examine, and evaluate the patient with 24 hours of admission including weekends and holidays or sooner if the clinical condition warrants.

2. **Continuing Care of Inpatients:** For continued care of admitted patients, supervising faculty must provide Indirect Supervision with Direct Supervision available. Supervising faculty must physically meet, examine, and evaluate the patient on a daily basis, including weekends and holidays. Faculty is expected to be personally involved in the ongoing care of the patient’s assigned. The supervising practitioner must be identifiable for each resident’s patient care encounter.

3. **Discharge from Inpatient Status:** The supervising faculty, in consultation with the resident, ensures that the discharge of the patient from an inpatient service of the medical center is appropriate and based on the specific circumstances of the patient’s diagnoses and therapeutic regimen; this may include physical activity, medications, diet, functional status, and follow-up plans.

4. **Transfer from Inpatient Service to Another Service or Transfer to Different Level of Care:** The supervising faculty, in consultation with the resident, ensures that the transfer of the patient from one inpatient service to another or transfer to a different level of care is appropriate and based on the specific circumstances of the patient’s diagnoses and condition. The supervising faculty from the transferring service must be involved in the decision to transfer the patient. The supervising faculty from the receiving service must treat the patient as a new admission.

5. **Inpatient Consultations:** For consultations to an inpatient service of the medical center, the supervising faculty must physically meet, examine, and evaluate the patient within 24 hours of the consultation order including weekends and holidays or sooner if the clinical condition warrants.
6. **Intensive Care Units (ICUs), including Adult and Pediatric Medical, Cardiac, and Surgical ICUs:** For patients admitted to, or transferred into, an ICU of the medical center, the supervising faculty must physically meet, examine, and evaluate the patient as soon as possible, but no later than 24 hours after admission or transfer, including weekends and holidays.

7. **Outpatient Care:** For patients in outpatient clinics, supervising faculty must provide indirect supervision with direct supervision immediately available/available. Faculty is expected to be personally involved in the ongoing care of the patient’s assigned. The supervising practitioner must be identifiable for each resident’s patient care counter.

8. **Operating Room (OR) Procedures:** Supervising faculty must provide appropriate supervision for the patient’s evaluation, management decision, and procedures. (Direct supervision/indirect supervision with direct supervision immediately available.) Determination of the level of supervision is a function of the level of responsibility assigned to the individual resident involved and the complexity of the procedure.

9. **Non-OR Procedures**

   a. **Routine Bedside and Clinic Procedures:** Routine bedside and clinic procedures include: skin biopsies, central and peripheral lines, lumbar punctures, thoracentesis, paracentesis, and incision and drainage. Supervision for these activities is dependent on the setting in which they occur. Documentation standards must follow the surgical setting-specific guidelines.

   b. **Non-Routine, Non-Bedside Diagnostic or Therapeutic Procedures:** Non-routine, non-bedside, diagnostic, or therapeutic procedures (e.g., endoscopy, cardiac catheterization, invasive radiology, chemotherapy, radiation therapy) are procedures that require a high level of expertise in the performance and interpretation. Although gaining experience in doing such procedures is an integral part of the education of the resident, such procedures may be done only by the residents with the required knowledge, skill, and judgment and under an appropriate level of supervision by a supervising faculty. Supervising faculty is responsible for authorizing the performance of such procedures and must provide Direct Supervision. Supervision for these procedures takes into account the complexity and inherent risk of the procedure, the experience of the resident, and assigned graduated levels of responsibility.
Transitions of Care Policy
Graduate Medical Education
University of Nebraska Medical Center

PURPOSE:
To establish institutional standards for residents and fellows, hereafter referred to as residents, to ensure optimal educational effectiveness and compliance with ACGME institutional requirements as related to transitions of care.

SCOPE:
The policy applies to all UNMC residents appointed to GME programs sponsored by the University of Nebraska Medical Center (UNMC); including The Nebraska Medical Center, Omaha Veterans Administration Medical Center, Omaha Children’s Medical Center, and other clinical sites where UNMC residents are engaged in patient care. The policy applies to residents and fellows appointed to ACGME accredited and non-ACGME programs.

All UNMC GME programs must adhere to the minimum standards put forth in this policy. Programs may supplement this policy with program-level transitions of care policies. In addition, programs must adhere to other transitions of care requirements of other entities if these policies exceed the standards put forth in this policy. Other transitions of care policies may include, but are not limited to:

1. Medical staff policy for the institution
2. Standards required by TJC, CMS, or other regulatory/accrediting bodies
3. Individual ACGME program requirements.

DEFINITIONS:
A handoff is the process of transferring information and authority and responsibility for a patient during transitions of care. Transitions include changes in providers, whether from shift to shift, service to service, or hospital or clinic to home. Transitions also occur when a patient is moved from one location or level of service to another, such as emergency department to inpatient floor or operating room to post-anesthesia recovery room.

Both written and verbal handoffs are important, and each has a different purpose. Written handoffs can provide detailed information that serves as a reference for the receiving provider. Verbal handoffs allow discussion and cross-checking with the receiving provider to be certain that he/she has understood the information being provided.
**POLICY:**

I. It is the policy of the University Of Nebraska College Of Medicine that each residency and fellowship program develops standards that provide for the safe transfer of responsibility for patient care. The format for transfer of care may vary, but each program’s standards must ensure continuous, coordinated delivery of care in settings that are appropriate to patients’ needs, including arrangements that extend beyond the inpatient setting into the community and the home.

II. Each residency and fellowship program must develop a handoff policy that outlines the expectations for transfer of responsibility for patient care in all the settings and situations in which handoffs occur. The amount of information to be included in the process will vary depending on the functional role of the resident or fellow in patient care. Residents and fellows providing continuous and direct care and taking responsibility for order writing require a higher level of information exchange than those with less continuous duties, such as consultative or supervisory services. At a minimum, that policy must address the following:

1. **The time and place that routine handoffs should be expected to occur.** The location should be chosen so as to minimize distractions and interruptions and where all needed resources are available (e.g., appropriate information systems). The handoff process MUST allow the receiving physician to ask questions, so written handoff alone is not acceptable. The time chosen should be as convenient as possible for all participants.

2. **The structure or protocol for handoffs.** Programs must ensure that verbal handoffs have predictable content and structure. Mnemonics may be helpful in this regard. *Appendix A* provides examples of a commonly used mnemonics.

Time for questions must be a part of all verbal handoffs. A process for verification of the received information, including repeat-back or read-back, as appropriate (JCAHO).

**Written handoffs** must be structured and organized so that information is provided in a predictable format or is readily available for each patient. Programs should develop implement standardized written handoff templates within the hospital electronic health record (EHR) no later than January 1, 2015. Written information for residents and fellows providing continuous care and taking responsibility for order writing should include the following:

- Identifying information –Name, location, medical record number
- Code Status
- Primary Diagnosis
- Prioritized active problem list, including recent changes in condition or treatment plan (as necessary)
- Medications and other treatments
- Allergies
• Important contact information (e.g., patient’s attending of record, family, referring physician)
• Follow-up tasks to complete with suggested plan of action. Programs should consider using “if-then” statements to guide such action plans. Examples may include follow-up on pending diagnostic studies and bedside assessment of a patient for serial examination
• Contingency planning for anticipated problems with suggested plan of action. Programs should consider using “if-then” statements to guide such action plans. Examples include expected or previously encountered problems during cross-cover, medications to specifically avoid, and social issues that may be encountered.

Written information for trainees in a supervisory or consultative role must include sufficient information to understand and address active problems likely to arise during a brief period of temporary coverage, or to assume care without error or delay when care is transferred at a change of rotation or service.

3. **All patients for whom a resident or fellow is responsible must be included in the handoff. All information should be updated prior to each subsequent handoff.**

III. Each residency and fellowship program must inform their trainees about the institutional and program-specific handoff policies. Trainees must be informed about the reasons for these policies and the expectation that the policies be followed.

Each program must develop a system for assessing the effectiveness of resident handoffs and for monitoring compliance with handoff policies. Programs are encouraged to develop assessment programs that include direct observation of learners by faculty or senior trainees. Program-level assessment will be monitored through annual institutional program evaluations.

IV. **Transitions of service**

1. Except for transfers in emergency situations, a transfer note must be provided by the “sending” resident when a patient is transferred to a different level of care or to a different service. No transfer note is required if a patient is being relocated but will be cared for by the same service; when a patient is being admitted from the Emergency Department, the Emergency Department record serves as the transfer note. A “transfer acceptance note” must be documented by the receiving service.

2. An “off-service” note must be written by the responsible resident when the entire resident care team rotates off service on the same day and the team has cared for the patient for more than 48 hours (24 hours for ICU care). This note should provide a sufficient summary of the patient’s hospitalization and proposed plans so that the next resident(s) can assume knowledgeable care of the patient in an efficient manner.
3. When the responsible prescriber (resident) changes, nursing staff and all others who may need to contact the provider promptly must be notified of the change before noon of the day of service change.

V. Discharges

1. The discharging resident must ensure that prescriptions for discharge medications are written and available at the time of discharge.

2. The discharging resident must ensure that the discharge worksheet is completed and is accurate. The discharge worksheet must not be changed after the patient has been discharged.

3. The discharging resident is responsible for ensuring that information about clinically important laboratory, radiologic, or other results that come to a prescriber after a patient leaves the hospital is conveyed either to the patient or his/her primary care provider. This contact should be documented in the medical record.

Appendix A:

Commonly used handoff mnemonics:

- **SBAR-Q**
  - **S**ituation: Summarize patient demographics and primary problem(s), code status
  - **B**ackground: PMH, active problems, recent or upcoming procedures, etc.
  - **A**ssessment: Clinical status, recent changes in condition or treatment plan, follow-up tasks with action plan
  - **R**ecommendations: Contingency planning
  - **Q**uestions

- **SAIF-IR**:
  - **S**ummary: Summarize patient demographics and primary problem(s), code status
  - **A**ctive problems and management
  - **I**f-then contingency plan
  - **F**ollow-up tasks and plan
  - **I**nteractive questions
  - **R**ead-backs: to verify received information

- **SIGNOUT**
  - **S**ick or DNR: highlight sick or unstable patients, identify DNR/DNI patients
  - **I**dentifying data: name, age, gender, diagnosis
  - **G**eneral hospital course
  - **N**ew events of the day
  - **O**verall health status/clinical condition
  - **U**pcoming possibilities with plan, rationale
  - **T**asks to complete overnight with plan, rationale
Residents as Teachers of Medical Students and Other Learners
Graduate Medical Education
University of Nebraska Medical Center

PURPOSE:
To establish institutional standards for residents and fellows, hereafter referred to as residents, to ensure optimal educational effectiveness and compliance with the Accreditation Council for Graduate Medical Education (ACGME) institutional requirements and the Liaison Committee for Medical Education (LCME) standards, specifically the central organization and monitoring of educational activities for residents in preparation for their roles as teachers and evaluators of medical students.¹

SCOPE:
The policy applies to all UNMC residents appointed to graduate medical education (GME) programs sponsored by the University of Nebraska Medical Center (UNMC); including The Nebraska Medical Center, Omaha Veterans Administration Medical Center, Omaha Children’s Medical Center, and other clinical sites where UNMC residents are engaged in teaching of medical students. The policy applies to residents and fellows appointed to ACGME accredited and non-ACGME programs.

All UNMC GME programs must adhere to the minimum standards put forth in this policy. Programs may supplement this policy with program-level ‘resident as teacher’ policies.

BACKGROUND
Residents supervising or teaching medical students must be familiar with the educational objectives of the course or clerkship and be adequately prepared for their roles as teachers and evaluators of medical students. The LCME standards for medical schools, specifically ED-3 and ED-24, require the following:

ED-3. The objectives of a medical education program must be made known to all medical students and to the faculty, residents, and others with direct responsibilities for medical student education and assessment.

ED-24. At an institution offering a medical education program, residents who supervise or teach medical students and graduate students and postdoctoral fellows in the biomedical sciences who serve as teachers or teaching assistants must be familiar with the educational objectives of the course or clerkship rotation and be prepared for their roles in teaching and assessment.
The ACGME also requires assessment of resident teaching for some specialties through milestone assessments.²

**POLICY**

1. **GME Program Level**
   a. Programs must ensure that all residents involved in medical student teaching receive educational objectives for the respective courses, clerkships or rotations.
   b. Programs must ensure that the director of the course, clerkship director, or rotation director provides an orientation for the residents addressing medical student teaching and evaluation.
   c. Program must provide residents with educational resources (courses, workshops, online modules, other printed materials) addressing medical student teaching and evaluation at least annually; and provide documentation of successful completion of these activities by all residents to the UNMC GME Office.
   d. Programs must monitor teaching performance of their residents through medical student assessments and remediate poor performance.
   e. Residents or fellows who do not receive specific training in teaching and evaluation will not be allowed to supervise medical students until such training is completed.

2. **Institution Level**
   a. The GME Office must provide central monitoring of resident participation in educational activities through oversight of program-level reporting.
   b. The GME Office must provide a summary of these educational activities, including resident participation in these activities, to the college of medicine Curriculum Committee and Graduate Medical Education Committee (GMEC) annually.
   c. The GME Office will expand the scope of the Faculty Development subcommittee of the GMEC to facilitate the development and/or delivery of appropriate resources to address resident teaching and evaluation skills.

**REFERENCES**

1. Liaison Committee on Medical Education (LCMETM). Functions and Structure of a Medical School: Standards for Accreditation of Medical Education Programs leading to the M.D. Degree. © June 2013

2. [http://acgme.org/acgmeweb/Portals/0/PDFs/Milestones/SurgeryMilestones.pdf](http://acgme.org/acgmeweb/Portals/0/PDFs/Milestones/SurgeryMilestones.pdf)

*Approved by GMEC: February 19, 2015*
To admit a patient to Nebraska Medicine, the next pages will provide the necessary information to assist you.

Admissions may be schedule via telephone with the Patient Placement Unit (Bed Office/PPU) by calling 402-559-BEDS (2337).

Future admissions should be scheduled as early as possible.

To assure that beds are available for admissions, discharge planning is extremely important.

**Admission Order Definitions** (requests for beds are for the following patient class types)

The following definitions are in current use at Nebraska Medicine. These definitions all equal a need for a patient bed and for the purposes of allocation will be used interchangeably.

**Observation** – this patient class should be used when additional time is needed to determine if a patient in Ambulatory has a change in medical condition during their recovery time, such as: uncontrolled pain, uncontrolled bleeding, persistent nausea/vomiting, fluid/electrolyte imbalance, unstable level of consciousness.

**Ambulatory/Ambulatory Procedure** – this patient class is utilized for the purpose of outpatient surgical/diagnostic procedures, when the patient is expected to have a normal recovery or extended stay without condition change and be discharged in less than 24 hours.

**Inpatient Bed** – this patient class is utilized for the purpose of inpatient services when the patient condition cannot be evaluated/treated within 24 hours and/or rapid improvement of the patient’s condition is not anticipated within 24 hours. Inpatient would also be indicated for Ambulatory/Observation patients having a serious change in medical condition that warrants more than 24 hours of hospital care. This patient class should also be used for those patients having surgical procedures on the Medicare Inpatient only procedure list.

If you have questions regarding patient status contact the Utilization Management Manager at 402-552-3910.
Admissions:
Admissions are considered “scheduled” if the Patient Placement Staff is notified at least the day before admission. Physicians are urged to notify PPU as soon as you and your patient decide hospitalization is necessary and an admission date has been determined.

Scheduled admissions allow ACCESS to pre-register the patient either in person or by phone. The patient will receive assistance with directions and services as needed.

Pre-Admission speeds the patient to the care area allowing the plan of care to begin as soon as possible.

Please be aware of the hospital’s Financial Assessment policy. When non-emergent services are requested, Nebraska Medicine must be assured that the patient will be able to meet their financial obligations to Nebraska Medicine prior to the provision of those non-emergent services. Non-emergent services will not be rendered until the requirements of the assessment process have been met. If a patient is pre-registered, PFS is able to verify insurance and make arrangements for payment, etc. prior to admission. PFS always notifies the physician of any pertinent financial concerns.

Emergency or same day admissions should be called to the Patient Placement Unit at 402-559-BEDS (2337), immediately. Emergencies are given priority and are admitted regardless of ability to pay for hospital services.

The following information is needed when booking a patient with the Patient Placement Unit:
A. Patient’s last and first name
B. Date of birth, sex
C. Diagnosis/procedure/core measure identification
D. Admitting/attending physician
E. Referring physician
F. Primary physician
G. Where is the patient now/ETA
H. Requested accommodation
I. Isolation need and type if applicable
J. Date of admission
K. Requestor name and call-back number

PEDIATRIC UNITS:
Age Classification:
The ages for the Pediatric Units are as follows:
Ages 6 weeks to 16 years

PRIVATE ROOMS:
Private rooms are limited on some units and medical necessity will take precedence over patient request.
INCREASED OCCUPANCY:
In times of increased occupancy it may not always be possible to place the patient in the first choice of specialty area or accommodation. To avoid a delay in care, the patient may be placed on another nursing unit that can accommodate the requested level of care.

PRE-ADMISSION REVIEW REQUIREMENTS OF THIRD PARTY PAYORS
Many third party payors require a pre-admission review. Failure to do so may result in full or partial denial of payment. Some insurance companies place this responsibility on the patient. Many put the responsibility on the physician or his/her designee.

The information the payors will request generally includes the patient’s name, age, current address, and insurance identification number. They will ask the reason for admission, e.g. a tentative diagnosis, history of the chief complaint, pertinent past medical history, current medication, and any lab or x-ray results available, the physician’s plan of care and any scheduled procedures. A yes or no answer to the admission request will be given. If a reference number is given, this number must be forwarded to the PFS Operations Manager’s Office (ZIP 8140) so that it may be used for billing purposes.

REGISTRATION/Scheduling
Patient Registration staff will register all new patients with the exception of decentralized areas.

For the convenience of our patients Nebraska Medicine now offers on-line pre-registration. Once your patient is scheduled for services at Nebraska Medicine they may go to www.nebraskamed.com/reg to complete their registration on-line. The on-line registration process should be completed 24 hours prior to your patient’s scheduled appointment. Patients who have questions or prefer to register via phone or in person still have that option as well. To register via phone patients may call 402-552-3251 or 800-552-8802.

Surgical, invasive radiology and cardiovascular scheduling are scheduled with the department performing the service.

Outpatient ancillary testing and coordination of outpatient services are scheduled through the ACCESS Services Centralized Scheduling office at 402-559-2500.

FINANCIAL ASSESSMENT
In recognition of the partnership in healthcare between Nebraska Medicine and its patients, a process is maintained to assist patients and their families in meeting their financial obligations to Nebraska Medicine. Nebraska Medicine will not refuse any patient treatment of an emergent nature based on the ability to pay.

Financial Counseling will be performed by qualified individuals and can be contacted at the below numbers.

Patient Access Financial Counseling  402-559-5346
Transplant Financial Counseling  402-559-8346
NEBRASKA HOUSE/THE LIED TRANSPLANT CENTER

Nebraska House is a guest facility located on campus. This facility is for patients receiving treatment at Nebraska Medicine and their families. Laundry facilities, exercise room, and patient resource center are just some of the many amenities available.

We suggest anyone needing a room to contact their clinic or referring physician’s office. An online form can be completed to request a room and/or the patient can be given a list of nearby hotels which often offer discounted rates. On-campus requests cannot be guaranteed due to the nature of their use. For the convenience of the medical staff and patients, the guest services desk is operated 24 hours a day, 7 days a week.

Telephone number: 402-559-5599
888-805-1115 (Toll Free)

Address: The Lied Transplant Center
Nebraska House
987600 Nebraska Medical Center
Omaha, NE 68198-7600

Manager: Cathy Miedl
Hospitality Services Manager

NURSING
Nebraska Medicine – South/University Hospital and
Nebraska Medicine – North/Clarkson Hospital
Suzanne Nuss, PhD, RN
Chief Nursing Officer
Nebraska Medicine
402-559-8815

The nurses of Nebraska Medicine would like to help with your transition into the medical center arena. This information will give you some basic insight into the organization of nursing at Nebraska Medicine.

1. Organization
Each nursing care unit is led by a Director and Manager. Many of the units also have an Associate Nurse Manager. The majority of the units are run utilizing nurses who work 12 hour shifts. Nursing is committed to partnering with you as a colleague to provide the best care for our patients. If you have suggestions, concerns or kudos please share with those closest to the issue, i.e. if it is with a nurse please interact
directly with that nurse, if that is not possible then do so with the lead or manager. The Director will always be willing to assist with any issues but the quickest route to resolution is with the person closest to the issue. If you feel the kudos or concern needs to be escalated please go to the manager, then if needed the Director. The Chief Nursing Officer is always available and willing to assist but respects the right of the areas to handle both kudos and concerns directly.

2. Communication
We welcome open direct communication and hope that you will take advantage of our open door policy utilizing the process described above.

If you need immediate nursing assistance with issues on off-hours and weekends, there is a nursing resource coordinator on duty. This nurse can be contacted via the operators. However, for critical unit issues, the managers and directors would be happy to respond to your call. They can also be reached via the hospital operators.

Please assist the nursing staff in getting to know you by introducing yourself when rounding or calling the units. They will do the same. You have an open invitation to attend our nursing director or manager meeting to meet the leadership team. Please contact the Chief Nursing Officer to get on the agenda at either of these meetings.

3. Care Delivery
Emphasis is on partnering or collaborating to care for patients. As you round on the various patient care areas, you will note differences both in personnel and physical environment.

One similarity is that all patient rooms have white communication boards inside the room. These boards have the name of the nurse caring for the patient that shift along with the times of scheduled tests or therapies. Most of the units also have staff magnets outside of patient rooms. These magnets include the picture, name and Voalte phone number for the nurse caring for the patient.

4. Orders
In order to facilitate timely and accurate processing of orders please assist us by doing the following:
   a. Discuss all urgent and stat orders with the nurse assigned to your patient in person or via phone
   b. You are expected to enter all orders electronically in One Chart
   c. Telephone and verbal orders are to be used infrequently
      1. Verbal orders can only be used when you are delivering emergency medical care or working under sterile conditions

31
DEATHS WITHIN NEBRASKA MEDICINE

All patients’ deaths within Nebraska Medicine must be reported to the Acute Bereavement Service (ABS). Without exception. ABS is charged with processing all paperwork related to patients’ deaths, including coroner notification, autopsy authorization, organ/tissue donation, and are resources in donation to the anatomical board, and funeral home contacts. Additionally, ABS personnel provide emotional and spiritual support to families of deceased patients at Nebraska Medicine and can provide referral information for pastoral support or outside counseling if requested.

ABS personnel ensure that all families are offered the option of having an autopsy performed at Nebraska Medicine.

If medically indicated, all families of deceased patients are offered the opportunity to donate organs and/or tissue. The opportunity for donation is presented to the family by a member of the Nebraska Organ Recovery System (NORS) or the Lions Eye Bank of Nebraska (LEB).

For all deaths, ABS must be contacted at the time of death; however, contact prior to an impending death is strongly encouraged. (Please refer to policy TX02.)

ABS personnel may be contacted through the Hospital Operator or WEB on-call at any time by asking for the Acute Bereavement Service (ABS) person on-call. Personnel are available on a 24-hour basis.

Questions can be addressed to the Spiritual Care Department at 2-3219.

2. Telephone orders may be entered by nursing staff if you do not have access to a computer and are not physically present. You will need to remain on the phone as the nurse enters the order(s) to answer any decision support questions that are imbedded and for the nurse to read back the order as entered.

5. Collaboration
Nursing has implemented many initiatives to attract and keep staff. One of those is a healthy work environment. Our satisfaction surveys demonstrate that physicians and staff have a good relationship. We pride ourselves in continually building that relationship through mutual respect. We look forward to partnering with you to deliver extraordinary care to our patients.
INFECTION CONTROL
Mark E. Rupp, M.D.
Medical Director, Department of Healthcare Epidemiology
SSP – Room 3016A
402-559-5276

Department of Healthcare Epidemiology at Nebraska Medicine operates under the direction of the Medical Staff Infection Control Committee. This committee is comprised of members from a variety of clinical areas, hospital administration, auxiliary departments and nursing. The Infection Control program is responsible for maintaining surveillance; providing a coordinated approach to the study of all hospital infections determining hospital policy relating to infection control; conducting special studies as indicated; monitoring of antibiotic use; and assisting with educational aspects of infection control. The hospital is also a member of the National Healthcare Safety Network (NHSN), conducted by the Centers for Disease Control and Prevention.

INFECTION CONTROL PROGRAM PERSONNEL

Dr. Mark Rupp, Professor of Infectious Diseases, serves as the Medical Director of the Department of Healthcare Epidemiology and as the Hospital Epidemiologist. He acts as a consultant to the medical staff in the area of disease control and to the Infection Control Specialists in all aspects of the program. He assumes emergency authority for investigation of epidemics and implementation of infection control measures, and acts as a liaison officer between the local health department and CDC. He may be reached at his office, 402-559-5276, or by pager 402-888-2417.

Nedra Marion is the Manager of the department and coordinates the infection control program. Nedra can be reached by pager at 402-888-2287. There are six Infection Control Specialists on staff. They are responsible for performing surveillance for infection; investigation of unusual increases or clusters of infection; and acting as consultants to hospital personnel on matters of infection control. They may be reached at 402-559-5276 or by paging the specialist on call.
SURVEILLANCE PROGRAM

Standard definitions and criteria from the Center for Disease Control and Prevention (CDC), National Healthcare Safety Network (NHSN) are utilized by infection control personnel to determine presence of infections in patients. A summary of hospital acquired infections in inpatient areas and selected surgical site infections is prepared from this information. This information is reviewed by the Infection Control Committee and serves as a basis for establishing control measures. A summary of information is compiled annually and is available upon request.

INFECTION CONTROL POLICIES

We recognize that not all infections can be prevented. However, infections can be reduced by application of appropriate infection control measures. Therefore, policies have been developed which are based on practices of proven efficacy in control of infections. In addition, a number of practices which seem prudent and rational, but which at this time do not have conclusive evidence of their effectiveness, have been developed. The complete policies may be found with Nebraska Medicine Policies and Procedures on the intranet, (Surveillance, Prevention, and Infection Control section). A brief overview of the policies follows:

Standard and Transmission Based Precautions

Standard Precautions (SP) are to be used in care of all patients at Nebraska Medicine and research subjects at University of Nebraska at Omaha (UNMC). Any blood or body fluid is considered a potential source of bloodborne disease. Standard precautions involve protecting yourself and others from ALL blood and body fluids (except sweat), tissues and slides.

Gloves are to be worn when touching blood and body fluids, mucous membranes, or non-intact skin of all patients. This includes performing vascular procedures and when handling items or surfaces soiled with blood or body fluids.

Gloves are to be removed immediately after completion of the procedure.

Hand hygiene is essential even though gloves are used.

Gowns are to be worn during procedures that are likely to generate splashes of blood or body fluids.

Masks and protective eyewear are to be worn during procedures that are likely to generate splashes of blood or body fluids.

All skin surfaces exposed to blood or other body fluids must be washed immediately and thoroughly.
Transmission Based Precautions are used to isolate patients with specific documented or suspected infections. They include the following:

- Contact Precautions
- Droplet Precautions
- Airborne Precautions

Persons exhibiting signs or symptoms of an infectious respiratory tract illness will be asked to wear a surgical mask, contain respiratory secretions and practice hand hygiene.

**Contact Precautions:** Are used for patients who have organisms that can be transmitted by either direct or indirect contact.

Contact isolation requirements: Always follow standard precautions

- Wear gown and gloves each time entering room
- Use antimicrobial soap for hand washing or a hand sanitizer
- Room has “dedicated equipment” meaning that all equipment used on the patient is kept in the patient’s room until the patient is discharged or is transferred from the room; then all surfaces and equipment are wiped down with a low-level disinfectant before it is used by another patient.

**Droplet Precautions:** Are used for patients who have organisms that are contained in large particle droplets.

Droplet isolation requirements: Always follow standard precautions

- Wear a regular mask when entering the room

**Airborne Precautions:** Are used for patients who have organisms that are contained in droplet nuclei.

Airborne isolation requirements: Always follow standard precautions

- All employees wear an N-95 mask; the mask is to be donned just before entering the room and removed as soon as they have left the room (fit-testing is required to wear an N-95 mask)
- Negative air pressure is required in an airborne isolation room
- The door to the patient’s room is to be kept closed at all times
- All procedures possible are done in the patient’s room; of the patient must leave their room, they are to wear a regular mask if at all possible. If the patient can not tolerate wearing a regular mask, they will be given a tissue and instructed to cough into the tissue.

There are six areas on campus that have negative air-pressure rooms and are places where patients with potential airborne diseases can be evaluated and initial diagnoses made on an out-patient basis. These areas are the Emergency
Department, the Endoscopy Center, the Pediatric Clinic, the Internal Medicine Clinic, the Specialty Care (HIV) Clinic and the Lied (Peggy Cowdery Center). If a patient is referred to one of these areas because an airborne illness is suspected, the area that they have been sent to should be called and notified prior to the patient’s arrival. Prior notification will allow these areas to ensure that their negative air pressure room will be accessible to the patient as soon as they arrive for evaluation.

**Removing a Patient from Isolation**

Protocol for discontinuing isolation precautions is as follows:

**MRSA/VRE:** (Methicillin Resistant Staph Aureus/Vancomycin Resistant Enterococcus)

Please contact Healthcare Epidemiology before removing any patient from MRSA/VRE contact isolation (402-559-5276).

1. Patient is off antibiotic therapy for at least 48 hours
2. Obtain 3 consecutive negative cultures at least 1 week apart while patient remains off antibiotics
3. Sites for culturing each time:
   a. MRSA: nares + former positive site(s), if available (for example – wound)
   b. VRE: rectal or stool + former positive site(s), if available (for example – wound)

**ESBL:** (Extended Spectrum Beta-Lactamase)

Available data indicates patients may remain colonized with ESBL-producing bacteria for prolonged periods. Generally, isolation is continued for duration of hospitalization. Please call Department of Healthcare Epidemiology (402-559-5276) for questions on individual patients.

**C. difficile:** (Clostridium difficile)

Testing is not done to remove patients from isolation. Patients with *C difficile* infection should remain in isolation until their diarrhea resolves and seven days have elapsed since completion of CDI treatment. If patient is in presumptive isolation for *C difficile*, but testing reveals that C difficile is not present (glutamate dehydrogenase (GDH) antigen (-)/toxin A/B (-)), isolation precautions can be discontinued.

**Tuberculosis:** (TB)

1. 3 negative sputum smears for acid-fast bacillus (AFB)

**OR**

2. Clinical improvement

**AND**

3. Approval of Department of Healthcare Epidemiology (402-559-5276)
ILI: (Influenza Like Illness)
ILI includes fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, and sometimes diarrhea and vomiting.
1. Negative Respiratory Viral Panel

Influenza:
1. Five (5) days from onset of illness
AND
2. Afebrile for at least 24 hours

For Immunocompromised hosts, consult the Hospital Epidemiologist.

Housekeeping

Blood spills are to be cleaned immediately followed by use of sodium hypochlorite (household bleach) 5.25 (diluted 1:10) or a phenolic.

Biohazardous Waste

Biohazardous waste is defined as materials of biological origin that are capable of producing an infectious disease in humans or animals (e.g., blood, body fluids, inoculated culture media, tissues and slides), in amounts that can be poured, dripped or flaked (if dry).

Biohazardous waste is placed in biohazardous waste containers, which have a biohazardous label on the outside of the container and are available in all patient care areas. A biohazardous label is fluorescent orange-red in color and bears the biohazard symbol. These labels are affixed on containers used to store, transport or ship blood or other potentially infectious materials.

Sharps Disposal and Preventing Sharps Injury

Safer medical devices are required by federal law to be used whenever possible.

Do not dismantle syringes or needles or try to circumvent a safer medical device.

Personnel should obtain adequate assistance when administering IV therapy or injections to uncooperative patients.

Sharps and/or disposable instruments (knife blades, lancets, etc.) are disposed of in approved sharps containers. Used needles must not be recapped. NEVER allow sharps containers to over-fill. All sharps containers must be:
- Accessible for use
- Approved by Campus Safety
- Leak-proof
- Closeable
- Labeled with a biohazard symbol
- Disposed of when approximately ¾ full
Contaminated Equipment

Equipment going for repair that is contaminated with biohazardous substances must be cleaned and decontaminated as much as possible prior to shipping. Parts of equipment that are unable to be cleaned and decontaminated of biohazardous substances must be labeled with a biohazardous label and contaminated parts identified.

BODY FLUID EXPOSURE

If staff has an exposure to body fluid, either through the skin (for example, a needlestick) or onto a mucous membrane (eyes, nose, mouth):

Wash the affected area immediately with soap and water (mucous membranes should be flushed with water). Provide immediate first aid. For a splash into eyes, wash with copious amounts of water. For a needle stick, cut, wound, or splash onto the body or mucous membrane other than the eyes, wash with copious amounts of soap and water

1. Remove soiled clothing, wash skin, and replace with clean clothing.

2. **DO NOT WAIT. Report immediately** to Nebraska Medicine Employee Health Department or call the post-exposure paging system for risk assessment and assistance in determining needed healthcare follow-up. **Before patient is discharged (or leaves Clinic/Emergency Department) review with Employee Health to ensure that the appropriate specimen has been obtained from patient.**

3. The post-exposure paging system is available 24 hours a day, 7 days a week.

   **The post-exposure paging system is accessed as follows:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>*9-402-888-OUCH (6824)</td>
<td>On campus</td>
</tr>
<tr>
<td>402-888-OUCH (6824)</td>
<td>Calling from Off-campus</td>
</tr>
<tr>
<td>1-402-888-OUCH (6824)</td>
<td>Calling Long Distance</td>
</tr>
</tbody>
</table>

4. **Inform the appropriate supervisor.**

5. **Document the exposure** on University of Nebraska Medical Center incident report form.

6. **Follow-up** with any recommended treatment and/or evaluation.

Calls to this pager are answered 24 hours a day including weekends and holidays. Office hours are Monday - Friday 7:00 a.m. - 4:30 p.m.

Nebraska Medicine Employee Health will provide immediate evaluation, treatment, and education. If you have any questions, contact Employee
Health at 402-552-3563. Also, refer to the infection control section of Nebraska Medicine Policy Manual for the Employee Health Policies and the Exposure Control Plan.

*If HIV prophylaxis is needed, the Centers for Disease Control and Prevention recommends this be started in the first 1-2 hours after exposure

**Student and Employee Health Services**

Recommendations for initial student and employee health evaluation as well as ongoing monitoring have been made and are found in detail in Healthcare Epidemiology Policies. Recommendations for protection of students and employees in the event of laboratory accident or exposure to a patient with previously unsuspected communicable disease may also be found in these policies.

All personnel (including house officers) must have a record of tuberculin skin testing prior to employment. Skin testing is to be repeated on a yearly basis thereafter (for those with negative skin tests). Tests are to be read by Nebraska Medicine Employee Health. The status of immunity to rubella, rubeola, mumps and Varicella zoster must be established prior to employment. All personnel must have documentation of Hepatitis B immunization or sign a declination.

**Healthcare Workers Infected with Bloodborne Pathogens**

Current scientific data indicates that the potential for healthcare workers infected with bloodborne pathogens to transmit infections to patients while providing patient care does exist. In light of this evidence, a healthcare worker with a known bloodborne pathogen has a moral and ethical responsibility to report their health condition to Nebraska Medicine Employee Health Department.

When it becomes known that a healthcare worker at Nebraska Medicine is infected with a potentially transmissible bloodborne pathogen, a meeting of an Advisory Council will be called to review the healthcare worker’s duties. The Advisory Council includes, but is not limited to the following persons: the healthcare worker’s personal physician, if available; the Director of the HIV Clinic; the Medical Director of Employee Health; the Chairman of the Infection Control Committee; the Chief of the Medical Staff; and Coordinator Risk Management. Contact the Medical Director of Healthcare Epidemiology to convene the council. Drawing upon consultations as needed, the Advisory Council will formulate a judgment as to whether the infected staff member’s practice should be limited in any way.

Infection with a bloodborne pathogen should not require restrictions on rendering care to patients in most circumstances. However, special considerations may be appropriate when exposure-prone, invasive procedures are performed. Cases will be reviewed periodically.
The chairman of the Advisory Council will communicate facts in the case and any required work restrictions to the healthcare worker, and the supervisor/department chairman, or to the Nebraska Department of Health and Human Services (NDHHS), as necessary. Nebraska Medicine will communicate and cooperate with NDHHS as required. The identity of the infected staff member will be kept confidential. Record of the Advisory Council’s review and recommendations will be kept in the healthcare worker’s confidential file in Employee Health.

**Hand Hygiene**

Hand hygiene before and after contact with each patient is the single most important means of preventing the spread of infection.

Routine handwashing in all areas consists of the use of soap, running water, and friction for a minimum of 15 seconds.

Antiseptic towelettes, alcohol based hand hygiene agents, or other evaporative agents may be used upon approval of and as directed by the Department of Healthcare Epidemiology. These products are to be supplied in individual use packaging, small bottles (8oz. or less) or a disposable refill cartridge (including the dispenser tubing).

If hands are not visibly soiled, one may use an alcohol-based hand sanitizer for routine decontamination of hands. Apply product to palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry. Do not use gel in close proximity to electrical equipment or sources of ignition. They are effective in reducing germs on skin, but should not be used when hands are visibly soiled. Soap and water must be used if hands are visibly soiled. Alcohol-based hand sanitizers are NOT reliable in killing bacterial spores (e.g., Clostridium difficile, Bacillus anthracis).

Gloves are required when caring for patients with Clostridium difficile-associated diarrhea. After gloves are removed, hands should be washed with antimicrobial soap and water. Gowns are required if staff clothing will come into contact with the patient or things in the patient’s environment.

Alcohol hand sanitizer is flammable, and can not be stored or used around an open flame.

No artificial fingernails or extenders are allowed for personnel involved in direct patient care and/or the care of high-risk (e. g., immunocompromised) patients. Natural nails are to be maintained at a short (1/4 inch or less) length. If nail polish is worn, it must not be chipped or peeling.

Hand jewelry should be kept to a minimal (e. g., wedding band) to enhance hand hygiene.

An antimicrobial soap is preferred for routine handwashing in all clinical areas as designated by Healthcare Epidemiology. Antimicrobial soap or an approved scrubless antiseptic is to be used for all surgical hand scrubs.
**Urinary Catheterization**

Urinary catheters are to be inserted aseptically only by adequately trained physicians, nurses, PAs, and students.

Careful attention to aseptic technique is imperative to prevent the introduction of infectious organisms into the urinary tract, resulting in the development of infection. This process includes careful attention to hand hygiene (washing hands) both before starting the procedure and after removal of personal Protective equipment (PPE).

Indwelling catheters should be used only when necessary and discontinued as soon as possible.

A closed drainage system is to be used with a non-obstructed dependent flow maintained at all times. The system should not be disconnected unless irrigation of an obstructed catheter is required. Under exceptional circumstances when irrigation is required, it is to be done under aseptic conditions.

No specific recommendation is made in regard to the time for changing of a closed system catheter and drainage bag. In general, if the urine is flowing freely, the catheter is not encrusted, and the drainage bag is functioning well, there is no need to change the system.

**Intravenous Therapy**

The “needleless” IV system and safer medical devices are to be used whenever possible.

Intravenous cannulas and/or stainless steel needles should be inserted only by adequately trained physicians, RNs, PAs, and students.

Adequate skin antisepsis prior to central line insertion is essential. A 2% chlorhexidine/alcohol combination preparation (e.g., Chloraprep) is preferred. 70% alcohol and povidone iodine are also available. Skin antiseptics should be applied in the manner recommended to maximize their efficacy (for chlorhexidine: back and forth scrub for 30 seconds on dry sites, and 2 minutes on moist sites). Skin should be allowed to air dry after application (for Chloraprep, 30 seconds for dry sites and 1 minute for moist sites).

For central line insertion, use maximal sterile barrier precautions. This includes: sterile long-sleeved gown, sterile gloves, mask, eye-protection, head cover, and a large sterile drape that covers the entire patient. These supplies can be found packaged together in Pyxis machines throughout the house, labeled as the “Barrier-Device Pack.” Included in the pack is a check-box style central line insertion procedure note. When it is completed by the physician, it provides the necessary legal documentation that can be used instead of the physician’s narrative procedure note.

Use sterile gloves and sterile drapes for insertion of peripheral arterial catheters.
The needle or cannula should be securely anchored and the infusion site covered with a sterile dressing.

Indwelling peripheral canulae should be changed every 96 hours unless prohibited by the patient’s condition (i.e., if the site is red, warm, tender, or swollen). Replace catheters inserted under emergency basis within 48 hours. Intravenous tubing should also be changed every 96 hours, except:

- Replace lipid tubing every 24 hours,
- Replace blood/blood product tubing/filters every 4 units or every 4 hours, whichever comes first,
- Replace propofol tubing on pre-fitted syringes every 12 hours. If propofol is drawn up from a vial, replace tubing every 6 hours,
- Whenever possible, Total Parenteral Nutrition (TPN) should be given through a dedicated line.

All canulae should be removed as soon as they are no longer medically indicated.

Intravenous therapy should be discontinued immediately upon signs of phlebitis, inflammation or purulence at the site of infusion, and the tip of the cannula sent to the laboratory for culture.

**Collection of Blood Samples for Blood Cultures**

The skin is to be cleansed prior to venipuncture with an approved skin antiseptic (i.e., 70% isopropyl alcohol, povidone-iodine solution, or 2% chlorhexidine/alcohol combination). Allow the solution to dry. Do not palpate the site once the antiseptic has been applied. If palpation is required after skin preparation, then skin preparation should be repeated.

Gloves are to be worn when drawing blood cultures.

When multiple cultures are necessary, they should be drawn from separate sites, if possible.

Blood cultures should not be drawn from stopcocks or visibly soiled injection caps.

When drawing central line cultures, thoroughly cleanse the injection cap or catheter/ tubing junction with alcohol.

Clean the rubber top of culture bottles with 70% isopropyl alcohol. Culture bottles should be labeled and immediately taken to the laboratory. Venting for aerobic and anaerobic specimens will be done in the laboratory.

Collecting the appropriate volume of blood is critical because the sensitivity of blood cultures in detecting pathogens is proportional to the volume of blood collected. Studies have shown that the yield of positive cultures increases approximately 3% per ml of blood cultured. The increase in volume can also shorten the time to recovery of a positive culture. For those difficult blood
draws when the required volume of blood per culture was not obtained, place the optimal volume of blood into the aerobic bottle as opposed to the anaerobic bottle.

REQUIRED DISEASE REPORTING

Nebraska law requires clinical laboratory personnel and physicians to report evidence of actual communicable disease to the local health department or the State Health Department of Health. In such instances, Healthcare Epidemiology will complete a Disease Case Report and send it to the County Health Department. A copy will be sent to the attending physician of the patient. Please call Healthcare Epidemiology if you have concerns about the reporting. Diseases reportable to the health department include:

Acquired Immunodeficiency Syndrome (AIDS)
Amebiasis (Entamoeba histolytica)
**Anthrax (Bacillus anthracis)**
Babesiosis (Babesia sp.)
**Botulism (Clostridium botulinum)**
**Brucellosis (Brucella species)**
Campylobacteriosis (Campylobacter species)
Chlamydia trachomatis infections (nonspecific urethritis, cervicitis, salpingitis, neonatal conjunctivitis, pneumonia)
**Cholera (Vibrio cholera)**
Clusters, outbreaks or unusual events, including possible bioterroristic attacks
Creutzfeldt-Jakob Disease (subacute spongiform encephalopathy)
Cryptosporidiosis (Cryptosporidium parvum)
Dengue virus infection
**Diphtheria (Corynebacterium diphtheriae)**
Ehrlichiosis, human monocytic (Ehrlichia chaffeensis)
Ehrlichiosis, human granulocytic (Ehrlichia phagocytophila)
Encephalitis (caused by viral agents)
Escherichia coli gastroenteritis (E. coli O157-H7 and other pathogenic E. coli from gastrointestinal infection)
**Food poisoning, outbreak-associated**
Giardiasis (Giardia lamblia)
Glanders [Burkholderia (Pseudomonas) mallei]*
Gonorrhea (Neisseria gonorrhoeae) venereal infection and ophthalmia neonatorum
Haemophilus influenzae infection (invasive disease only)
Hantavirus infection
**Hemolytic uremic syndrome (post-diarrheal illness)**
**Hepatitis A** (IgM antibody-positive or clinically diagnosed during an outbreak)
Hepatitis B [surface antigen or IgM core antibody positive; for labs doing confirmatory tests (e.g., blood banks), results of confirmatory tests for surface antigen or core antibody supersede results of screening tests]
Hepatitis C (requires a positive serologic test; when a confirmatory test is done, the results of the confirmatory test supersede results of the screening test)

Hepatitis D and E
Herpes simplex, primary genital infection and neonatal, less than 30 days of age

Human Immunodeficiency Virus infection (confirmatory test positive)
Immunosuppression documented by a total CD4 count of less than 800 per micro liter (per Douglas County Health Department Reporting and Control of Communicable Diseases, Regulatory and Licensure)

Influenza (DFA positive or culture confirmed)
Kawasaki disease (mucocutaneous lymph node syndrome)
Lead poisoning (all analytical values for blood lead analysis shall be reported)

Legionellosis (Legionella species)
Leprosy (Mycobacterium leprae)
Leptospirosis (Leptospira interrogans)
Listeriosis (Listeria monocytogenes)
Lyme disease (Borrelia burgdorferi)

**Maarburg virus**
Malaria (Plasmodium species)

**Measles (Rubeola)**
Melioidosis [Burkholderia (Pseudomonas) pseudomallei]*
Meningitis (Haemophilus influenzae or Neisseria meningitidis)
Meningitis, viral or caused by Streptococcus pneumoniae
Meningococcemia (Neisseria meningitidis)
Methemoglobinemia/nitrate poisoning (methemoglobin greater than 5% of total hemoglobin)

**Monkey pox**
Mumps

**Pertussis/whooping cough (Bordetella pertussis)**
Plague (Yersinia pestis)*
Poisoning or illness due to exposure to agricultural chemicals (herbicides, pesticides, and fertilizers), industrial chemicals or mercury

**Poliomyelitis**
Psittacosis (Chlamydia psittaci)
Qfever (Coxiella burnetii)*

**Rabies, (human and animal cases and suspects)**
Retrovirus infection (other than HIV)
Rheumatic fever, acute (cases meeting the Jones criteria only)
Rocky Mountain Spotted Fever (Rickettsia rickettsii)

**Rubella and congenital rubella syndrome**
Salmonellosis including typhoid (Salmonella species)

**SARS**
Shiga toxin, resulting in gastroenteritis
Shigellosis (Shigella species)

**Smallpox**
Staphylococcal enterotoxin B intoxication
Staphylococcus aureus, vancomycin-intermediate and resistant (MIC>4µg/mL)
Streptococcal disease, invasive only (all invasive disease caused by Groups A and B streptococci and *Streptococcus pneumoniae*)  
Syphilis (*Treponema pallidum*)  
Syphilis, congenital  
Tetanus (*Clostridium tetani*)  
Toxic Shock Syndrome  
Trichinosis (*Trichinella spiralis*)  
Tuberculosis (*Mycobacterium tuberculosis* and human cases of *Mycobacterium bovis*)  
*Tularemia* (*Francisella tularensis*)*  
*Typhus Fever, louse-borne* (*Rickettsia prowazekii*) and *flea-borne/endemic murine* (*Rickettsia typhi*)  
*Venezuelan equine encephalitis*  
West Nile Virus  
Yellow Fever  
*Yersiniosis* (*Yersinia* species)  

**Bold type:** Report immediately  
**Regular type:** Report within seven days  
*Potential agents of bioterrorism*

**Reportable Once a Month by Tabular Summary**  
*Enterococcus spp.*, vancomycin-resistant (MIC≥32 μg/mL and/or resistant by disk diffusion) and intermediate (MIC=8-16 μg/mL)  
*Staphylococcus aureus*, methicillin-resistant (MIC≥4 μg/mL and/or resistant by disk diffusion)  
*Staphylococcus aureus*, vancomycin-intermediate/resistant (MIC>4 μg/mL)  
*Streptococcus pneumoniae*, penicillin-intermediate (MIC=0.12-1.0 μg/mL) and penicillin-resistant (MIC≥2.0 μg/mL)
The Health Information Management Department performs the functions of maintaining and providing the medical record, releasing patient information according to legal guidelines, transcription of reports, and coding and DRG assignment.

**THE MEDICAL RECORD:**

a) Is a unit hybrid scanned and paper record containing all emergency, clinic and hospital information. Patient information is being computerized as Nebraska Medicine moves towards an electronic medical record.

b) Is confidential and must never be removed from the hospital or clinic.

c) Must always be available for patient care.

d) Must meet the content requirements delineated in the Medical Staff Rules and Regulations.

1. History and physical completed prior to surgery or within 24 hours after admission.

2. Operative report completed immediately after surgery.

3. The hospital information system number of the ordering provider is to be recorded for all orders.

4. Verbal and telephone orders will be read back to the ordering physician.

5. All orders in writing, signed, dated (including the year), and timed.

6. Nebraska Medicine will designate abbreviations and symbols which are not appropriate for use in the medical record. Abbreviations are never to be used in the final diagnosis. Abbreviations will not be used on consent forms or other forms signed by the patient or patient representative.

7. Progress notes documented as often as possible, but at least daily.

8. Consultation report recorded within 24 hours of the consultation.

9. Discharge summary should be completed at the time of discharge. This should be a concise recapitulation of the reason for hospitalization, significant findings, treatment rendered, diagnoses, procedures, patient instructions, condition on discharge and disposition of the patient.
GUIDELINES FOR WRITTEN DOCUMENTATION

- Time and date all entries.
- Sign every entry you make including your professional title and hospital information system number.
- Entries must be permanent — black ballpoint pen or typewriter — no pencils, colored ink or flair-type pens.
- Write legibly.
- Be specific — avoid generalizations and general characterizations. Examples of entries to avoid: “patient doing well,” “patient uncooperative,” and “patient ambulating.” How?
- Be objective — document facts — avoid tentative phrases such as “appears to be” and “seems to be.”
- Complete — include everything significant to the patient’s condition and course of treatment and document a typical treatment and the reasons for it. Enter any unusual occurrences and the responsive or remedial steps taken and the patient’s condition. Do not enter “incident report filed.”
- Display thought processes — if records document all available evidence was prudently weighed and a decision, even one with clinical risk to the patient, was carefully taken, the situation is far more defensible.
- Make sure entries are consistent and avoid contradictions.
- Make continuous entries — never skip lines or leave spaces.
- Documentation should prove you were there — sufficient entries in the electronic health record in the attending physician’s own handwriting, if on paper, should demonstrate his full involvement in, and awareness of, the patient’s course of treatment.
- Make alterations in the paper record carefully. Draw a single thin line through each line of inaccurate material making certain it is still legible, date and initial entry, add a note stating why entry is being replaced (i.e., error in entry), and enter the correction in chronological order. Do not obliterate entries. Unsigned electronic documentation is considered a draft and can be edited prior to electronic authentication. Once a document is electronically signed, additions or corrections should only be made by making an addendum.
- Avoid evidence of tampering.
- Never make or sign an entry for someone else or have another make or sign an entry for you.
- Avoid extraneous remarks or “jousting” (arguing, complaining, criticizing, etc.) with other health care professionals. Such entries show inattention to duty, unprofessionalism, and frivolity.

ELECTRONIC DOCUMENTATION/MEDICAL RECORD COMPLETION

Discharge summaries must be completed within two days after discharge. It is best to complete documentation at the time of writing the discharge order. Operative reports are to be completed immediately after surgery. The Health Information Management Department monitors compliance with these
requirements and notifies the responsible staff physician who will lose his/her clinical privileges when records are not completed on a timely basis. This includes those records awaiting resident completion.

POORLY KEPT RECORDS CAN CAUSE

- Errors or delay in treatment due to inaccurate or incomplete information.
- Loss of admitting/clinical privileges.
- Loss of malpractice suits.
- Delayed or denied reimbursement.
- Loss of accreditation status for the hospital.
- Loss of eligibility for intern/residency programs.

"Keep the record in such fashion that if all the practitioners treating a patient were suddenly to disappear, a new team coming on the scene could, from the record alone, immediately continue the best possible treatment."

MEDICAL STAFF POLICIES

Medical staff policies are located in Nebraska Medicine Policy Manual. Please familiarize yourself with this information. They are available on The Nebraska Medical Center intranet site under Employee Resources/Policy and Procedures.

STUDENT AND HOUSE STAFF RESPONSIBILITY

House Staff who are in the Hospital shall at all times adhere to the policies and procedures governing the Medical Staff and Nebraska Medicine personnel.

It is particularly important for all students and house staff to be cognizant and respectful of the confidentiality and privileged character of their communications with and concerning patients, as well as all patient rights and responsibilities. Student and house staff interactions with Nebraska Medicine patients in regard to their medical care shall ultimately be under the clinical direction of the appropriate attending physician.

TELEPHONE ADVICE DOCUMENTATION

1. Documentation of telephone calls between Nebraska Medicine staff and patients is included in the medical record to ensure continuity of care. Required elements of documentation are based on the type of phone call.
   a. Communication – patient information is exchanged between Nebraska Medicine and outside agency (i.e., VNA, nursing home, physician office). Information important to care management is to be documented in the record.
   b. Coordination – assists patients to access patient care services such as appointments, referrals, arranging appliances/home care. These calls do not require documentation unless information is important to care management.
c. Case management – requires an assessment of the patient’s description of symptoms and a review of the patient’s past medical history (i.e., medication refill, triage of an acute case, anticoagulation management, etc.)

Documentation in the record is to include:
   i. Description of the problem
   ii. Pertinent symptoms/past history findings
   iii. Assessment of the patient’s problem based on the above findings
   iv. Instructions given or new plan of care

d. Education – requires interpretation and explanation to the patient (i.e., lab/test results, preparation for tests and procedures, counseling on medications, advice regarding symptoms or complaints, etc.)

Documentation in the record is to include:
   i. Description of the problem
   ii. Information communicated
   iii. Assessment of the patient’s understanding of information provided
   iv. Instructions given or change in plan of care

2. Non-Nebraska Medicine patients seeking medical advice should be advised to call the Medical Call Center. If an emergency is described, the caller should be advised to seek emergency care.
   a. Advice to non-Nebraska Medicine patients should be given according to the standard protocols for registered patients. Documentation of advice given to non-Nebraska Medicine patients is to be sent to their physician. If the caller does not have a physician, the documentation is to be maintained in the Call Center.

ADVANCE DIRECTIVES

A copy of the Advance Directive is maintained in the medical record. Physicians should:
   a) Review the provisions of the Advance Directive with patient or patient’s representative and document the review in the record.
   b) Review the plan of care and treatment options in terms of the Advance Directive.
   c) Inform consulting physicians of the presence and provisions of the Advance Directive.

THE CONSULTATIVE PROCESS

The written request for consultation should be prepared by the attending Medical Staff or his/her house officer clearly indicating the questions to be addressed by the consultant.
   a) House officers should not initiate a consultation request without the consent of the patient’s attending physician except in cases of emergency.
b) The consulted physician should be notified of this consultation request by a phone call from the attending Medical Staff or his/her house officer. The formal consultation report should be prepared by the consulted Medical Staff or his/her house officer with clear indication of the participation of the Medical Staff.

a) The consulted Medical Staff must initiate his/her participation and supervision very early in the consultative process.

b) The consulted Medical Staff should complete a progress note at the time of his/her initial contact with the patient documenting his/her participation, indicating pertinent recommendations and that a formal consultation report will follow.

c) The completed consultation report should be available within 24 hours of the request for routine consultations.

d) A copy of the consultation should be sent to the referring physician.

GUIDELINES FOR REQUESTING AUTOPSIES

Efforts to obtain permission for an autopsy which meets the following screening criteria should be documented in the patient’s medical record.

1. Unexpected or unexplained death, not subject to forensic medical jurisdiction.
2. To allay the concerns of the family or public, and to provide reassurance to the family.
3. Death within 48 hours of any procedure or medical/dental therapy.
4. Intraoperative/intraprocedural death.
5. Deaths occurring in patients who have participated in clinical trials or protocols that are approved by the Institutional Review Board (IRB).
6. Natural deaths that are subject to, but waived by, forensic jurisdiction such as the following: (a) persons dead on arrival at the hospital; (b) deaths occurring in the hospital within 48 hours of admission; and (c) deaths in which the patient sustained or apparently sustained an injury while hospitalized.
7. Death due to high-risk communicable/infectious disease and/or environmental/occupational hazard.
8. Deaths incident to pregnancy or within 6 weeks following delivery.
10. Death while on a psychiatric service, in the Emergency Room or in an outpatient setting.
11. Deaths associated with a possible drug reaction or blood product administration.
12. Death at any age in which it is felt that an autopsy would disclose a known or suspected illness, which may also have a bearing on survivors or recipients of transplant organs.

IDENTIFICATION OF ABUSE OR NEGLECT

Victims of abuse or neglect are identified using established criteria contained in Policy PE2 or available through Social Services.
USE OF RESTRAINTS

A physician’s time limited order, placed for a specific episode, must be obtained for use of any type of restraint. Verbal orders must be documented on the Restraint Order Form. The order must contain start and end times with a maximum time of 24 hours, and should specify the reason for restraint use and the type of restraint. All orders must be written or countersigned within 24 hours. (See Nebraska Medicine policy TX-1, Restraint Use.)

CONSENT FOR TRANSFUSIONS – BLOOD COMPONENT ADMINISTRATION POLICY

A. Informed Consent: See Nebraska Medicine Policy, MS-6, “Informed Consent for Transfusion of Blood and Blood Components” for full information.
   1. All patients who are likely to receive transfusions of blood and/or blood components must give informed consent to transfusion prior to administration of any blood products. The Informed Consent to Transfusion/Refusal of Blood or Blood Components form (Nebraska Medicine-CON-MR-0001), shall be used. If the patient refuses transfusion, this shall also be documented on the same form. A label is placed on the chart, “No blood products per patient request.”
   2. The patient’s staff physician is ultimately responsible for ensuring the patient understands the risks and benefits of transfusion of blood and/or blood components, and also the potential risks and benefits of refusing transfusion therapy. The staff member may delegate another member of the health care team, (e.g. house officer, physician’s assistant, nurse, technician, etc.) to obtain informed consent. See Nebraska Medicine Policy, MS-14, “Consents and Permits” for full information.
   3. Clinical situations may occur in which it is not possible to obtain informed consent prior to transfusion. The attending physician is responsible to make this determination and document it in the patient’s medical record.

CONSENTS AND PERMITS

Informed consent must be obtained and documented on Nebraska Medicine consent forms in the medical record for all diagnostic or therapeutic procedures including transfusion of blood and blood components. Consent must be obtained from a parent, legal guardian or other person legally authorized to give consent for patients other than competent adults. Obtaining a patient’s informed consent is the responsibility of the Medical Staff member who will perform the procedure. The Medical Staff member may designate another member of the health care team (e.g., house officer, physician’s assistant, etc.) who is knowledgeable of the benefits and inherent risks of the procedure and of alternative procedures to obtain the patient’s consent.
Generally, the following should be explained prior to obtaining a patient’s consent: 1) the patient’s diagnosis; 2) the proposed procedure; 3) the likely risks and discomforts of the procedure; 4) the expected benefits of the procedure; 5) alternative decisions open to the patient; 6) the patient’s prognosis with and without the procedure; and 7) the identity of the staff member performing the procedure and any additional health care professionals responsible for and who may perform the procedure. Consent is valid until consent is withdrawn by the patient or until the clinical status of the patient changes such that the treatment is no longer appropriate to the condition(s). As a general rule, new consent to treatment should be obtained upon each hospital admission or for any significant change in the status of any of the seven items noted above.

ADVERSE DRUG REACTIONS INCIDENT REPORTING

An adverse drug reaction is defined as a pharmacologic or idiosyncratic effect of medication which is unintended or excessive. A Med Watch Form (FDA form 3500) is to be completed when an adverse drug reaction is suspected. Pharmacy and nursing personnel are available to assist in the completion of this documentation.

REMOVAL OF SPECIMENS

A. Policy
All specimens removed during operative procedures, unless specifically excepted, shall be sent for examination. A report on the examination shall be provided and entered into the medical record within 48 hours. Longer turnover time is accepted in specimens needing decalcification and special procedures such as immunohistochemistry and electronmicroscopy. Foreign bodies of medical/legal consequence, such as bullets, may be given directly in the chain of custody to law enforcement officials.

B. Exceptions
The only exceptions are newborn foreskin (less than one year); teeth and tooth fragments removed for traumatic injury; non-tissue medical/therapeutic devices such as IUD’s, pessaries, orthopaedic pins, screws, plates and other fixation devices, but not including prostheses. Catheters, stents, injection ports and the like are to be included on this list as are foreign bodies not having any medical/legal consequences. Cataracts; normal placentas; normal vaginal mucosa removed during perineal repair procedures; normal tissue removed for surgical access; skin and soft tissue debridement resulting from traumatic injury; and excess normal tissue removed for the purpose of grafting or scar tissue, from plastic/reconstructive or cosmetic procedures.

Human tissues removed during the course of an approved Institutional Review Board research protocol may be excepted from pathologic examination by specific action of the Pathology Service Chief.
All instances where specimens removed during an operative procedure fall within the class of exceptions shall be clearly documented in the operative report.

C. Non-Compliance Procedure
Compliance with this policy will be monitored by the Nebraska Medicine Tissue Committee through review of the operative record. In those instances where exceptions are not properly documented in the operative report, the committee will refer the case to the service involved for review and response.

All responses will be reviewed by the Nebraska Medicine Tissue Committee.
PHARMACY & NUTRITION CARE
Executive Director: Michael F. Powell, MS, FASHP
Director, Acute Pharmacy Services: Lori Murante, PharmD
Director, Community-Based Services: Vince Jorn, PharmD, RPH
Coordinator, Medication Safety: Nick Crites, PharmD (Ext. 9-3218)

Pharmacy Administration offices are open from 0800-1630 Monday through Friday.

For questions regarding outpatient prescriptions please call the Nebraska Medicine DOC Clinic Pharmacy (9-5215). For general questions regarding pharmacy, please call pharmacy administration (9-4225). After 1630, and weekends/holidays, call the IV room (9-5277).

PHARMACY HOURS
Inpatient Pharmacy (ext. 9-7235)
24 hours/day, 7 days/week.

PharmD On-Call ........................................ 402-888-0144

TEAM PHARMACISTS
Cardiology ........................................ 402-552-3744
Emergency Department ......... 402-559-2876
 .......................................................... 402-507-3986 Voalte
 .......................................................... 402-888-2418 Pager
Intensive Care ........................................ 402-552-3823
Lied Infusion Center ................. 402-559-3317
Medicine ............................................. 402-552-3637
Neurology/Neurosurgery .......... 402-552-3744
NICU ..................................................... 402-559-1182
Oncology ............................................. 402-559-7798
OR – North ........................................ 402-552-2147
OR – South ...................................... 402-559-9440
Pediatrics/PICU .......................... 402-559-2023
Surgical Services ....................... 402-559-6915

Cancer Center Pharmacy numbers
Treatment center pharmacy .......... 402-559-0900 main number
Treatment center pharmacy .......... 402-559-0901 fax
6th floor pharmacy ....................... 402-559-1649 Oncology ICU
7th floor pharmacy ....................... 402-559-0944 BMT/Special Care Unit
8th floor pharmacy ................. 402-559-1408 General Oncology/
Internal Medicine

Pharmaceutical Care Teams
ED/Critical Care/Cardiology
Inpatient Operations – Bellevue
Inpatient Operations – Nebraska Medicine
Oncology/Women & Children
Surgery/Internal Medicine Colleen

Pharmacist Managers
Katie Reisbig, PharmD .......... 402-888-3972
Amber Johnston, PharmD........ 402-763-3114
Melissa Welch, PharmD .......... 402-888-3026
Nikki Yost, PharmD ............... 402-888-0064
Malashock, PharmD ............... 402-888-3959
Meds to Beds: Discharge Prescription Delivery Service

If patients choose to participate in the discharge prescription delivery service, upon their discharge the outpatient pharmacy will deliver new prescription medications to their room prior to leaving the hospital. Our team in the outpatient pharmacy works with the inpatient medical team to ensure all insurance prior authorizations and high-dollar co-pays are addressed prior to the patient leaving the hospital and will evaluate to see if the patient will qualify for other manufacturer assistance programs.

Delivery Service is available on Main Campus (9-5215):
Monday-Friday 8:00 a.m. – 8:00 p.m.
Weekends and Holidays 9:00 a.m. – 3:00 p.m.

Delivery Service is available on BMC Campus (402-595-1156):
Monday-Friday 9:00 a.m. – 7:00 p.m.
Saturdays 9:00 a.m. – 12:00 p.m.
We accept the majority of major prescription insurance plans. For patient convenience, outpatient pharmacy accepts all major credit cards, cash or check at the time of prescription delivery. Pharmacy charges can also be billed to the patient after discharge.

**Nebraska Medicine Bellevue Pharmacy (402-595-1156)**
**Pharmacist-in-Charge: Tamela McCreadie, PharmD**
**Hours of operation:**
- Mon.-Fri.  8:00 a.m. – 8:00 p.m.
- Sat.  8:00 a.m. – 1:00 p.m.

The Bellevue Outpatient Pharmacy provides Meds to Beds discharge prescriptions for all Nebraska Medicine Bellevue inpatients enrolling in the program. The program is designed to proactively remove all barriers to medication access a patient may experience during and after discharge from the hospital. The Bellevue Outpatient Pharmacy also provides discharge prescriptions for patients undergoing outpatient surgical procedures at the Village Pointe Ambulatory Surgery Center. The program is designed to facilitate prescription delivery to patient’s day of procedure, and provide education to patients pre-surgery.

**Nebraska Medicine Bellevue Infusion Center Pharmacy (402-595-1156)**
**Pharmacist-in-Charge: Rob Swaney, PharmD (402-763-3494)**

**Nebraska Medicine Pharmacy at Lauritzen Outpatient Center (402-552-7999)**
**Pharmacist-in-Charge: Gleone Claire Pittman, PharmD (ext 2-7794)**
**Hours of operation:**
- Mon.-Fri.  8:00 a.m. – 6:00 p.m.
- Sat., Sun., Holidays  Closed

The Lauritzen Outpatient Center Pharmacy provides discharge medications for patients undergoing outpatient surgical procedures at the Fritch Outpatient Surgery Center. The program is designed to facilitate prescription delivery to patient’s day of procedure, and provide education to patients pre-surgery to improve patient understanding of medication to improve overall outcomes. The Lauritzen Outpatient Pharmacy also manages and delivers prescriptions to ECCP employees.

**University of Nebraska Health Center Pharmacy (402-472-7457)**
**Pharmacist-in-Charge: Donna Eirich, PharmD**

Hours vary depending upon presence/absence of students

**Hours of operation:**
**Fall/Spring Semesters:**
- Mon & Thurs  8:00 a.m. – 7:00 p.m.
- Tues & Wed  8:00 a.m. – 6:00 p.m.
- Friday  8:00 a.m. – 5:00 p.m.
- Saturday  9:00 a.m. – 12:30 p.m.
- Sun/Holidays  Closed
Summer hours:

Mon-Fri  8:00 a.m. – 5:00 p.m.
Sat, Sun, Holidays  Closed

The University of Nebraska Health Center Pharmacy provides prescription and OTC medications to students, faculty, and staff of the University of Nebraska-Lincoln. The UHC pharmacy works closely with the clinic, student outreach, and student advisory council to make sure all student’s medications needs are being met.

Village Pointe Cancer Center Pharmacy (402-596-3252)
Pharmacist-in-Charge: Tom Davis, PharmD (402-596-3250)

Village Pointe Ambulatory Surgery Center Pharmacy (402-596-4763)
Pharmacist-in-Charge: Kathy Yochum, PharmD

Specialty Pharmacy Program (402-559-2484)
The specialty pharmacy program within the outpatient Nebraska Medicine Clinic Pharmacy is designed to streamline patient care for complex medication therapies that require very specific monitoring and follow up. The specialty pharmacy works with many of the clinics across Nebraska Medicine to eliminate barriers to specialty medication access by helping with insurance approvals, high copayments, managing side effects, and following up for adherence.

Nebraska Medicine Pharmacy Smoking Cessation Program (402-559-5215)
Nebraska Medicine Clinic Pharmacy offers a Smoking Cessation Counseling program for ambulatory patients. The program is modeled after the U.S. Public Health Service’s “Treating Tobacco Use and Dependence” Clinical Practice Guidelines. Patients and providers can access a counselor by calling 402-559-5215.

Nebraska Medicine Pharmacy I-Care Program (2-3914)
The Pharmacy I-Care Program is designed to assist patients who have no prescription coverage and lack the necessary funds to purchase needed medications. This program assists patients with signing up for free medication through manufacturer assistance programs by coordinating with providers and patients to complete all necessary steps and paperwork. Patients can be referred to the program at the number listed above.

Pharmacy Financial Counselors (9-3350)
The Nebraska Medicine Pharmacy Financial Counselors are a team of pharmacy technicians working in partnership with provider teams and the outpatient pharmacy. The collaborative effort is designed to eliminate barriers to specialty and retail medication access by providing the most cost effective option for patients’ medication therapies by helping with insurance approvals and high copayments. The PFC team can be reached at the number listed above.
CLINICAL DECISION SUPPORT (CDS) SERVICES
Manager: Lori Murante, PharmD
Decision Support & Drug Information Services are available to Nebraska Medicine and University of Nebraska Medical Center health care professionals. Office hours are Mon.-Fri. 8:00 a.m. to 4:30 p.m. We are closed Holidays including the Friday following Thanksgiving. Contact us at (ext. 9-4114).

Clinical Decision Support (CDS) & Drug Information Service Teams
Pharmacist Specialists

CDS Pharmacist Coordinator, Lead
Emily Kreikemeier, PharmD.................Ext. 9-9119
CDS Pharmacist Coordinator
Jenel Proksel, PharmD......................Ext. 9-2592
CDS Pharmacist Coordinator
John Schoen, PharmD......................Ext. 9-6754
CDS Pharmacist Coordinator
Jenny Van Moorleghem, PharmD........Ext. 9-9932
Drug Information Pharmacist
Lori Peters, PharmD.........................Ext. 2-3433
Research Pharmacy Coordinator
Jon Beck, PharmD..........................Ext. 9-5255
Pager: 402-888-3418
Research Pharmacist
Erin Iselin, PharmD..........................Ext. 9-1665
Pager: 402-888-1734

PHYSICIAN LICENSURE

1. All medical residents must have a Nebraska license number or T.E.P. number to legally write any prescription.
2. A DEA number is also required to prescribe any controlled substance listed as Schedule II, III, IV or V and must be placed on all prescriptions for controlled substances including inpatient.
3. The ANHS Physician Signature Card provided at orientation must be signed and returned to Outpatient Pharmacy (ZIP 9200) upon receipt. JCAHO requires pharmacy to have this card on file.
4. All medical students must have their prescriptions or inpatient orders cosigned by a resident or staff physician.

SCHEDULE DRUGS

Narcotic legend items (scheduled drugs or controlled substances) are divided into five classes, classes C-I thru C-V.

1. C-I narcotics are illegal (street) drugs, highly addictive, and are currently of no accepted medical value (examples: LSD, PCP, and marijuana).
2. C-II narcotics have high abuse potential. Prescriptions for these items cannot be called in over the phone. They can be typed or written, but they need to be signed by a physician (no stamped signatures) who has a Federal DEA license. No refills are allowed on C-II prescriptions. Federal and State laws prohibit pharmacies to refill C-II medication prescriptions.
3. Schedules III, IV and V prescriptions can be called in to the pharmacy. Refills on schedules III thru V are limited to 5 times or 6 months, whichever comes first. After this time, a new prescription must be initiated to comply with federal law.
4. Nebraska law prohibits physicians from writing a controlled substance prescription for themselves. A physician may write a controlled substance prescription for a family member only in an emergency situation.
SAFE MEDICATION ORDER WRITING — A Medical Staff Initiative

Complete medical records are essential for quality care of patients and for communication among medical personnel. The medical record should contain sufficient information to identify the patient, support the diagnosis, justify the treatment, and document accurately.

The following elements are essential for all medication (inpatient & clinic) orders:

- **Date & time all orders**
- **Include patient weight** (in kilograms or grams)
- **Drug Name** (generic names are preferred)
- **Dose** (dose/kilogram/interval for all patients less than 40 kilograms)
- **Dosage Units** (use metric units where possible)
- **Diluents** (specify when diluent OTHER THAN standards such as 5% Dextrose or 0.9% NaCl are needed)
- **Include Dosage Form/Route of administration**
- **Frequency or Interval must be included** (all PRN orders must also have frequency and interval included)
- **Signature (including credentials) and Medical Staff Number**

For complete, up-to-date information and safety initiatives, please access the Nebraska Medicine website, Medical Staff Policies (MS9). Additional Safety Information can be found on the same website by searching Departments, Performance Improvement, and accessing the PS. We Care website.

GENERAL PRESCRIPTIONS INFORMATION

1. Prescriptions may not be refilled after one year (including PRN refills). A new medication order must be initiated.
2. If patients who do not reside in the Omaha Metropolitan area want to fill their prescription(s) at Nebraska Medicine, please write for enough medication to last until their next clinic visit.
3. Discharge Prescriptions
   A technician from Nebraska Medicine Clinic Pharmacy will pick up written prescription(s) for patients being discharged after determining the patient’s desire to have it/them filled by Nebraska Medicine. The prescription(s) will be faxed to the Nebraska Medicine Clinic Pharmacy. A pharmacist will provide patient counseling when the patient, friend or family member comes to pharmacy to pay for the prescription(s). The floor pharmacist should be contacted after hours for take-home medications. The discharge technician carries pager 402-888-3419 and is available 8:00a.m. to 4:30p.m., 7-days a week.
4. House Officers must register their families at Outpatient Registration in order to have their prescriptions filled at the Clinic Pharmacy.
Nebraska Medicine Medical Nutrition Therapists are Registered Dietitians (R.D.) and are Licensed Medical Nutrition Therapists (L.M.N.T.) in Nebraska. They conduct nutrition assessments for patients who screen at nutritional risk, develop nutrition care plans consistent with the overall plan of care, assist in managing total parenteral nutrition/tube feedings/oral diets, and conduct nutrition education/counseling. In specialty service areas, Medical Nutrition Therapists follow patients within assigned services to ensure continuity through inpatient and outpatient care. For specific information regarding service assignments, please call the Nutrition Technician Office at 402-559-4266. Medical Nutrition Therapists may also be contacted directly via pager:

<table>
<thead>
<tr>
<th>Clinica Program Alignment:</th>
<th>Medical Nutrition Therapists:</th>
<th>Pager #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bariatrics Center</td>
<td>Ferguson, Nessie, RD, LMNT</td>
<td>402-888-3597</td>
</tr>
<tr>
<td>Bariatrics Center</td>
<td>Jardon, Rebecca, RD, LMNT</td>
<td>402-888-0894</td>
</tr>
<tr>
<td>Bariatrics Center</td>
<td>Zajicek, Shawn, RD, LMNT</td>
<td>402-888-2643</td>
</tr>
<tr>
<td>Bellevue Medical Center - Adult &amp; Pediatric</td>
<td>Grieb, Lauren, RD, LMNT</td>
<td>402-546-2856</td>
</tr>
<tr>
<td>Cancer Center - Bone Marrow Transplant</td>
<td>Spurgeon, Nikki, RD, LMNT</td>
<td>402-888-1512</td>
</tr>
<tr>
<td>Cancer Center - Oncology (Adult IP)</td>
<td>Spink, Michelle, RD, LMNT</td>
<td>402-888-5305</td>
</tr>
<tr>
<td>Cancer Center - Outpatient</td>
<td>Wells, Jana, RD, LMNT</td>
<td>402-888-1846</td>
</tr>
<tr>
<td>Cardiology - Heart Transplant-Lung Transplant</td>
<td>Carpenter, Sarah, RD, LMNT</td>
<td>402-888-1139</td>
</tr>
<tr>
<td>Cardiology &amp; Family Medicine</td>
<td>Nelson, Bailey, RD, LMNT</td>
<td>402-888-2329</td>
</tr>
<tr>
<td>Critical Care-Burn-Wound</td>
<td>Bever-Keim, Diane, RD, LMNT</td>
<td>402-888-5104</td>
</tr>
<tr>
<td>Critical Care - Neuro (Adult IP)</td>
<td>Payzant, Kristen, RD, LMNT</td>
<td>402-888-5106</td>
</tr>
<tr>
<td>Critical Care - Trauma (Adult IP)</td>
<td>Robertson, Barbara, RD, LMNT</td>
<td>402-888-1848</td>
</tr>
<tr>
<td>Diabetes Center</td>
<td>Jackson, Tracie, RD, LMNT</td>
<td>402-888-4524</td>
</tr>
<tr>
<td>Diabetes Center</td>
<td>McElligott, Maxine, RD, LMNT</td>
<td>402-888-2624</td>
</tr>
<tr>
<td>Diabetes Center</td>
<td>McLarney, Meghan, RD, LMNT</td>
<td>402-888-5699</td>
</tr>
<tr>
<td>Inborn Errors of Metabolism (UNMC &amp; Children's)</td>
<td>Skrabal, Jill, RD, LMNT</td>
<td>402-888-3598</td>
</tr>
<tr>
<td>Liver-Small Bowel-IRB (Adult)</td>
<td>Beerman, Laura, RD, LMNT</td>
<td>402-888-2026</td>
</tr>
<tr>
<td>Liver-Small Bowel-IRB (Adult)</td>
<td>Catron, Hilary, RD, LMNT</td>
<td>402-888-0546</td>
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<tr>
<td>Liver-Small Bowel-IRB (Adult)</td>
<td>Culwell-Smith, Karley, RD, LMNT</td>
<td>402-888-0769</td>
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<tr>
<td>Liver-Small Bowel-IRB (Pedi)</td>
<td>Hobson, Brandy, RD, LMNT</td>
<td>402-888-5551</td>
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<tr>
<td>Liver-Small Bowel-IRB (Pedi)</td>
<td>Iverson, Angie, RD, LMNT</td>
<td>402-888-1847</td>
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<tr>
<td>Liver-Small Bowel-IRB (Pedi)</td>
<td>List, Sammy, RD, LMNT</td>
<td>402-888-0495</td>
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<tr>
<td>Medicine-Surgery (Adult IP)</td>
<td>Becker, Clare, RD, LMNT</td>
<td>402-888-0201</td>
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<tr>
<td>Medicine-Surgery (Adult IP)</td>
<td>Berens, Megan, RD, LMNT</td>
<td>402-888-1508</td>
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<tr>
<td>Medicine-Surgery (Adult IP)</td>
<td>Pralle, Dana, RD, LMNT</td>
<td>402-888-1101</td>
</tr>
<tr>
<td>Neonatal Intensive Care Unit (NICU)</td>
<td>Thoene, Melissa, RD, LMNT</td>
<td>402-888-2330</td>
</tr>
<tr>
<td>NeuroSciences (OP)</td>
<td>Paseka, Jenna, RD, LMNT</td>
<td>402-888-2229</td>
</tr>
<tr>
<td>Pediatric General-Specialty</td>
<td>Walter, Georgia, RD, LMNT</td>
<td>402-888-2027</td>
</tr>
<tr>
<td>Primary Care - PCMH</td>
<td>Landry, Danielle, RD, LMNT</td>
<td>402-888-2445</td>
</tr>
<tr>
<td>Pulmonology-Cystic Fibrosis (Adult)</td>
<td>Klasna, Heidi, RD, LMNT</td>
<td>402-888-2230</td>
</tr>
</tbody>
</table>
Routine hours of service are Monday-Friday 8:00 a.m. - 4:30 p.m.  
Weekend & Holiday Coverage - Web On call (Nutrition)  
Nutrition Technician Office: 9-4266 (staffed 7 a.m.-5 p.m.; 7 days/week)  
Hospital Operators: 2-2000; 9-4000

NEBRASKA REGIONAL POISON CENTER  
402-955-5555 (Omaha) or 1-800-222-1222 (Nebraska & Wyoming)  
Provides 24/7 advice on treatment of poisonings to health care professionals and the public. Also provides professional and public education.

PATHOLOGY AND MICROBIOLOGY  
Nebraska Medicine  
Steven Hinrichs, M.D., Professor and Chairman  
Room 3514, MSB Building  
402-559-4186

TELEPHONE NUMBERS  
Department of Pathology and Microbiology: (0800-1700 M-F)  
9-4186  
Main Offices:  
Nebraska Medicine Laboratory  
402-559-1030

Questions concerning the Clinical Laboratory are welcome. Our staff is happy to discuss any clinical or diagnostic concerns with you. Active communication is essential to provide optimum patient care.

If a technical problem occurs with the laboratory, you are asked to contact the appropriate medical technologist section manager, shift coordinator, or the laboratory manager via extension 9-1030 (for Nebraska Medicine Clinical Laboratory). In addition, a Pathology resident and staff member are available at all times to address problems or provide consultation. Pathology staff and/or residents can be contacted between 0800 and 1700 on weekdays via extension 9-4186. On weekends and evenings, the “on call” resident can be reached on pager #1380. The hospital operator and the clinical laboratory front desk (9-1030) have copies of the Pathology “on call” schedule. The resident and staff on-call are also available through web on call. The following pager numbers may be useful for your reference:  
Pathology Resident, General “On Call”  
(24 hours daily) ................................................................. 1380  
Pathology Resident, Surgical Frozen Section Service  
(0800-1700 M-F) ............................................................. call 9-9208

The Laboratory Service Manual can be found online at http://info/redbook/. This includes a list of medical and technical staff, section specific policies, and specimen requirements, reference ranges and test methodologies.
Modern health care sometimes raises complex and troubling issues. Patients or loved ones may not want a procedure the doctor recommends. Patients or loved ones may want a treatment the doctor doesn’t agree with. Family members may not agree on what is the right course to take. Caregivers may not agree on what is the right course to take. A proposed action may have religious or moral dimensions – for example, starting, continuing or stopping a breathing machine or feeding tube.

When interested parties are not able to agree on the best course, the Ethics Consultation Service (ECS) can help bridge the communication gap.

The ECS is an advisory service available to patients, loved ones, medical professionals, students, or any other person who is concerned about the ethical aspects of a patient’s care. Our trained ECS professionals can help to:
- identify ethical tensions in the care of a patient
- analyze these issues through careful dialog
- resolve ethical dilemmas through a process of shared decision-making with those involved in the case.

The recommendations of the ethics consultation service are not binding. However, the consultation process itself generally moves the parties toward agreement.

Ethics consultation is designed to support, not replace, normal lines of communication about ethically troubling situations. Requests for help from the ECS are encouraged when:
- a patient, family member or health care provider wants to “talk through” a troubling situation;
- efforts by the patient, family, attending physician and other professional staff to resolve disagreements have been inconclusive;
- sources of conflict appear to arise from differing values, goals or priorities.

Ethics consultation is available 24/7 by paging 402-888-2078 or calling the hospital operator. There is never a fee. Any patient, family member, friend, or health care provider can call.
PSYCHOLOGY DEPARTMENT
David Cates, Ph.D., Director of Behavioral Health
5th Floor Specialty Services Pavilion
402-559-5031

The Psychology Department offers comprehensive psychological services provided by a devoted team of doctoral-level clinical health psychologists. Our providers are fully integrated into the health care setting, and work closely with hospital and community physicians. Evaluations and therapy are available for children, adolescents, and adults, and include both inpatients and outpatients. Services are directed toward addressing the mind-body aspects of many health issues including pain management, coping with chronic illnesses, weight management, and adherence to treatment regimens. In addition, psychology services focus on symptom reduction and improving quality of life for individuals with depression, anxiety, obsessive-compulsive disorder, bipolar affective disorder, adjustment disorders, emotional trauma and other issues related to mental health.

Services
Psychological evaluation
Pre-surgical transplant and bariatric evaluations
Psychotherapy/Counseling

To refer a patient for evaluation, consultation or treatment, please call the Psychology Department at 402-559-5031.

NEUROPSYCHOLOGY DIVISION
David Cates, Ph.D., Director of Behavioral Health
North Doctors Building, Suite 247
402-559-5031

Clinical neuropsychology services focus on the assessment of cognitive problems, such as memory, reasoning, language and attention problems associated with medical conditions, emotional conditions, neurological diseases and injuries affecting the brain. Specialty areas include epilepsy, neuro-oncology, Parkinson’s disease, head trauma, dementia, learning disability and attention deficit disorder, and changes in thinking associated with liver and kidney disease. Our doctoral-level providers work with children, adolescents, adults, and older adults, and are fully integrated into the health care setting.

Services
Neuropsychological evaluation
Pre-surgical evaluation (liver transplant, deep brain stimulation, neuro-oncology)

To refer a patient for evaluation or consultation, please call the Neuropsychology Department at 402-559-5031.
General Information
The department is comprised of a manager and master prepared social workers. Social workers are assigned to the various clinical services. Formal social work training emphasizes the areas of human behavior, individual and family counseling, problem solving, law, social and government policy, and community resources.

Functions

Patient Services
1. Crisis intervention and supportive counseling.
2. Pre- and post-hospital planning.
3. Assistance with arranging emergency shelter, food, and transportation.
4. Assistance with rehabilitation or nursing home placement.
5. Liaison with health and community agencies.
6. Social history and evaluation are available on designated specialty services.
7. Information and referral services for patients/families.

Consultation. Aiding the health care team in understanding the significance of social, emotional and economic factors in relation to the patient’s illness, treatment and recovery.

Referrals. May be made by the physician, staff nurse, patient, family members, other hospital staff members or concerned members of the community. Nebraska Medicine/UNMC staff enter an order identifying referral need via computerized patient information system (One Chart).

  Telephone coverage: M – F, 8 am – Noon & 12:30 pm – 4:30 pm. Audix other hours.

- Walk-in patients are seen in M – F, 8:30 am – Noon & 12:30 pm – 4 pm. (Room UT 2404).

- After working hours or on weekends, a social worker is always on call to assist with emergent problems. Minimal on-site staffing is available on weekend days for critical issues. After hours and weekend pager number is 402-888-0007.

Fees. There is no direct charge to patients for medical social work services.
INFORMATION TECHNOLOGY SERVICES
Business Service Center (AX or 4230 Building) – Campus Zip 5030

Your Quick Start Guide
start at www.unmc.edu/its > Help > Quick Start for House Officers

Here are the most common IT things to get you started. Be sure to check out all our services on the ITS web page.

1. **NetID and Password.** Your UNMC NetID and password provides access to many campus systems such as email, eServ (Employee Self Service), the campus network, wireless network and Blackboard for online compliance courses. Do not share your IDs and passwords with anyone.

2. **Information Security.** Information security is everyone's responsibility.
   a. Always demonstrate professional conduct.
   b. Only access information required to do your job...“legitimate business need”
   c. Password protect and encrypt mobile devices.
   d. Report information security incidents to the ITS Helpdesk at 9-7700 (402-559-7700 from off-campus).

3. **Email at Work and On the Go.** Email is available from your desktop, from any internet browser and from your mobile device.

4. **Grid Cards and Off-Campus Access.** Off-campus access to sensitive information such as patient data and the campus network requires an extra level of security. This requires you to enter your NetID and password; AND use what is called a grid card. Email access only does not require a grid card.

5. **Office 365.** Everyone has access to UNMC’s Microsoft Office 365 which includes OneDrive, Yammer, and other Office 365 functions. This is the only secured, HIPAA compliant cloud storage solution for your UNMC documents. Box and Drop Box are not secured.

6. **Instant Messaging.** UNMC uses Microsoft Skype for Business for Instant messaging. Everyone is automatically given access and it is a part of your Microsoft Suite.

7. **Software for Work and Home.** UNMC uses the Microsoft Office suite at work. Faculty, staff and students can use MS Office for FREE on up to 5 laptops and 5 mobile. You can use the software as long as you are a UNMC faculty, staff or student.
The goal of the Utilization Management Program at Nebraska Medicine is to provide high quality, cost-effective patient care and to assure the appropriate utilization of hospital resources in accordance with the requirements of the JCAHO, the Peer Review Organization, the Fiscal Intermediaries, Third Party Payers, and other federal and state agencies.

1. Pre-admission testing will reduce the cost of inpatient stays by providing diagnostic information prior to admission.
2. Patients should not be admitted for their own convenience, the convenience of their family, or the convenience of the medical staff.
3. All diagnostic procedures should be performed on an outpatient basis when possible.
4. Consider the cost of diagnostic tests, treatments, and therapeutic alternatives.
5. Accurate and timely documentation of treatments, therapies and diagnostic procedures, as well as the patient’s condition, should be entered into the medical record.
6. Discharge planning should be an integral part of the patient care and should start as soon as possible.
7. Patients can not be released on a “Leave of Absence, LOA;” as insurance companies will then issue a denial of payment.

Utilization Care Coordinators evaluate the patient’s admission using criteria for the severity of illness and intensity of service required for that admission. Cases not meeting criteria are discussed with the attending physician and may be referred to the Medical Director for review. If the physician feels that the admission is inappropriate, the attending physician is notified verbally. Denial letters are issued if the attending physician agrees or cannot provide adequate information to justify the admission. If the insurance company denies the stay, the physician may need to do an MD to MD review with the insurance medical director.

In order to admit a patient to the hospital, the physician should contact the Admitting/Access, of the planned admission and provide the following information:

- Patient’s name
- Medical record number
- Planned admission date
- Admit as full inpatient or place as observation
- Patient’s age
- Attending physicians
- Reason for admission (primary diagnosis)
- Secondary diagnoses
- Treatment plans (surgery, procedures, diagnostic test)
- Any other pertinent data
Patients are evaluated on a concurrent basis by the Utilization Care Coordinator. If the admission does not continue to meet inpatient criteria, the attending physician will be contacted by the Utilization Care Coordinator and/or Executive Health Resources.

The UM Care Coordinator will review all the hospital medical records and communicate with the health team in regard to the care received, insurance information, and the discharge need of the patient. Telephonic/Fax reviews are conducted by UM Care Coordinator with the insurance companies to provide information and ensure reimbursement. If the case is reviewed by the insurance company and a denial of payment is determined, an appeal will be made by the physician/UM staff.

**Observation Guidelines:**
Observation services are defined as those services that are reasonable and necessary to evaluate an outpatient’s condition or determine the need for a possible admission to the hospital as an inpatient. A patient in observation may improve and be released, or be admitted as an inpatient if inpatient criteria is met.

When admitting Medicare patients for observation, physicians must follow the CMS (Centers for Medicare & Medicaid Services) rules.

1. The physician will document on the chart “Place in observation,” or “Admit to full admission” based on medical necessity, information in a medical record and medical criteria.
2. CMS expects most observation patients to be in the facility for **less than 48 hours.**
3. As of March 2009 Nebraska Medicine has contracted with outside physician review agency called the Executive Health Resources, Utilization Management is required to take all Medicare, and non managed Medicaid cases to them for review if the patient is not meeting inpatient criteria.
4. The peer review agency will contact the attending physician and advise them if they determine the patient should be in a different admission status.
5. Utilization Management will follow up with the admitting physician on as needed basis when the admission status needs to be changed.

Utilization Management office hours are Monday through Friday 6:00 a.m. - 5:30 p.m. Saturday and Sunday, 7:00 a.m.- 3:30 p.m. On page coverage after hours provided via web on call.
BOOKSTORE
Tina Spencer, Manager
Room 2002, Student Life Center
402-559-4455

The UNMC Bookstore carries an impressive selection of text and reference titles in Medicine, Nursing, Pharmacy and Allied Health. UNMC students, faculty and staff are eligible to receive 15% off books. If we do not have a title in stock, we will gladly obtain it at no additional charge. In addition, the Bookstore sells lab coats, scrubs, school supplies, clothing, and insignia items. The UNMC Bookstore also offers embroidery of lab coats/jackets. The UNMC Bookstore coordinates food vending on campus at Sorrell Center and Durham Research Center. We are anxious to serve the Medical Center community.

Internet: www.unmcbookstore.com

SAFETY
Hospital Safety Operations – Larry Nelson, Lead 402-552-3448
UNMC Safety Office – John Hauser, Manager 402-559-7315

Occasionally inspectors and surveyors may tour the hospital. You may be stopped and asked what your role is during certain emergency situations such as fire, severe weather and external disasters. You should review this information and be prepared to answer the questions and/or take part in drills. Please contact Safety Operations if you have any questions regarding this information.

FIRE EMERGENCY PLAN FOR MEDICAL STAFF
(Refer to the Emergency Preparedness Procedures Manual found on the patient care unit for general information)

In the event of an actual fire at Nebraska Medicine, Nebraska Medicine – Bellevue, Nebraska Medicine – Village Pointe, and Nebraska Medicine Clinics, the medical staff, including house officers, is expected to go to the area(s) where the patients are evacuated and assist in the treatment and care of patients.

Other fire safety information:
1. Fire alarm sounding, no smoke or flames sighted.
   - Non-hospital areas - evacuate building
   - Hospital - prepare to evacuate patients, visitors and staff to safe area in the event of real fire in the immediate vicinity.
2. Smell something burning, no smoke:
   - Call Security (9-5111)
   - Prepare to evacuate
3. Smoke and/or flames sighted:
   • Activate the R.A.C.E. process
     Rescue those in danger
     Alarm, pull fire pull station and call 9-5555
     Confine the fire by closing all doors behind you as you leave an area
     Evacuate as needed and/or attempt to Extinguish the fire, if possible
   • Do Not Attempt to Use Elevators
   • Assemble a safe distance from the building (non-hospital)
   • NOTE: All fire must be reported even those that have been extinguished

SEVERE WEATHER PLAN FOR MEDICAL STAFF
(Refer to the Emergency Preparedness Procedures Manual general information)

Severe Thunderstorm Warning:
Severe Thunderstorm Warnings are issued when there are severe thunderstorms in the area. These storms may include strong winds, large hail, heavy rains and lightning. Interruptions of normal electric power can occur during these storms. These storms can produce tornadoes with little or no warnings. Be alert and prepared to take action in the event a Tornado Warning is issued.

Tornado Watch: (The atmospheric conditions are right for a tornado)
If on campus, prepare to report to the patient care units to care for patients in the evacuation areas in the event a tornado warning is issued.

Tornado Warning: (A tornado has been sighted in the local area)
1. Do not leave building.
2. If on campus, report to the tornado evacuation area in the patient care units and assist in the care and comforting of patients.
3. Stay away from exterior doors and windows.
4. House Officers should report to evacuation areas and continue care of patients.

EXTERNAL DISASTERS (CODE TRIAGE)
(Refer to Emergency Operation Plan – MP-EO01)

House Staff will report to the Staffing Area/ Labor pool area located in the North end of University Tower Cafeteria if not otherwise specified. Note the following:
• House Staff activate their department’s calling tree (some departments).
• It may take up to 30 minutes for the Staffing Area/Labor Pool to be established. (Ext 9-2816)

The external disaster plan is activated when the hospital expects to receive a number of victims from an on-campus emergency or an incident in the community. This includes aircraft crashes, fires, tornadoes, explosions, etc. The
code name for external disasters is “Code Triage.” A “code triage standby”
is issued to alert staff of a situation that may necessitate the activation of
the disaster plan. “Code Triage Activate” is announced once the disaster plan
has been activated. In many departments, the on-call resident receives the
notification for Code Triage and is expected to start the department’s calling
tree.

ARMED INTRUDER
Profile of an Armed Intruder
An active shooter is an individual actively engaged in killing or attempting to kill
people in a confined and populated area, typically through the use of firearms.

Characteristics of an Armed Intruder
• Victims are selected at random.
• The event is unpredictable and evolves quickly.
• Law enforcement is generally required to end the event.

If “Armed Intruder” is announced or an Armed Intruder is in your vicinity:
CALL 911 to report the location of the assailant when it is safe to do so.
1. EVACUATE
• Have an escape route and plan in mind.
• Leave your belongings behind (except for your cell phone).
• Keep your hands visible.

2. HIDE
• Try to hide out of the intruder’s view.
• Block entry to your hiding place, turn off lights and lock the doors.
• Silence your cell phone and/or pager.

3. TAKE ACTION
• As a last resort and only when your life is in imminent danger:
• Make a plan with others in the room about what you will do if the
shooter enters.
• Attempt to incapacitate the intruder and do whatever is necessary
to survive the situation.

If outside when a shooting occurs
• Drop to the ground immediately, face down as flat as possible. If within
15-20 feet of a safe place or cover, duck and run to it.
• Move or crawl away from gunfire, trying to utilize any obstructions
between you and the gunfire. Remember that many objects of cover
may conceal you from sight, but may not be bulletproof.
• When you reach a place of relative safety, stay down and do not move. Do
not peek or raise your head in an effort to see what may be happening.
• Wait and listen for directions from law enforcement personnel.
When Law Enforcement Arrives
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

To watch the Armed Intruder Training Video go to:
RUN, HIDE, FIGHT. Surviving and Active Shooter Event
https://www.youtube.com/watch?v=5VcSwejU2D0

THE CENTER FOR CONTINUING EDUCATION
Annex 14
402-559-4152

MISSION STATEMENT:
UNMC’s Center for Continuing Education is dedicated to lifelong learning through the promotion and delivery of educational programs for healthcare professionals in Nebraska, the region and the nation.

The University of Nebraska Medical Center, Center for Continuing Education is an approved accredited provider of AMA PRA Category 1 Credits™ and was granted the highest level of accreditation, “Accreditation with Commendation” by the Accreditation Council for Continuing Medical Education (ACCME) in July 2014.

The Center offers a broad range of educational activities from primary care issues to the latest developments in oncology and other specialties which are premier to the institution. Different types of educational offerings include conferences, internet live activities, self-directed learning activities as well as American Heart Association activities such as BLS, ACLS, PALS, ATLS. These activities draw attendees from throughout the region, nation and internationally.

Preregistration is required at most continuing education activities and can be handled either on-line at www.unmc.edu/cce, telephone, fax, or email.
STANDARDS OF CONDUCT FOR EMPLOYEES AND STUDENTS REGARDING ALCOHOL AND DRUGS

The illegal possession, use, or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug abuse. See Board of Regents of the University of Nebraska, Minutes, Vol. 29, pp. 90-91 (September 12, 1967). In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988 and the Safe and Drug-Free Schools and Communities Act of 1994, the University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

1. use, possession, manufacture, distribution, or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
2. unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska’s Uniform Controlled Substances Act, Neb. Rev. Stat. §§ 28-401 et seq. (Reissue 2008, Cum. Supp. 2016), available at http://nebraskalegislature.gov/laws, on University premises, or while engaged in University business or attending University activities or in University supplied vehicles, either during or after working hours;
3. unauthorized use, manufacture, distribution, possession, or sale of alcohol on University premises or while on University business, at University activities, or in University-supplied vehicles, either during or after working hours;
4. storing in a locker, desk, vehicle, or other place on University owned or occupied premises any unauthorized controlled substances, drug paraphernalia, or alcohol;
5. use of alcohol off University premises that adversely affects an employee’s or student’s work or academic performance, or an employee’s or student’s safety or the safety of others;
6. possession, use, manufacture, distribution, or sale of illegal drugs off University premises that adversely affects the employee’s work performance or the student’s academic performance, or an employee’s or student’s safety or the safety of others;
7. violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution, or sale of alcohol, controlled substances, or drug paraphernalia;
8. in the case of employees, failure to notify an employee’s supervisor of an employee’s arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

[The Standards of Conduct were approved by the Regents in 1990. See Board of Regents of the University of Nebraska, Minutes, Vol. 55, p. 205 (October 12, 1990).]
DESCRIPTION OF APPLICABLE LEGAL SANCTIONS UNDER FEDERAL, STATE OR LOCAL LAW FOR UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

The information on the following pages summarizes selected provisions of Federal, State, and local laws that provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF CONTROLLED SUBSTANCES

21 U.S.C. § 844(a)
First Conviction: Up to 1 year imprisonment and fine of at least $1,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed 2 years, and a fine of at least $2,500. After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years, and a fine of at least $5,000.

21 U.S.C. §§ 853(a) and 881 (a)
Forfeiture of tangible and intangible personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. Forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of controlled substances.

21 U.S.C. § 844a

21 u.s.c. § 862
Denial of Federal benefits, such as financial aid grants, contracts, student loans, and professional and commercial licenses, for individuals convicted of distributing controlled substances (drug trafficking). The denial can last up to 5 years for the first conviction and up to 10 years for the second conviction. Those who have three or more convictions will be permanently ineligible for all Federal benefits.

18 u.s.c. § 922(g)
Ineligible to receive or possess a firearm or ammunition.

Miscellaneous
Authority to revoke certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., is vested with the officials of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

The United States Drug Enforcement Administration publishes information that summarizes trafficking penalties under Federal law for various types of drugs; it
STATE PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF CONTROLLED SUBSTANCES

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, other Nebraska State laws establish penalties for various drug-related offenses as summarized below. Charts 2 and 3 summarize the sanctions under Nebraska law for possession or distribution of various drugs.

CRIMES INVOLVING MINORS:

Any person 18 years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver or dispense a controlled substance or a counterfeit controlled substance (i) to a person (under the age of 18 years); (ii) in, on, or within 1,000 feet of a school, college, university, or playground; or (iii) within 100 feet of a youth center, public swimming pool, or video arcade shall be punished more severely. The law also provides for an enhanced penalty for anyone 18 years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery, offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance. See Neb. Rev. Stat.§ 28-416(4) and (5) (Cum. Supp. 2016).

Persons under the age of eighteen who violate the drug laws may be subject to additional sentencing provisions found in Neb. Rev. Stat. § 28-416 (18) (Cum. Supp. 2016), these include impounding licenses or permits issued under the Motor Vehicle Operator’s License Act, completion of community service, and attending drug education classes.

PROBATION CONDITIONS:


TAX PROVISIONS:

Anyone who possesses or sells the following amounts of controlled substances or imitation controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances. Marijuana is not included in the definition of “controlled substances” here but is also taxed, as follows:

Illegal marijuana is taxed at $100 for each ounce or portion of an ounce. Neb. Rev. Stat.§ 77-4303 (Reissue 2009).
Any controlled substance that is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at $150 for each gram or portion of a gram. Neb. Rev. Stat. § 77-4303 (Reissue 2009).

Any controlled substance that is not sold by weight (i.e., LSD, Quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at $500 for each 50 dosage units or portion thereof. Neb. Rev. Stat. § 77-4303 (Reissue 2009).

Failure to have the proper tax stamps attached to the controlled substance is a Class IV felony, with a criminal penalty of up to a 2-year imprisonment and 12-month post-release supervision or a $10,000 fine or both. If imprisonment is imposed, there will be a minimum of a 9-month post-release supervision. Neb. Rev. Stat. § 28-105(1) (Supp. 2015) available at http://nebraskalegislature.gov/laws; Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Supp. 2015).

PROPERTY FORFEITURE:

Property used to manufacture, sell, or deliver controlled substances can be seized and forfeited to the State. Property subject to forfeiture may include cash, cars, boats, and airplanes, as well as drug paraphernalia, books, records, and research, including formulas, microfilm, tapes, and data. Neb. Rev. Stat. § 28-431 (Reissue 2008).

BEING UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE FOR UNAUTHORIZED PURPOSE:

It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a practitioner. In a prosecution, the State need not prove that the accused was under the influence of a specific controlled substance, only that the accused manifested symptoms or reactions caused by the use of any controlled substance. Neb. Rev. Stat. § 28-417(1)(g) (Reissue 2008).

DRUG PARAPHERNALIA OFFENSES:

It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441 (1) (Reissue 2008).

“Drug paraphernalia” is defined to include such things as hypodermic syringes, needles, pipes, bongs, roach clips, and other items used, intended for use, or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 2008).

It is unlawful to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia knowing, or under circumstances in which one should reasonably know, that it will be used to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. This section does not apply to pharmacists who sell hypodermic syringes or needles for the prevention of the spread of infectious diseases. Neb. Rev. Stat. § 28-442 (Reissue 2008).
It is a violation of Nebraska law for a person 18 years of age or older to deliver
drug paraphernalia to a person under the age of 18 who is at least 3 years his or

A violation of Neb. Rev. Stat. § 28-441 (use or possession of drug paraphernalia)
is punishable on the first offense by a fine of up to a maximum of $100; a second
offense within two years of the first is punishable by a fine not less than $100 and
not more than $300; a third offense within two years of the second is punishable
by a fine of not less than $200 and not more than $500. Neb. Rev. Stat. §§ 28-
441 and 29-436 (Reissue 2008). The penalty for violation of Neb. Rev. Stat. § 28-
442 (delivery or manufacture of drug paraphernalia) is not more than a 6-month
imprisonment or a $1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 2008)
28-443 (delivery of drug paraphernalia to a minor) is imprisonment for not more
than 1 year or a $1,000 fine or both. Neb. Rev. Stat. § 28-443 (Reissue 2008)

IMITATION CONTROLLED SUBSTANCES:

It is a violation of Nebraska law to knowingly or intentionally manufacture,
distribute, deliver, or possess with intent to distribute or deliver an imitation
controlled substance” is a substance that is not a controlled substance or
controlled substance analogue but which is represented to be an illicit controlled
Supp. 2014). First offense violations of this law are punishable by a 3-month
imprisonment or a $500 fine or both. A second offense violation of this statute
is punishable by not more than a 6-month imprisonment or a $1,000 fine or both.

CONTROLLED SUBSTANCE ANALOGUES:

For purposes of Nebraska’s Uniform Controlled Substance Act, controlled
substance analogues (often called “designer drugs”) are treated as controlled
substances. Such an analogue is defined as (a) substantially similar in chemical
structure to the chemical structure of a controlled substance or (b) having a
stimulant, depressant, analgesic or hallucinogenic effect on the central nervous
system that is substantially similar to or greater than the effect of a controlled

SELECTED ALCOHOL OFFENSES

MINOR IN POSSESSION:

It is against the law for a person under the age of 21 years to sell, dispense,
Penalties for violation of this law may include one or more of the following: the
impoundment of the offender’s license for thirty days or more; the requirement
to attend an alcohol education class; the requirement to complete twenty hours
or more of community service; or submission to an alcohol assessment by a
SAFE HARBOR:
A penalty may not be imposed on a person who otherwise violated this law if the person (i) requested emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent; (ii) was the first person to make the request for medical assistance; and (iii) when emergency medical assistance was requested for the possible alcohol overdose of another person: (A) remained on the scene until the medical assistance arrived; and (B) cooperated with medical assistance and law enforcement personnel. Neb. Rev. Stat. § 53-180.05(4) and § 53-181 (Cum. Supp. 2014).

PROCURING ALCOHOL:
It is a violation of Nebraska law to sell, furnish, give away, exchange, deliver, or permit the sale, gift, or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Cum. Supp. 2016). Violation of this law is generally punishable by not more than a one-year imprisonment or a $1,000 fine or both. Neb. Rev. Stat. § 53-180.05(1) (Cum. Supp. 2014) and § 28-106(1) (Cum. Supp. 2014). However, if alcohol is knowingly and intentionally provided to a minor and the minor’s consumption of the alcohol or impaired condition attributed to the alcohol leads to the serious bodily injury or death of any person, the person who provided the alcohol shall be guilty of a Class IIIA felony and serve a mandatory minimum of at least 30 days’ imprisonment. The penalty for a Class IIIA felony is a 3-year imprisonment and 18-month post release supervision or a $10,000 fine or both and a minimum of a 9-month post-release supervision if imprisonment is imposed. See Neb. Rev. Stat. § 53-180.05(2) (Cum. Supp. 2014) and Neb. Rev. Stat. § 28-105(1) (Supp. 2015) available at http://nebraskalegislature.gov/laws.

CONSUMPTION ON PUBLIC PROPERTY:
It is a violation of Nebraska law for any person to consume alcoholic liquors upon property owned or controlled by the State or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Cum. Supp. 2014). A violation of this statute is punishable on the first offense by a fine of up to a maximum of $100; a second offense within 2 years of the first is punishable by a fine not less than $100 and not more than $300; a third offense within 2 years of the second is punishable by a fine of not less than $200 and not more than $500. Neb. Rev. Stat. § 53-186 (Cum. Supp. 2014) and § 29-436 (Reissue 2008).

DRIVING WHILE INTOXICATED:
Operating or being in physical control of a vehicle while under the influence of alcoholic liquors or drugs is a violation of Nebraska law when such person has a concentration of eight-hundredthds (.08) of 1 gram or more by weight of alcohol per 100 milliliters of blood or per 210 liters of breath. Neb. Rev. Stat. § 60-6,196 (Reissue 2010).
Violation of this law is punishable on first offense by not more than 60 days but not less than 7 days of imprisonment and a $500 fine. Neb. Rev. Stat § 60-6,197.03 (Cum. Supp. 2016) and § 28-106(1) (Cum. Supp. 2014). In addition, an offender’s driver’s license is revoked for 6 months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60- 6,197.03(1) (Cum. Supp. 2014). Suspended sentence or probation includes a mandatory requirement that probation or suspension be conditioned on an order that the offender will not drive any motor vehicle for any purpose for 60 days and pay a $500 fine. Neb. Rev. Stat.§ 60-6, 197.03(1)(Cum. Supp. 2014).

Penalties for a second conviction include a $500 fine and a maximum of a 6-month imprisonment, with no less than a mandatory 30-day imprisonment. Neb. Rev. Stat. § 60-6,197.03 (Cum. Supp. 2014) and § 28-106(1) (Cum. Supp. 2014). As part of the judgment of conviction, the offender’s operator’s license is revoked for 18 months. Neb. Rev. Stat. § 60-6, 197.03(3) (Cum. Supp. 2014). If an offender is placed on probation or the sentence is suspended, a mandatory condition is that the offender must not drive any motor vehicle for any purpose for a period of 18 months. Neb. Rev. Stat. § 60-6,197.03(3) (Cum. Supp. 2014). In addition, the probation order shall include as one of its conditions the payment of a $500 fine and confinement in the city or county jail for 10 days or the imposition of not less than 240 hours of community service. Neb. Rev. Stat. § 60- 6,197.03(3) (Cum. Supp. 2014).

Penalties for a third conviction include a $1,000 fine and a maximum of a one-year imprisonment, with a minimum 90-day imprisonment, and an order of license revocation for 15 years. Neb. Rev. Stat. § 28-106(1) (Cum. Supp. 2014) and Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2014). If an offender is placed on probation, or the sentence is suspended, a mandatory condition is that the offender’s operator’s license shall be revoked for a period of at least 2 years but not more than 15 years. Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2014). In addition, the probation order shall include the payment of a $1,000 fine and as one of its conditions confinement in the city or county jail for 30 days. Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2014).

Fourth and subsequent convictions are a Class IHA felony. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2014). Offenders in this class will have their licenses revoked for a period of 15 years and the offender must spend at least 180 days imprisoned in a city or county jail or an adult correctional facility. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2014). Probation or suspension of sentence must be conditioned so that the offender’s license is revoked for a period of 15 years. The revocation order shall require that the offender not drive for 45 days after which he or she may apply for an ignition interlock permit and installation of such device. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2014). In addition, the probation order shall include as one of its conditions a $2,000 fine and confinement in the city or county jail for 90 days with required use of a continuous alcohol monitoring device and abstention from alcohol use for no less than 90 days after release. Neb. Rev. Stat.§ 60-6,197.03(7) (Cum. Supp. 2014).
Persons with a higher concentration of alcohol, fifteen-hundredths (.15) of 1 gram or more by weight of alcohol per 100 milliliters of blood or per 210 liters of breath on a first conviction and subsequent conviction, are subject to even stiffer penalties. Neb. Rev. Stat. § 60-6, 197.03(2), (5), (6), (8) and (10) (Cum. Supp. 2016). Where a person has three prior convictions and then has another conviction involving this higher alcohol concentration, he or she shall be guilty of a Class IIA felony with a minimum sentence of one year of imprisonment, and has his or her license revoked for a period of 15 years. Neb. Rev. Stat. § 60-6, 197.03(8) (Cum. Supp. 2016). In addition, any probation order shall be applied as previously indicated under Neb. Rev. Stat. § 60-6, 197.03(7) (Cum. Supp. 2014).

Persons convicted of a DWI violation may be ordered to have an ignition interlock device installed at their expense on each motor vehicle operated by the convicted person during the period of revocation. Neb. Rev. Stat. §§ 60-6, 197.03 and 60-6, 211.05 (Cum. Supp. 2014). DWI convictions also have an impact on the ability of a person to obtain both automobile and life insurance coverage.

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. “open container” laws.

(C)

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

Serious health risks are associated with the use of illicit drugs and alcohol. The National Institute on Drug Abuse states that most drugs of abuse can alter a person’s thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed for drugs where there is enough scientific evidence to connect the drug use to specific negative effects. These drugs and their effects are more thoroughly described by the National Institute on Drug Abuse through charts available at: http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts.

UNIVERSITY SANCTIONS

In the event a faculty or staff member violates this policy or is convicted of unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol on University property or as part of any University activity, the University will take appropriate action.

As required by the 41 U.S.C. 8102(1), part of the Drug-Free Workplace Act of 1988, faculty and staff involved in the performance of federal contracts or grants must notify their supervisor within five days if they are convicted of any criminal drug statute as a result of violation of the law that occurs at the workplace. The term “conviction” means a finding of guilt (including a plea of nolo contendre)
or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State criminal drug statutes. The supervisor will immediately notify the Academic Affairs Office when faculty members are affected or the Human Resources Office when staff members are affected. The University, in turn, will notify the applicable granting or contracting agency or agencies of the conviction within ten days after receiving notice of an employee’s criminal drug statute conviction.

REVIEW

Biennially the University will review its Substance Abuse Policy/Program to determine its effectiveness and to ensure that the sanctions required for violations of the policy are consistently enforced.

If you have any questions regarding UNMC’s Standards of Conduct Regarding Alcohol or Drugs, or if you are concerned about your own use or that of a colleague, please contact the House Officer Assistance Program (HOAP) at (402) 559-5323. The HOAP is a cost-free, CONFIDENTIAL program available to all University of Nebraska Medical Center House Officers and their partners who are experiencing work and/or personal life stressors which may include alcohol and/or drug-related issues.

COMMITTEE APPOINTMENTS

Each academic year, house officers are appointed to serve on various Hospital and College of Medicine committees. If you are interested in serving, please contact the President of the House Officers Association or your departmental representative.
Institutional GME Disaster Policy for Residents and Fellows
University of Nebraska Medical Center

PURPOSE
To establish institutional standards for the involvement of residents and fellows, hereafter referred to as residents, to ensure optimal patient care, educational effectiveness, house officer safety, and compliance with ACGME institutional requirements.

SCOPE
The policy applies to all UNMC residents appointed to GME programs sponsored by the University of Nebraska Medical Center (UNMC); including Nebraska Medicine, Omaha Veterans Administration Medical Center, Omaha Children’s Medical Center, and other clinical sites where UNMC house officers are engaged in patient care. The policy applies to house officers appointed to ACGME accredited and non-ACGME accredited programs.

All UNMC GME programs must adhere to the minimum standards put forth in this policy. In addition, programs must adhere to other disaster/emergency responses plans of other entities that may include, but are not limited to:

a. Medical staff policy for the affiliated hospital (Faculty Safety Plan, Emergency Operations Plan, Crisis Communications Plan, Social Media Crisis Communication Plan, etc.)
b. Standards required by TJC, CMS, or other regulatory/accrediting bodies

c. Individual ACGME program requirements

POLICY
The policy is guided by the following principles:
   a. The sponsoring institution is committed to ensuring a safe, organized, and effective clinical learning environment for residents
   b. The sponsoring institution recognizes the importance of physicians at all levels of training in the provision of emergency patient care in the event of a disaster
   c. Decisions regarding initial and continuing deployment of residents in the provision of emergency patient care during a disaster will be made based on the importance of patient needs, the educational needs of the house officers, and the health and safety of the residents and their families.

PROCEDURE
Upon the occurrence of the disaster and immediately following for up to 72 hours:
   a. Residents will be deployed as directed by the Incident Commander as specified by the emergency operations plan of the affiliated hospital. Ongoing decision-making regarding deployment of residents to provide clinical care will be based on both the clinical needs of the institution and the safety of the residents.
   b. Those involved in making decisions in this period are:
      i. Incident Commander(s)
      ii. Department Chairs
      iii. Chief Medical Officer of the affiliated hospital
      iv. Dean
      v. Chancellor
      vi. Designated Institutional Official (DIO)
      vii. Affiliated hospital decision makers (VA, Children's, other sites)
   c. To the extent possible within the constraints of the disaster, decision-makers shall inform and consult with program directors and the President of the House Staff Council.
   d. By the end of the first week following the occurrence of the disaster, if the situation is ongoing:
      i. An assessment will be made of:
         1. the continued need for provision of clinical care by house officers; and
         2. the likelihood that training can continue on site.
      ii. The assessment will be made by:
          1. DIO
          2. Dean
          3. Chancellor
          4. Incident Commander
e. By the end of the second week following the occurrence of the disaster, if the situation is ongoing:
   i. The DIO will request an assessment by individual program directors and department chairs regarding their ability to continue to provide training;
   ii. The DIO will request suggestions for alternative training sites from program directors who feel they will be unable to continue to offer training at UNMC;
   iii. The DIO will contact the ACGME to provide a status report, and
   iv. Those involved in decision making in this period are:
      1. DIO and Associate Dean for Graduate Medical Education
      2. Assistant Dean for GME
      3. GME Program Administrator
      4. Individual Program Directors
      5. Individual Department Chairs
      6. Dean
   v. Residents who wish to take advantage of the Leave of Absence Policy or to be released from their House Officer Contract will be accommodated.

f. During the third and fourth weeks following the occurrence of the disaster, if the situation is ongoing:
   i. Program directors at alternative training sites will be contacted to determine feasibility of transfers as appropriate;
   ii. Transfers will be coordinated with ACGME;
   iii. Program Directors will have the lead responsibility for contacting other program directors and notifying the DIO and the GME Administrator of the transfers; and
   iv. The DIO and the GME Administrator will be responsible for coordinating the transfers with ACGME.

g. When the emergency situation is ended:
   i. Plans will be made with the participating institutions to which house officers have been transferred for them to resume training at UNMC
   ii. Appropriate credit for training will be coordinated with ACGME and the applicable Residency Review Committees; and
   iii. Decisions as to other matters related to the impact of the disaster on training will be made.
   iv. The GMEC will conduct a review of the disaster response and make recommendations for improvements.
EQUAL EMPLOYMENT OPPORTUNITY

The University of Nebraska Medical Center is committed to the principle of equal opportunity for all employees and applicants for employment. This means that the Medical Center does not discriminate for or against any employee or applicant because of race, color, religion, sex, national origin, age, handicap, marital status, Vietnam era veterans status, or other factors which lawfully cannot be the basis for employment decisions.

The University has outlined the policy of nondiscrimination in hiring, placement, upgrading, transfer, demotion, recruitment, training and pay.

CAFES ON CAMPUS

Nebraska Café, University Tower, level three, open daily Monday-Friday 6:30am-8:00pm, Saturday and Sunday: 7:30 a.m. to 3:00 p.m.
Cafeteria featuring soup/salad bar, hot entrees, grill station, pizza and grab-n-go menu items; bottled beverages, fountain drinks, coffee and tea

Brioche Doree
A Parisian-style bakery café featuring French urban cuisine; salads, sandwiches, soups, pastry items, beverages, lattes, Frappuccino-drinks
Monday through Friday: 6:30 am-2:00 pm

Mein Bowl
Asian entrees and sides served with rice or noodles
Monday through Friday: 11:00 am - 2:00 pm

Hissho Sushi
Wide assortment of freshly-made sushi
Monday through Friday: 11:00 am - 2:00 pm

Clarkson Café, Clarkson Tower, main level, open 24 hours
Cafeteria featuring soup/salad bar, hot entrees, grill station, pizza and grab-n-go menu items; bottled beverages, fountain drinks, coffee and tea. Beverages, snacks and grab-n-go items available 24 hours

Quick Fire Grill
Burgers, fries, steak-sandwiches, gyros, chardogs and chicken strips
Monday through Friday: 6:30am-Midnight, Saturday and Sunday: 6:30am-5:00pm

OH! OH! Burrito
Tacos, burritos, quesadillas, nachos and salads
Monday through Friday: 10:00am-Midnight  Saturday and Sunday: 10:00am-5:00pm

Subway
Wide variety of subs, salads and sides Open 24 hours
Storz Café and Coffeeshop, Storz Pavilion, Clarkson Tower, main level, open Monday-Friday 6:30am-2:00pm
Dining options include dine-in and carry-out sandwiches, soups, salads, wraps; beverages, ice cream shakes.

Storz Coffeeshop
Our Coffeeshop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast and snack items Monday through Friday: 6:30am-2:00pm Located in Storz Café in the Storz Pavilion

Coffeeshops, several campus locations

Espresso pm Coffeeshop
Our Coffeeshop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast and snack items Monday through Friday: 7:00am-1:00pm Located in Clarkson Doctors Building North

Lagniappe Coffeeshop
Our Coffeeshop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast, lunch and snack items Monday through Friday: 6:30am-4:00pm Located in DOC East Atrium, University Tower

Crossroads Express Convenience Store, University Tower, level three
Snacks, soups, sandwiches, bottled beverages, fountain drinks, coffee and tea; ice cream and sundries
Monday through Friday: 6:00am-2:30am
Saturday and Sunday: 11:00am-2:30am
Located In University Tower

Vending machines with assorted beverages, candies and snacks are located in various locations throughout the hospital.

OFFICE OF GRADUATE MEDICAL EDUCATION
This office is responsible for administration of the affiliated residencies. There are 56 training programs at our ten main affiliated hospitals. This office will give you assistance with licensure, certification, residency salary and benefits.
If you have questions about these or other issues, call Vicki Hamm, ext. 9-6329.
Resident Duty Hours in the Learning and Working Environment
(reprinted from the Common Program Requirements of the ACGME effective 7/1/17)

The Learning and Working Environment
Residency education must occur in the context of a learning and working environment that emphasizes the following principles:

- Excellence in the safety and quality of care rendered to patients by residents today
- Excellence in the safety and quality of care rendered to patients by today’s residents in their future practice
- Excellence in professionalism through faculty modeling of:
  - the effacement of self-interest in a humanistic environment that supports the professional development of physicians
  - the joy of curiosity, problem-solving, intellectual rigor, and discovery
- Commitment to the well-being of the students, residents, faculty members, and all members of the health care team

Patient Safety, Quality Improvement, Supervision, and Accountability

Patient Safety and Quality Improvement
All physicians share responsibility for promoting patient safety and enhancing quality of patient care. Graduate medical education must prepare residents to provide the highest level of clinical care with continuous focus on the safety, individual needs, and humanity of their patients. It is the right of each patient to be cared for by residents who are appropriately supervised; possess the requisite knowledge, skills, and abilities; understand the limits of their knowledge and experience; and seek assistance as required to provide optimal patient care.

Residents must demonstrate the ability to analyze the care they provide, understand their roles within health care teams, and play an active role in system improvement processes. Graduating residents will apply these skills to critique their future unsupervised practice and effect quality improvement measures.

It is necessary for residents and faculty members to consistently work in a well-coordinated manner with other health care professionals to achieve organizational patient safety goals.

Patient Safety
Culture of Safety: A culture of safety requires continuous identification of vulnerabilities and a willingness to transparently deal with them. An effective organization has formal mechanisms to assess the knowledge, skills, and attitudes of its personnel toward safety in order to identify areas for improvement. The program, its faculty, residents, and fellows must actively participate in patient safety systems and contribute to a culture of safety. The program must have a structure that promotes safe, interprofessional, team-based care.

Education on Patient Safety: Programs must provide formal educational activities that promote patient safety-related goals, tools, and techniques.
Patient Safety Events: Reporting, investigation, and follow-up of adverse events, near misses, and unsafe conditions are pivotal mechanisms for improving patient safety, and are essential for the success of any patient safety program. Feedback and experiential learning are essential to developing true competence in the ability to identify causes and institute sustainable systems-based changes to ameliorate patient safety vulnerabilities.

Residents, fellows, faculty members, and other clinical staff members must:

- know their responsibilities in reporting patient safety events at the clinical site;
- know how to report patient safety events, including near misses, at the clinical site; and,
- be provided with summary information of their institution’s patient safety reports.

Residents must participate as team members in real and/or simulated interprofessional clinical patient safety activities, such as root cause analyses or other activities that include analysis, as well as formulation and implementation of actions.

Resident Education and Experience in Disclosure of Adverse Events: Patient-centered care requires patients, and when appropriate families, to be apprised of clinical situations that affect them, including adverse events. This is an important skill for faculty physicians to model, and for residents to develop and apply.

- All residents must receive training in how to disclose adverse events to patients and families.
- Residents should have the opportunity to participate in the disclosure of patient safety events, real or simulated.

Quality Improvement

Education in Quality Improvement: A cohesive model of health care includes quality-related goals, tools, and techniques that are necessary in order for health care professionals to achieve quality improvement goals. Residents must receive training and experience in quality improvement processes, including an understanding of health care disparities.

Quality Metrics: Access to data is essential to prioritizing activities for care improvement and evaluating success of improvement efforts. Residents and faculty members must receive data on quality metrics and benchmarks related to their patient populations.

Engagement in Quality Improvement Activities: Experiential learning is essential to developing the ability to identify and institute sustainable systems-based changes to improve patient care. Residents must have the opportunity to participate in interprofessional quality improvement activities. This should include activities aimed at reducing health care disparities.

Supervision and Accountability

Although the attending physician is ultimately responsible for the care of the patient, every physician shares in the responsibility and accountability for their efforts in the provision of care. Effective programs, in partnership with their
Sponsoring Institutions, define, widely communicate, and monitor a structured chain of responsibility and accountability as it relates to the supervision of all patient care.

Supervision in the setting of graduate medical education provides safe and effective care to patients; ensures each resident’s development of the skills, knowledge, and attitudes required to enter the unsupervised practice of medicine; and establishes a foundation for continued professional growth.

Each patient must have an identifiable and appropriately credentialed and privileged attending physician (or licensed independent practitioner as specified by the applicable Review Committee) who is responsible and accountable for the patient’s care. This information must be available to residents, faculty members, other members of the health care team, and patients. Residents and faculty members must inform each patient of their respective roles in that patient’s care when providing direct patient care.

Supervision may be exercised through a variety of methods. For many aspects of patient care, the supervising physician may be a more advanced resident or fellow. Other portions of care provided by the resident can be adequately supervised by the immediate availability of the supervising faculty member, fellow, or senior resident physician, either on site or by means of telephonic and/or electronic modalities. Some activities require the physical presence of the supervising faculty member. In some circumstances, supervision may include post-hoc review of resident-delivered care with feedback.

The program must demonstrate that the appropriate level of supervision in place for all residents is based on each resident’s level of training and ability, as well as patient complexity and acuity. Supervision may be exercised through a variety of methods, as appropriate to the situation. [The Review Committee may specify which activities require different levels of supervision.]

Levels of Supervision: To promote oversight of resident supervision while providing for graded authority and responsibility, the program must use the following classification of supervision:

- **Direct Supervision** – the supervising physician is physically present with the resident and patient.

- **Indirect Supervision**- (1) with Direct Supervision immediately available – the supervising physician is physically within the hospital or other site of patient care, and is immediately available to provide Direct Supervision (2) with Direct Supervision available – the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by means of telephonic and/or electronic modalities, and is available to provide Direct Supervision.

- **Oversight** – the supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.
The privilege of progressive authority and responsibility, conditional independence, and a supervisory role in patient care delegated to each resident must be assigned by the program director and faculty members. The program director must evaluate each resident’s abilities based on specific criteria, guided by the Milestones. Faculty members functioning as supervising physicians must delegate portions of care to residents based on the needs of the patient and the skills of each resident. Senior residents or fellows should serve in a supervisory role to junior residents in recognition of their progress toward independence, based on the needs of each patient and the skills of the individual resident or fellow.

Programs must set guidelines for circumstances and events in which residents must communicate with the supervising faculty member(s). Each resident must know the limits of their scope of authority, and the circumstances under which the resident is permitted to act with conditional independence. Initially, PGY-1 residents must be supervised either directly, or indirectly with direct supervision immediately available. [Each Review Committee may describe the conditions and the achieved competencies under which PGY-1 residents progress to be supervised indirectly with direct supervision available.]

Faculty supervision assignments must be of sufficient duration to assess the knowledge and skills of each resident and to delegate to the resident the appropriate level of patient care authority and responsibility.

**Professionalism**

Programs, in partnership with their Sponsoring Institutions, must educate residents and faculty members concerning the professional responsibilities of physicians, including their obligation to be appropriately rested and fit to provide the care required by their patients. The learning objectives of the program must:

- be accomplished through an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events;
- be accomplished without excessive reliance on residents to fulfill non-physician obligations; and,
- ensure manageable patient care responsibilities.
- [As further specified by the Review Committee]

The program director, in partnership with the Sponsoring Institution, must provide a culture of professionalism that supports patient safety and personal responsibility.

Residents and faculty members must demonstrate an understanding of their personal role in the:

- provision of patient- and family-centered care;
- safety and welfare of patients entrusted to their care, including the ability to report unsafe conditions and adverse events;
- assurance of their fitness for work, including: (1) management of their time before, during, and after clinical assignments; and, (2) recognition of impairment, including from illness, fatigue, and substance use, in themselves, their peers, and other members of the health care team.
- commitment to lifelong learning;
- monitoring of their patient care performance improvement indicators; and,
• accurate reporting of clinical and educational work hours, patient outcomes, and clinical experience data.

All residents and faculty members must demonstrate responsiveness to patient needs that supersedes self-interest. This includes the recognition that under certain circumstances, the best interests of the patient may be served by transitioning that patient’s care to another qualified and rested provider.

Programs must provide a professional, respectful, and civil environment that is free from mistreatment, abuse, or coercion of students, residents, faculty, and staff. Programs, in partnership with their Sponsoring Institutions, should have a process for education of residents and faculty regarding unprofessional behavior and a confidential process for reporting, investigating, and addressing such concerns.

Well-Being
In the current health care environment, residents and faculty members are at increased risk for burnout and depression. Psychological, emotional, and physical well-being are critical in the development of the competent, caring, and resilient physician. Self-care is an important component of professionalism; it is also a skill that must be learned and nurtured in the context of other aspects of residency training. Programs, in partnership with their Sponsoring Institutions, have the same responsibility to address well-being as they do to evaluate other aspects of resident competence.

This responsibility must include:
• efforts to enhance the meaning that each resident finds in the experience of being a physician, including protecting time with patients, minimizing non-physician obligations, providing administrative support, promoting progressive autonomy and flexibility, and enhancing professional relationships;
• attention to scheduling, work intensity, and work compression that impacts resident well-being;
• evaluating workplace safety data and addressing the safety of residents and faculty members;
• policies and programs that encourage optimal resident and faculty member well-being; and, (1) Residents must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.
• attention to resident and faculty member burnout, depression, and substance abuse. The program, in partnership with its Sponsoring Institution, must educate faculty members and residents in identification of the symptoms of burnout, depression, and substance abuse, including means to assist those who experience these conditions. Residents and faculty members must also be educated to recognize those symptoms in themselves and how to seek appropriate care. The program, in partnership with its Sponsoring Institution, must: (1) encourage residents and faculty members to alert the program director
or other designated personnel or programs when they are concerned that another resident, fellow, or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence; (2) provide access to appropriate tools for self-screening; and, (3) provide access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.

There are circumstances in which residents may be unable to attend work, including but not limited to fatigue, illness, and family emergencies. Each program must have policies and procedures in place that ensure coverage of patient care in the event that a resident may be unable to perform their patient care responsibilities. These policies must be implemented without fear of negative consequences for the resident who is unable to provide the clinical work.

Fatigue Mitigation
Programs must:
- educate all faculty members and residents to recognize the signs of fatigue and sleep deprivation;
- educate all faculty members and residents in alertness management and fatigue mitigation processes; and,
- encourage residents to use fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning.

Each program must ensure continuity of patient care, consistent with the program’s policies and procedures referenced in VI.C.2, in the event that a resident may be unable to perform their patient care responsibilities due to excessive fatigue.

The program, in partnership with its Sponsoring Institution, must ensure adequate sleep facilities and safe transportation options for residents who may be too fatigued to safely return home.

Clinical Responsibilities, Teamwork, and Transitions of Care

Clinical Responsibilities
The clinical responsibilities for each resident must be based on PGY level, patient safety, resident ability, severity and complexity of patient illness/condition, and available support services. [Optimal clinical workload may be further specified by each Review Committee.]

Teamwork
Residents must care for patients in an environment that maximizes communication. This must include the opportunity to work as a member of effective interprofessional teams that are appropriate to the delivery of care in the specialty and larger health system. [Each Review Committee will define the elements that must be present in each specialty.]
Transitions of Care
Programs must design clinical assignments to optimize transitions in patient care, including their safety, frequency, and structure. Programs, in partnership with their Sponsoring Institutions, must ensure and monitor effective, structured hand-over processes to facilitate both continuity of care and patient safety. Programs must ensure that residents are competent in communicating with team members in the hand-over process. Programs and clinical sites must maintain and communicate schedules of attending physicians and residents currently responsible for care. Each program must ensure continuity of patient care, consistent with the program’s policies and procedures referenced in VI.C.2, in the event that a resident may be unable to perform their patient care responsibilities due to excessive fatigue or illness, or family emergency.

Clinical Experience and Education
Programs, in partnership with their Sponsoring Institutions, must design an effective program structure that is configured to provide residents with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities.

Maximum Hours of Clinical and Educational Work per Week: Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting.

Mandatory Time Free of Clinical Work and Education: The program must design an effective program structure that is configured to provide residents with educational opportunities, as well as reasonable opportunities for rest and personal well-being. Residents should have eight hours off between scheduled clinical work and education periods. (1) There may be circumstances when residents choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements. Residents must have at least 14 hours free of clinical work and education after 24 hours of in-house call. Residents must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days.

Maximum Clinical Work and Education Period Length: Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or resident education. Additional patient care responsibilities must not be assigned to a resident during this time.

Clinical and Educational Work Hour Exceptions: In rare circumstances, after handing off all other responsibilities, a resident, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:

- to continue to provide care to a single severely ill or unstable patient;
- humanistic attention to the needs of a patient or family; or,
- to attend unique educational events.
These additional hours of care or education will be counted toward the 80-hour weekly limit. A Review Committee may grant rotation-specific exceptions for up to 10 percent or a maximum of 88 clinical and educational work hours to individual programs based on a sound educational rationale. In preparing a request for an exception, the program director must follow the clinical and educational work hour exception policy from the ACGME Manual of Policies and Procedures. Prior to submitting the request to the Review Committee, the program director must obtain approval from the Sponsoring Institution’s GMEC and DIO.

Moonlighting: Moonlighting must not interfere with the ability of the resident to achieve the goals and objectives of the educational program, and must not interfere with the resident’s fitness for work nor compromise patient safety. Time spent by residents in internal and external moonlighting (as defined in the ACGME Glossary of Terms) must be counted toward the 80-hour maximum weekly limit. PGY-1 residents are not permitted to moonlight.

In-House Night Float: Night float must occur within the context of the 80-hour and one-day-off-in-seven requirements. [The maximum number of consecutive weeks of night float, and maximum number of months of night float per year may be further specified by the Review Committee.]

Maximum In-House On-Call Frequency: Residents must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period).

At-Home Call: Time spent on patient care activities by residents on at-home call must count toward the 80-hour maximum weekly limit. The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident. Residents are permitted to return to the hospital while on at-home call to provide direct care for new or established patients. These hours of inpatient patient care must be included in the 80-hour maximum weekly limit.
GRIEVANCE PROCEDURES

When possible, grievances should be settled within the resident’s department. If this route has been tried and no agreement is reached, the resident should come to the Graduate Medical Education Office. If there is no resolution at this point, then the resident can activate a formal grievance procedure as described in the house officer agreement or in the next section.

ACADEMIC APPEAL PROCEDURE REFERRED TO IN #23 OF THE HOUSE OFFICER CONTRACT (ALSO AVAILABLE IN THE GME OFFICE AND ON WEB SITE)

HOUSE OFFICER APPEAL PROCEDURE

A. Appeal to the House Officer Appeals Committee (Committee) is available for house officers when any of the following actions occur:
   1. Written notice of termination for unsatisfactory academic performance; or unsatisfactory professional performance; or a breach of the terms of the House Officer Agreement; or breach of the Bylaws of the Board of Regents of the University of Nebraska.
   2. Written notice of nonrenewal of the House Officer Agreement prior to the completion of the training program.
   3. Written notice of determination of unsatisfactory academic performance that does not lead to termination.

B. An appeal must be made in writing setting forth the reasons for the appeal and submitted to the Associate Dean for Graduate Medical Education. The house officer must make the appeal within two weeks after receiving notice of the adverse action affecting the house officer.

C. A Committee shall then be appointed to hear the appeal. The Committee shall consist of four members of the full time faculty and one resident, all with equal voting status. The Committee shall not include any individual who participated in the action resulting in the appeal or other individuals who might have a conflict of interest.

D. The members of the House Officer Appeals Committee shall select one of the members as Chairperson in a manner agreed upon by the members. The Chairperson shall, in all cases, vote as a member of the Committee.

E. At least one week in advance of the hearing, the house officer requesting an appeal shall be given written notice of the time and place of the hearing, the membership of the Committee, and a copy of the House Officer Appeal Procedure.

F. If the house officer requests a personal appearance before the Committee, the request shall be granted.

G. The house officer wishing to appear personally before the Committee may be accompanied by an advisor of choice. The name of the advisor must be provided to the Committee at least 24 hours before the hearing. The role of the advisor shall be limited to assisting the house officer. If the house officer has an attorney for advisor, the Program may have an attorney present to assist the Program. The Committee may have the assistance of counsel for the University to advise the Committee on procedural and other matters.
H. The house officer and program director shall provide copies of documents and a list of witnesses to the Graduate Medical Education Office at least 48 hours in advance of the hearing. The Graduate Medical Education Office shall distribute the information to the house officer, program director, and committee members in advance of the hearing.

I. The Chairperson of the Committee shall determine the order of the hearing, direct questioning of the house officer, if present, and any other witnesses, if present, and conduct the hearing so that the house officer, his or her advisor and any other individuals appearing before the Committee are treated fairly.

J. The Associate Dean for Graduate Medical Education who is a non-voting member of the Committee, shall act as secretary to the Committee. The secretary shall arrange for a tape recording of the house officer’s testimony and the testimony of any other witnesses. The house officer may request a copy of the tape recording of his or her testimony and the testimony of any other witnesses who may appear before the Committee.

K. At the conclusion of the hearing, the Committee shall consider the written and oral evidence. The Committee deliberations shall not be recorded. The Committee members shall consider the following questions during their deliberations.
   1. Whether the person(s) taking the action affecting the house officer considered all relevant matters.
   2. Whether the action taken was arbitrary or capricious.

L. After thorough consideration of all of the written evidence and oral testimony presented, the Committee shall vote by secret ballot. The decision of the Committee shall be by majority vote. The Committee decision may be one of following: to uphold, to reverse, or to modify the action taken affecting the house officer. The Committee Chair shall submit the decision in writing to the Dean as a recommendation.

M. The Dean, upon receipt of the Committee’s recommendation, shall review the matter and make the final decision about the appeal. The house officer and program director shall be notified in writing of the final decision.

Approved by the GMEC 10/98

HIPAA

The University of Nebraska Medical Center is committed to complying with mandatory state and federal regulations. This compliance impacts not only employees and students but volunteers as well. In many instances it will be necessary for employees and students who are doing rotations with other institutions to also meet their specific compliance requirements. These compliance mandates include (but are not limited to) applicable mandates of the Administrative Simplification Provisions for grant accounting, Title II of the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”), Bloodborne Pathogen (OSHA), Safety (JCAHO), Biosafety, Privacy, Confidentiality and Information Security, Institutional Review Board (IRB). Each mandate is covered by a specific policy and procedure outlining the reasons and the methods for achieving compliance.
It is the responsibility of faculty, staff, students, house officers and volunteers to ensure they meet their applicable certification in accordance and relevant mandates. In those cases where training is necessary it is the individual’s responsibility to obtain the appropriate training and participate in the testing which will certify their compliance. Failure to meet and maintain applicable compliance standards and certification will be grounds for disciplinary action up to and including dismissal or termination of employment.

CENTER FOR HEALTHY LIVING (Fitness Center)
Jayme Nekuda, Director of Benefits & Work-Life Programs
Student Life Center
www.unmc.edu/cfhl

The Center for Healthy Living (CFHL) provides a variety of leisure activities in addition to fitness and wellness services for the UNMC students, faculty, staff, volunteers, alumni and their families. The CFHL includes two activity courts (for basketball, volleyball, badminton, pickleball & indoor walking/running track), three fitness studios, table tennis area, men’s and women’s locker rooms and the Heiser strength and conditioning area. The Heiser area contains dynamic exercise alternatives such as treadmills, elliptical trainers, step machines, rowing machine, versa-climber expresso bicycles, and stationary and recumbent bicycles. Resistive exercise options include weight machines as well as free weights.

Center for Healthy Living memberships include use of all facilities and the following services:

- Fitness classes
- Fitness assessments
- Personalized exercise program designs
- Equipment orientation
- Daily-use lockers & semester locker rental
- Towels
- Intramural leagues in basketball, volleyball, broomball, disc golf, golf, curling, pickleball, soccer and softball are also available for an additional fee (you do not need to be a member of the CFHL to participate in leagues).
- Sponsored memberships (for spouses or friends) are available for an additional fee.

<table>
<thead>
<tr>
<th>Summer Hours  (June 1 - August)</th>
<th>Fall / Winter / Spring Hours  (August 1 day of classes - May 31)</th>
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<tr>
<td>Mon - Thur  5:00 a.m. - 9:00 p.m.</td>
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CHILD DEVELOPMENT CENTER

The center was established in 1991 to meet the childcare needs of parents and grandparents who are students, staff, faculty or alumni of UNMC / Nebraska Medicine / UNO. Children are provided a quality program designed to meet their physical, emotional, social and intellectual needs through stimulating activities in a nurturing and accepting atmosphere. This is done with sensitive, caring staff working in partnership with parents and families. Our goal is for each child to realize his or her potential in a secure and loving environment.

A few of the many services we provide include:

- Full time child care
- Meals-breakfast, lunch and afternoon snack
- Open door policy-Parents always welcome

We accept children ages 6 weeks through 7 years, and our operating hours are 6:00am-6:00pm. To register, stop by and tour our facility, phone us at 402-559-8800 or visit our website at: http://app1.unmc.edu/unmcchildcare. A non-refundable fee of $25 is required for enrollment. If an opening isn’t currently available, you will be placed on a waiting list.

INSURANCE BENEFITS
UNMC Benefits Office
402-559-4340

http://www.nebraska.edu/benefits
INSTITUTIONAL VENDOR POLICY
(Pharmaceutical & Nutritional Company Representatives)

POLICY
It is the policy of Nebraska Medicine that all pharmaceutical & nutritional company representatives (PNCR’s) (including but not limited to, any employees of a pharmaceutical or nutritional products company) who conduct business or otherwise contact any employee, staff member, agent or physician affiliated with Nebraska Medicine comply with any and all Nebraska Medicine policies concerning patient security, confidentiality and other provisions under the Health and Insurance Portability and Accountability Act (“HIPAA”), the American Medical Association’s Guidelines for Gifts, and with all Food and Drug Administration rules concerning the dissemination of information concerning indications for use and administration of pharmaceutical products and nutritional products.

The purpose of this policy is to insure that PNCR’s understand and comply with Nebraska Medicine’s policies regarding security and the confidentiality and non-disclosure of any individually identifiable health information, which is defined as protected health information under HIPAA (“PHI”). Secondarily, the purpose of the policy is to acknowledge that the PNCR’s purpose and role at Nebraska Medicine is to provide information about and supply pharmaceutical products to Nebraska Medicine Staff. It is understood that Nebraska Medicine shall not use or disclose any PHI to any PNCR’s without the prior written informed authorization by an individual whose PHI is used or disclosed. In the event that a PNCR is incidentally exposed to PHI during the normal course of its contact with Nebraska Medicine, the PNCR agrees to abide by the Confidentiality Agreement attached hereto as Exhibit “A” and incorporated herein by this reference.

PROCEDURE
1. Before any initial contact with Nebraska Medicine Staff, all PNCR’s will register in the Department of Pharmaceutical and Nutrition Care offices located in Room UH2230. The Department shall provide a PNCR with an orientation packet (including a copy of this policy and security instructions) and shall obtain:
   a. An executed copy of the confidentiality and security agreement, and
   b. Contact information for the PNCR and the PNCR’s immediate sales manager.
2. PNCR’s, and their immediate sales managers, who have contact with Nebraska Medicine Staff will agree to attend an annual orientation regarding. At the orientation, Nebraska Medicine Staff shall:
   a. Obtain an executed copy of the confidentiality and security agreement and contact information for the PNCR and the PNCR’s immediate sales manager (where the information has not already been obtained);
   b. Review Nebraska Medicine Pharmacy & Therapeutics Committee procedures;
   c. Review any security policies and procedures of Nebraska Medicine;
d. Campus security policies (including sign-in procedures);

e. Patient confidentiality policies;

f. Continuing education procedures; and

g. Research procedures

3. All PNCR’s assigned to Nebraska Medicine will attend an annual orientation. Nebraska Medicine Department of Pharmaceutical and Nutrition Care staff shall schedule and conduct sufficient numbers of orientations as to provide all PNCR’s opportunities to attend the orientations. All PNCR’s must attend one of the scheduled orientations and obtain an official identification card for security purposes. New PNCR’s assigned between orientation sessions may schedule a brief meeting with representatives of the DPNC and CCE to review the PNCR policy, register (including signing the confidentiality and security agreement), and obtain an identification card before making calls on Nebraska Medicine staff.

4. PNCR’s will sign-in upon arrival for each business visit to Nebraska Medicine.

5. PNCR’s agree to wear the name badge (prominently displayed) during any business call at Nebraska Medicine which will identify both the PNCR and the company represented by the PNCR.

6. During the course of the PNCR’s business contact with Nebraska Medicine, the PNCR shall not have any access to any inpatient floors of the hospital, intensive care units, any procedure and/or operating rooms, any pharmacy work areas, or other areas specified in the orientation packet.

7. In the event that Nebraska Medicine desires to use or disclose any PHI to a PNCR (e.g. where Nebraska Medicine invites a PNCR to witness a surgical implantation of a pharmaceutical product), Nebraska Medicine shall first obtain the prior written informed authorization by the patient whose PHI will be used or disclosed in compliance with the authorization requirements under HIPAA.

8. PNCR’s may be able to provide a general idea of pricing for pharmaceutical products to Nebraska Medicine staff and physicians at Nebraska Medicine. However, because of the complexity of the formulary and pharmaceutical contracts that NHS has with pharmaceutical companies, PNCR’s are not able to provide accurate estimates of actual charges for pharmaceutical products. Therefore, PNCR’s not shall attempt to interpret or communicate to Nebraska Medicine Staff any actual pricing information or other contractual information regarding pharmaceutical products. PNCR’s agree to refer any and all questions by the staff and/or Nebraska Medicine physicians to the Department of Pharmaceutical & Nutrition Care.

9. Individual clinics within Nebraska Medicine have developed policies related to Nebraska Medicine acceptance of pharmaceutical product samples from PNCR’s (“Drug Sample Policies”). Nebraska Medicine will strictly enforce, and PNCR’s agree to adhere to any such Drug Sample Policies (e.g., MS2; pharmacy number 6.060), which will be listed in the orientation packet.
ADA (American’s With Disabilities Act)

Federal regulations state that a qualified individual with a disability means “an individual with a disability who satisfies the requisite skill, experience and education, and other job related requirements of the employment position such as individuals holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of the job.” Contact Human Resources – Employee Relations for questions regarding the implementation of ADA for faculty and staff on-campus. If you have a disability that you feel requires accommodation, print out and send in the form on the website and also contact the GME Office. We will do our best to help.

HOUSE OFFICER DISABILITY INSURANCE

Chris Insinger & Associates
Renaissance Financial
(402) 884-6802/(402) 884-6805
email: medical@rfconline.com

The disability plan available to house staff at the University of Nebraska Medical Center is handled through the private advisors listed above. All house officers are eligible to participate with the opportunity to convert the policy when you terminate your house officer appointment to a high quality, gender neutral rated, true own occupation, disability insurance program without having to go through the health questions or exam—even if you know that you would not qualify. If you are in the military or if you already have a plan, you may be eligible to layer this plan on top of your existing coverage. In addition, a 15% discount remains on the policy. Residents and fellows that are here on visas are eligible for this plan. For more information, please contact Chris Insinger.

2017 Group Rates

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HOUSE OFFICERS ASSOCIATION

The House Officers Association is the representative body for the house officers at UNMC. Through elected representatives, problems, salaries, and working conditions are discussed with the administration. The association sponsors academic and social activities through the year.

The executive board of the HOA consists of the president, vice president, secretary, treasurer and a representative from each department to insure total input. All house officers are welcome to attend the meetings which take place on the average of every two months. Dues are $2 per month, which will be automatically deducted from the monthly paycheck.
Many problems, particularly those relating to working conditions, can best be solved through your house officer association. The association is effective only through your continued support.

HOUSE OFFICERS ASSOCIATION ALLIANCE

The House Officers Association Auxiliary is a non-profit organization comprised of House Officer spouses at UNMC. The purpose of HOAA is to promote good fellowship among its members and open lines of communication within UNMC, not only at the auxiliary level but also at the House Officer level.

The Auxiliary sponsors a wide variety of activities throughout the year including several special interest clubs (i.e., Bridge, Crafts, Cooking, Play Group, Volleyball, etc.) which meet on a monthly basis. The Auxiliary also provides monetary support to fund innovative programs which benefit families and/or employees at UNMC through an annual fundraiser. Dues are $20 annually.

This is a wonderful opportunity for an enriching experience during your spouse’s training years, and the friends you make here are friends for a lifetime.

McGOOGAN LIBRARY OF MEDICINE

http://www.unmc.edu/library

The McGoogan Library website linked from http://www.unmc.edu/library serves as the gateway to the electronic information resources. With the proliferation of online resources available, the Library has acquired and made available online journals, books, and databases through the library website and many formatted for mobile devices. Resources once only accessible in the library are now available from any location with Internet access. Library users can gain access on or off campus provided through the Library’s online catalog, its Online Journal and Ebook Finder, selected online databases, and Clinical Resources. Social networking allows the library to keep library users informed via a blog, Facebook, and Twitter, as well as help users at the point of need through an online “chat” service. The majority of the library online resources are available off-campus provided the user has a UNMC System ID and PWD.

LOCATION

The library is located on the 6th, 7th, and 8th floors of Wittson Hall. To reach the library take 42nd Street south from Dodge Street. The library is located on the west side of the street between Emile and Dewey.
LIBRARY PHONE NUMBERS

AskUs Desk Circulation......................... 402-559-4006
AskUs Desk Education & Research Services... 402-559-6221
or Toll Free 1-866-800-5209
Interlibrary Loan................................. 402-559-7085
Special Collections............................. 402-559-7094
Administration................................... 402-559-7079

LIBRARY HOURS

Monday-Thursday ...................... 7:30 a.m. to 12:00 a.m.
Friday ........................................... 7:30 a.m. to 9:00 p.m.
Saturday ...................................... 10:00 a.m. to 6:00 p.m.
Sunday ......................................... 1:00 p.m. to 10:00 p.m.

Badge access is required after 5pm and during weekend hours. Holidays and summer hours are posted on the Library’s website.

BORROWING PRIVILEGES AND OTHER SERVICES

All faculty, staff, and students from UNMC and Nebraska Medicine personnel may borrow library materials by presenting their UNMC or Nebraska Medicine photo identification card and completing additional registration information at the library’s AskUs Desk. Privileges will not be granted without a valid UNMC or Nebraska Medicine photo identification card. Most books circulate for a two-week period with 2 two-week renewals. Multimedia and anatomical models circulate for one week. Borrowers are encouraged to return materials on time. Overdue charges are 20 cents per day for each item. Unpaid fines can result in the suspension of borrowing and holds will be placed with the Registrar.

Self-service scanning is available as well as black and white printing. The cost is ten cents a page for black and white copies. Printing from the two public service computers is ten cents a page with two sided printing. These copies can be picked up and paid for at the AskUs Desk. Additionally, a fax machine is available for sending and receiving documents. There is no charge for this service.

3D PRINTING

The Library provides 3D printing services to support research, educational, and clinical projects. Library staff can print 3D models from your design, or you may use 3D printers in the Library’s Makerspace to print your own models, following a basic orientation. The Library welcomes prototyping and can advise on the potential success of prints, but does not offer design consultations at this time.
EDUCATION & RESEARCH SERVICES

Education & Research librarians are on duty to provide assistance from 8:00 a.m. to 5:00 p.m., Monday through Friday. They offer a free “online search” service to UNMC House Officers. Contact them with your information request and a librarian will search the library’s resources to answer your request.

You may contact the Librarians in a number of ways:

**in person**
6th Floor of Wittson Hall
8 a.m. to 5 p.m. Monday through Friday

**phone**
402-559-6221
toll free: 1-866-800-5209
402-559-4006 (after 5 p.m. and on weekends)

**email**
askus@unmc.edu

**text**
402-370-5016
8 a.m. to 5 p.m. Monday through Friday

The Education & Research Services department is available for group classes or individual instruction throughout the year. The department can help you learn to perform your own searches and teach you how to access the Library’s electronic journals and electronic textbooks. Call 402-559-6221 for assistance.

Do you need information for your patients or patient’s family? The Library provides information at no charge to Nebraska residents and Nebraska Medicine patients through the Consumer Health Information Resource Service (CHIRS). A Librarian will research the condition and provide a tailored package of information that may include: journal articles / book chapters / pamphlets / web resources. CHIRS information is provided for informational purposes only. Go to https://www.unmc.edu/library/consumer/index.html

**ELECTRONIC RESOURCES**

The McGoogan library provides access to several literature databases, including MEDLINE, CINAHL, Scopus, and Embase. Additionally, thousands of online journals and ebooks can be accessed through the library’s catalog. Online articles are embedded within the literature databases via the GetIt!@ UNMC button.

The library provides many valuable resources to support the delivery of patient care. A sampling of some of the most useful resources for house officers is annotated below.

**UpToDate:** Clinical reference tool which summarizes expert and some evidence based information on various diseases.

**Access Medicine:** Offers full text access to clinical textbooks including Harrison’s Online.

**Clinical Pharmacology and Lexicomp:** Offers up-to-date drug information, tools with which you can create customized drug interaction reports and more.

Do you own a **Smartphone or tablet?** Check out our mobile resources at http://unmc.libguides.com/mobile/library to find out which medical and drug related resources you can download or access.
INTERLIBRARY LOAN
The library can obtain journal articles, books, and book chapters if they are not available in the collection through the interlibrary loan (ILL) service or make scans of articles that are in the collection. Requests for these services are made online through the Order Articles link found on the library’s homepage or from within the GetIt! @ UNMC button within literature databases. A one-time registration process must be completed. Turnaround time for receipt of an article is generally 1-2 days. There is no charge for this service, but copyright fees may apply in certain circumstances.

REFLECTION ROOM AND WELLNESS CORNER
The Reflection Room, located on the eighth floor of the library, is available for quiet meditation or reflection. The room contains art, soft lighting, comfortable cushions, mats, a massage chair, and music selections (via QR code on mobile devices). The Library also has a Wellness Corner on the northwest side of the sixth floor. Here, large-format art, a coloring station, wellness-themed books, music selections and another massage chair are available. Both areas are open during regular library hours.

HISTORY OF MEDICINE AND RARE BOOK COLLECTION
A wide range of historically significant and locally relevant material is available in the History of Medicine and Rare Book Collections located on the 8th floor of Wittson Hall. Notable highlights include the Orr Collection on orthopedic surgery, the Lloyd Thompson Collection of medical cartoons, and the Moe Collection on the history of medicine. Numerous papers, manuscripts, prints, and other unique objects, such as a 464-year-old Vesalius broadsheet, are also available. An Archive Collection consists mainly of UNMC documents and materials related to the Medical Center, its staff and students. Appointments are required to use the collection.

LICENSURE AND DEA NUMBERS
Before you begin your residency at the University of Nebraska, you must have a current Nebraska license (either permanent or temporary). For information and application, please contact the Graduate Medical Education office.

As a licensed physician you should apply for a narcotics number through the Drug Enforcement Administration. If you already have a DEA number in another state, you will need to reapply for a new number or transfer the number. Please contact the Graduate Medical Education office for information and application.

All renewal fees associated with licensure and narcotics registration are your responsibility.

LOAN DEFERMENTS
Loan deferments are handled through your department.
LOCUM TENENS & MOONLIGHTING

House officers may engage in outside medical practice provided such practice does not interfere in any way with the responsibilities, duties, and assignments of the training program of the University of Nebraska Medical Center, and must be approved in advance by the Chairman of the House Officer’s department. Please refer to paragraph #14 in the house officer agreement for more detailed information.

Locum tenens approval forms can be obtained from your department or from the Graduate Medical Education office.

YOU MUST HAVE A PERMANENT LICENSE IN THE STATE IF YOU WISH TO ENGAGE IN MEDICAL PRACTICE OUTSIDE THE UNIVERSITY.

MALPRACTICE

The University of Nebraska Board of Regents provides medical professional liability insurance to all house officers throughout the period of their employment with the University. This coverage also includes “tail” coverage once you leave your training program. In Nebraska, medical malpractice claims against physicians who participate in the State Excess Liability Fund are “capped” at $2,250,000 per occurrence. All UNMC house officers are enrolled in the fund. The first $500,000 of a claim is covered under the University's professional liability insurance program and the remainder is covered by the State Excess Liability Fund.

When you rotate to other health care facilities as part of your residency program, the following insurance coverage is provided:

Veteran Administration or Ehrling Bergquist Air Force Hospital — House officers are protected by the Federal Tort Claims Act and therefore immune from personal liability. Should a claim or lawsuit be filed against the house officer, the federal government must provide legal defense without cost and pay any settlement or judgment awarded by the court.

Hospitals within the State of Nebraska — As long as they take place within the State of Nebraska, approved rotations to other hospitals, are insured in the same manner as when you are at UNMC.

Out of Nebraska rotations — Professional liability coverage for rotations outside Nebraska will be provided according to the affiliation agreement between the University of Nebraska and the affiliated hospital. The excess liability fund and statutory protection provided by the State of Nebraska do not apply to out of state rotations. The University of Nebraska has acquired insurance for this coverage.
Moonlighting/Locum Tenens — The University insurance program covers house officers engaged in personal employment provided the activity is approved by the Program Director and by the Associate Dean for Graduate Medical Education in advance of the activity.

If you have any questions concerning the University insurance coverage, please contact the Office of Graduate Medical Education at (402) 559-6329 or the Office of Risk Management at (402) 559-5221.

NOTARY PUBLIC

There are notary publics on campus including Vicki Hamm and Rachel Nelsen in the Graduate Medical Education Office. This service is available to all employees at no cost.

ON-CALL ROOMS & MEALS

Call rooms are provided to those house officers assigned to in-house call duty. Call rooms are located in the hospital and Nebraska House. Please check with your departmental coordinator for further information.

PARKING SERVICES

Room 2002, Student Life Center (inside Bookstore), 3908 Jones Street
Telephone: 402-559-8580 Fax: 402-559-3500
E-mail: unmcparking@unmc.edu

House officers are assigned parking in Lot 50 or 06. House officers may be assigned to other lots as appropriate and based upon availability. Refer to the map for exact location of Lot 50 and 06.

All motor vehicles parked on the UNMC/Nebraska Medicine campus must display a valid parking permit. Vehicles may be parked only in the designated parking area covered by the permit displayed. A citation may be issued to any vehicle not displaying a valid UNMC/Nebraska Medicine parking permit.

Daily parking is available to House officers that are only on campus periodically, and do not need a monthly parking permit. The cost is $3.00 per day, and full details can be found here: http://livegreennebraska.com/travelsmart/flexparking/

The parking guidelines are outlined in the UNMC/Nebraska Medicine Parking Handbook. To obtain a handbook or more information, contact Vicki Hamm or Parking Services – https://net.unmc.edu/eserv/pk_manual.pdf.
PAYCHECKS

All house officers are paid on the last working day of the month. Checks are distributed through a designated individual from your department. If you want your check mailed to your bank or home address, contact your departmental coordinator.

Should you have questions regarding your paycheck, please call the Graduate Medical Education office at x9-7426.

PHOTO I.D.’s

As an employee of the University of Nebraska, you will need a photo I.D. If you did not get your photo I.D. at the time of house officer orientation, contact the UneCard office at 9-5917.

RISK MANAGEMENT AND PATIENT SAFETY

Risk Management and Patient Safety rely on an “early warning system” to receive notification of untoward medical/surgical events. Early notification provides for:

- Immediate investigation of the event to determine system failure(s) and facilitate quality improvement activities. Root Cause Analysis meetings are called for serious events to identify the system failure(s) and develop action steps to prevent further incidents and injuries.
- Immediate gathering of information to prevent or prepare for litigation.

The early warning system is activated in two ways:

1. Incident Reports. For help to locate screens for the on-line incident reporting system you can ask a staff nurse, call the Patient Safety Coordinator at 9-3463, or hospital Risk Management at 9-6466
2. Verbal reports. If a serious patient event occurs, call hospital Risk Management during business hours. After hours or on holidays, call the Operator and ask to speak to the Risk Manager on call. The on call Hospital Administrator is a second option.

Patient Care Events to report to Risk Management include but are not limited to:

- An unanticipated, negative medical/surgical outcome, (e.g. cardiac arrest, hemorrhage, death),
- Maternal or fetal injury or death and other poor perinatal outcomes, (e.g. low Apgar scores, failed forceps delivery or injury from forceps),
- Significant neurological injury,
- Medication errors causing serious injury or death,
- Surgery on the wrong body part, regardless of how minor,
- Patient or family threatens to sue,
- Implanted devices that fail and lead to patient injury or death,
- Patient/family complaints that cannot be resolved,
- Consent issues.
Actions to take if a reportable event occurs:

- Take care of the patient first.
- Call Risk Management for advice/collaboration on risk avoidance tactics and to discuss disclosure to the patient/family.
- Communicate with the patient/family after reviewing hospital policy LD-08, “Disclosure for an Unanticipated Outcome”.
- Save all physical evidence involved in the event, e.g. packaging, instruments, equipment with settings untouched, etc.
- Document the event accurately in the medical record, including discussions with the patient/family.
- Avoid discussing the event with anyone other than direct care providers and Risk Management.

RISK MANAGEMENT AND PATIENT SAFETY RESOURCES

**SITUATION**

**WHO TO CALL**

**Adverse Patient Events**

- Hospital Risk Management:
  - Dave Poppert, Risk Manager @ 2-3431
  - Sara Meier, Coordinator @ 9-6466

**Systems Issues or Quality of Care Concerns**

- Patient Safety:
  - Marcy Saniuk, Patient Safety Coordinator @ 9-3463
  - Colleen Malashock (Medication Safety) @ 9-8804

1. Receipt of UNMC Risk Management Summons/Complaint/Subpoena, UNMC Risk Management
   - Amy Lamer @ 9-5221

2. Unexpected calls from an attorney

3. Events over which you could be sued individually

SECURITY

Security personnel are on duty 24 hours a day, 7 days a week. The Security Business Office, ext. 9-4439, is located at 4215 Emile Street, in the Academic Research Service Building.

For help or to report unusual activities and crimes, call ext. 9-5111. After hours, Security will escort individuals to their vehicles upon request.

Blue Light Emergency Phones are available at 33 locations throughout UNMC/Nebraska Medicine campus. The phones can be seen on 7 foot poles or on building walls, with the word “EMERGENCY” printed on them in large lettering. The continuously illuminated Blue Lights can also be seen any time of the day or night. The phones have a direct line to Security Dispatch. Equipped with
an intercom face, the units are activated by a push button, which identifies the location, prompts security to respond directly to the location and opens a direct line to the security dispatchers. Pushing the button also activates a secondary blue strobe light on the unit. Students are encouraged to use the Emergency Phones for any emergency.

Campus Security posts Daily Summary Reports, Security Alerts, and other security and personal safety related information on the Intranet at https://info.unmc.edu/safety/campus-security/index.html http://info.unmc.edu/Security. Students and employees are encouraged to review the information on a routine basis and contact Campus Security with any questions or concerns.

NON-DISCRIMINATION & HARASSMENT POLICY

Purpose
1.1 UNMC promotes equal educational and employment opportunities in the academic and work environment free from discrimination and/or harassment. UNMC is dedicated to creating an environment where everyone feels valued, respected and included.

Scope
2.1 This policy is applicable to all UNMC students, and employees to include Office/Service, Managerial/Professional, Faculty, and Other Academic positions. It also applies to campus visitors like applicants for educational programs, applicants for employment, volunteers, and vendors.

Basis of the Policy
3.1 Notice of Non-Discrimination & Equal Employment Opportunity (EEO):
UNMC does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

UNMC complies with all local, state and federal laws prohibiting discrimination, including Title IX, which prohibits discrimination on the basis of sex.

Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

3.2 Harassment:
UNMC reaffirms that all women and men – administrators, faculty, staff, students, patients, and visitors – are to be treated fairly and equally with dignity and respect. Any form of harassment on the basis of a person’s protected status, is prohibited.
Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

3.3 Related Policies and Laws:
University of Nebraska Board of Regents Policies
Federal and State laws, including Titles VI and VII of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act, as amended, more specifically define UNMC non-discrimination obligations.

Authorities and Administration
4.1 The UNMC Human Resources’ Division Director of Employee Relations and the Assistant Vice Chancellor, Academic Affairs/Student Affairs are responsible for the administration, implementation, and maintenance of the Non-Discrimination and Harassment Policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance Executive Director of Human Resources and the Vice Chancellor of Academic Affairs.

Policy
5.1 The University of Nebraska Medical Center (UNMC) declares and affirms a policy of equal educational and employment opportunities, affirmative action in employment, and non-discrimination in providing its services to the public. Therefore, UNMC does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. Harassment on the basis of a person’s protected status is prohibited under this policy.

Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

5.2 Employees on each campus of the University of Nebraska shall be employed and equitably treated in regard to the terms and conditions of their employment without regard to individual characteristics other than qualifications for employment, quality of performance of duties, and conduct in regard to their employment in accord with University policies and rules and applicable law.

5.3 Hostile Environment: conduct which is severe or pervasive, on the basis of a person’s protected status, whether verbal/audio, pictorial, electronic (whether real or virtual), written, or physical, which in purpose or effect intimidates the recipient or creates an offensive or hostile working or academic environment. Such communication might be repeated use of greeting or titles offensive to the recipient, e.g.: gestures.
Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

Inquiries
6.1 Any student applicant or student participating in educational programs and activities, employee, applicant for employment, or campus visitor, who believes he or she may have suffered discrimination or harassment based upon protected status (race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation) should report problems, concerns, complaints, or issues relating to alleged prohibited discrimination or harassment to:

Employees, applicants for employment, or campus visitors
Discrimination or Disability Inquiries:
Linda Cunningham, MPA
Division Director, Employee Relations
Administrative Building (ADM) – Office# 2001
Telephone: 402.559.7394
E-mail lcunning@unmc.edu

Students or applicants for educational programs and activities
Discrimination or Disability Inquiries:
Cheryl Bagley Thompson, PhD, RN,
Assistant Vice-Chancellor Academic Affairs/Student Affairs
College of Nursing 4036
Telephone: 402.559.2792
E-mail cbthompson@unmc.edu

Employees, Students, Applicants or Campus Visitors
Title IX Inquiries:
Carmen Sirizzotti, MBA,
Title IX Coordinator
Administrative Building (ADM), Office# 2010,
Telephone: 402.559.2717
E-mail csirizzotti@unmc.edu

Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

Responsibilities: Human Resources’ Division Director of Employee Relations, Assistant Vice Chancellor - Academic Affairs, Administrators, Faculty, Staff, Students, and the University.
7.1 A work and academic environment free of discrimination is the responsibility of every member of the campus community.
Human Resources’ Division Director of Employee Relations, Linda Cunningham, MPA, is responsible for hearing employee’s complaints, concerns, reports of problems, and for providing assistance in such matters as ADA, discrimination and/or harassment.

Assistant Vice Chancellor, Academic Affairs Cheryl Bagley Thompson, PhD, RN, Assistant Vice-Chancellor Academic Affairs/Student Affairs, is responsible for hearing student’s complaints, concerns, reports of problems, and for providing assistance in such matters as ADA, discrimination and/or harassment.

University representatives (e.g.: Vice Chancellors, Deans, Directors, Department Chairs, Directors, Managers and Supervisors) are responsible for assisting faculty, staff, and students in receiving appropriate responses to complaints or issues.

Faculty, staff, and students are encouraged to bring forward complaints, concerns, problems or issues regarding discrimination or harassment based upon protected status.

UNMC reserves the right to take appropriate action against prohibited discrimination and harassment affecting the work or academic environment in the absence of a complaint from an individual.

Sexual Misconduct which includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (including hostile environment and quid pro quo), and stalking is covered under the UNMC Sexual Misconduct Policy Number 1107.

Confidentiality
8.1 To the extent possible the investigation of complaints filed under this policy shall be kept confidential. Investigations may be limited by the information provided by the complainant and the complainant’s willingness to pursue a formal complaint.

However, all persons involved in the complaint shall understand that UNMC is not precluded from conducting a thorough investigation and communicating with UNMC employees who have a need or right to know the findings of the investigation.

No Retaliation
9.1 There shall be no retaliation against individual employees or students who raise concerns. UNMC will not permit retaliation against any individual who, in good faith, files a complaint of discrimination or harassment on the basis of a person’s protected status or participates as a witness in an investigation. Those who engage in such retaliatory behaviors shall receive the appropriate discipline.

Individuals with compliance concerns or complaints should review the UNMC Compliance Hotline Policy Number 8001, which provides information on communication channels for employees and students to report any activity or
conduct that they suspect violates University of Nebraska or UNMC policies and procedures, and/or federal, state, or local laws and regulations. Compliance Hotline: 1.866.568.5430.

For additional information:
1. Employees, applicants for employment, or campus visitors may contact Linda Cunningham, MPA at 402.559.7394 or at lcunning@unmc.edu.
2. Students or applicants for educational programs and activities may contact Cheryl Bagley Thompson, PhD, RN at 402.559.2792 or at cbthompson@unmc.edu.
3. Employees, Students, Applicants, Campus Visitors - Title IX Inquiries may contact Carmen Sirizzotti, MBA, at 402.559.2717 or at csirizzotti@unmc.edu

UNIVERSITY OF NEBRASKA MEDICAL CENTER (UNMC)
SEXUAL MISCONDUCT POLICY

1. STATEMENT OF POLICY
1a. Beginning with the University of Nebraska charter in 1869, Nebraska law has provided that no person shall be deprived of the privileges of this institution because of sex. Discrimination on the basis of sex is also prohibited by Federal law. The University of Nebraska has programs to promote awareness of and to help prevent domestic violence, dating violence, sexual assault, and stalking, and to assist members of the university community who are affected by such behavior. Rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking are against the law and are unacceptable behaviors under University of Nebraska policy. These unacceptable behaviors are hereafter referred to as “sexual misconduct.” Sexual misconduct is conduct in violation of University policy and state and federal law that the University will take action to eliminate, prevent, and redress once the University has notice that sexual misconduct has occurred.

1b. The President and Chancellor shall implement procedures to address the rights of all individuals involved in cases of alleged sexual misconduct. This policy applies to all University of Nebraska employees and students regardless of sexual orientation or gender identity, and to all programs and activities under the jurisdiction of the University of Nebraska. The University may respond to complaints of sexual misconduct whether they are alleged to have occurred on or off University premises and to complaints of misconduct committed by third parties who are not employees or students.

2. AWARENESS, EDUCATION, PREVENTION AND TRAINING PROGRAMS
As required by federal statutes and administrative regulations, the Office of the President and Chancellor shall publicize and conduct ongoing
programs for new students and employees and other members of the University community to promote awareness of the problems caused by sexual misconduct and to help prevent and attempt to reduce the risk of the occurrence of sexual misconduct. These programs shall include instruction on safe and positive options for bystander intervention that may be carried out by individuals to prevent harm or intervene when there is a risk of sexual misconduct being inflicted on another person. Training shall be provided to all persons designated as campus security authorities and involved in responding to charges of sexual misconduct.

3. ASSISTANCE TO PERSONS SUBJECTED TO SEXUAL MISCONDUCT

3.1 Persons subjected to sexual misconduct may be helped—sometimes anonymously—whether or not a complaint of any kind is filed. Changes in academic, living, transportation, and working situations may be made available on a confidential basis by the University as remedies to protect persons, complainants, or witnesses. The President and Chancellor shall disseminate information about university programs and resources available to assist persons who have been subjected to sexual misconduct, and about agencies outside the university located throughout the state that provide related services. In addition to identifying resources available to provide counseling and medical treatment, university sexual misconduct programs must provide instruction on the importance of preserving evidence as proof of sexual misconduct, and on the availability of protection orders and other remedies that may be afforded to persons who have been subjected to sexual misconduct. Preservation of evidence is required of all parties. Concealment or destruction of evidence is prohibited under university rules and the law.

3.2 A person who has or had been involved in a dating relationship, or who has or had a marital, shared residential, or familial relationship with the actor may obtain either a harassment or domestic protection order. Persons who have not been involved in a dating relationship may qualify for a harassment protection order. Violation of harassment or domestic protection orders issued by courts of this or another state or tribal courts can result in a violator’s arrest and subject the violator to criminal penalties.

3.3 The Protection from Domestic Abuse Act makes the Nebraska Department of Health and Human Services (DHHS) responsible to provide victims of domestic abuse emergency services, support programs, limited medical help and legal assistance in obtaining a protection order.

4. COMPLAINTS, REPORTING AND INVESTIGATION PROCESS

A person subjected to sexual misconduct may be helped whether or not a complaint or report of any kind is filed. Changes in academic, living, transportation, and working situations may be made available by the University as remedies to protect persons, complainants, or witnesses. There are several avenues potentially available to make a report or formal complaint of sexual misconduct. A report of sexual misconduct could
be made to the University, a civil suit could be filed against the actor
responsible for the sexual misconduct, a criminal charge could be filed
as a result of a law enforcement investigation, and/or an administrative
complaint can be made to the United States Department of Education,
Office of Civil Rights (OCR). A person may also choose not to make a
report or take further action.

Complaints to University
4.0 Students, employees and third parties may complain of violations
of the university policy against sexual misconduct. Complaints of sexual
misconduct can be made to Campus Security Authorities (CSAs),
Investigators, Human Resources or Student Affairs Officer, and Title IX
Coordinator. Information on how to file complaints will be publicized by
the President and Chancellor.

4.1. The University will protect the privacy of the parties involved in a
sexual misconduct case to the extent possible under the law. In some
situations, including those in which disciplinary action is a possible
outcome, the law may require disclosure to respondents.

4.2. The University may be required by law to investigate complaints of
sexual misconduct, but that investigation may be limited by the information
provided by the Complainant and the Complainant's willingness to pursue
a formal complaint.

4.3. If the Complainant wishes to avoid revealing his or her identity, the
University will make every reasonable effort to abide by Complainant’s
wishes to remain anonymous; however, the University is required to
balance such a request with interest in protecting the safety of other
members of the community.

4.3.1. Factors that will be considered in determining whether to
disclose a report of sexual misconduct, a complaint, or the identity
of the Complainant to a Respondent include: the seriousness of the
alleged conduct; the Complainant’s age; whether there have been
other complaints about the same individual; and the Respondent’s
rights to receive information about the allegations.

4.3.2. If the University proceeds with an investigation or other
response to the Report of sexual misconduct, then the Investigator
will notify the Complainant before the Respondent is contacted.
Retaliation against the Complainant or a third party in an attempt to
prevent or otherwise obstruct the reporting or remediation of sexual
misconduct is prohibited. The Complainant and others contacted
during the course of an investigation should be notified of the
University’s anti-retaliation policy.
4.4. **Handling of Confidential Reports.**

4.4.1. If the Complainant would like to remain anonymous, the Investigator will:

4.4.1.1. explain that the University endeavors to investigate the allegations as presented without revealing the Complainant’s identity, but that the University cannot ensure complete confidentiality and it may be limited in its ability to take disciplinary action if the Complainant desires to remain anonymous;

4.4.1.2. advise the Complainant that the University has an obligation to investigate and document allegations of sexual misconduct, to include general information about reports of criminal sexual misconduct in annual security report statistics which do not identify either the person claiming to have been subject to criminal sexual misconduct or the actor alleged to have committed criminal sexual misconduct;

4.4.1.3. to the extent practicable, provide resources and internally manage the Complainant’s situation, as the University would if the Complainant did not request anonymity; and

4.4.1.4. ask the Complainant to acknowledge and sign a document confirming that s/he has requested anonymity and that may mean that the University is unable to take disciplinary action against the Respondent.

**Investigation by University**

4.5. The University will investigate and act upon information that is provided to it about allegations of sexual misconduct.

4.6. The University is committed to the following when investigating sexual misconduct complaints:

4.6.1. Assigning investigators who receive annual training on the issues related to domestic violence, dating violence, sexual assault, sexual harassment, and stalking, and how to conduct an investigation that protects the safety of persons involved;

4.6.2. Basing findings on the greater weight of the evidence standard;

4.6.3. Treating all parties fairly and equally;

4.6.4. Notifying all parties that the investigation will be impartial, prompt and equitable; and

4.6.5. Providing all parties an opportunity to be heard.
University Disciplinary Procedures

4.7 Investigations of allegations against students will be handled using the Response to Allegations of Student Sexual Misconduct disciplinary procedures.

4.8 Investigations of allegations against employees will be handled using the Response to Allegations of Employee Sexual Misconduct disciplinary procedures.

4.9 University internal investigations and any disciplinary or remedial actions are independent of any civil, criminal or external administrative investigation. The University may pursue an investigation, take appropriate remedial action and/or impose disciplinary sanctions against a member of the university community at the same time the actor is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced.

5. POSSIBLE SANCTIONS AFTER SEXUAL MISCONDUCT FINDING
Institutional sanctions that may be imposed against students for sexual misconduct range from warning to expulsion. Sanctions against students may be imposed by the Student Affairs Officer, Conduct Officer, or Conduct Board. Institutional sanctions against employees range from warning to termination. Institutional sanctions against employees will be recommended by the Investigator to the person or persons authorized to impose employee sanctions. Institutional sanctions against third parties range from loss of privileges to trespass exclusion orders. Notice of the outcome of a sexual misconduct complaint must be provided to both complainant and respondent.

6. DEFINITIONS
For purposes of addressing complaints of sexual misconduct against or by University students and employees, the following uniform definitions shall be used by the University.

a. “Actor” means a person accused of sexual misconduct.

b. “Advisor” means any person, including legal counsel, who assists the Respondent, Complainant or Investigator during a Conduct proceeding.

c. “Bodily injury” shall mean physical pain, illness, or any impairment of physical condition.

d. “Campus security authority” (CSA) is a University official charged with the duty to report incidents of sexual misconduct to the person in charge of Clery Act reporting. All officers of a university police department or a campus security department are campus security authorities, but there are other CSAs outside of those offices. The Office of the President and Chancellor shall prepare and publicize a list of designated campus security authorities.

e. “Complainant” means any individual who comes forward to complain of sexual misconduct against or by a member of the University community or a third party.
f. “Confidentiality” means that the University will not disclose the names of individuals involved in sexual misconduct cases to others except on a need to know basis or as required by law. The University will instruct employees and students about the requirement not to disclose confidential information. Confidentiality is not the same as anonymity, where an individual is not named or personally identified.

g. “Consent” means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person. Nebraska law states “without consent” means:

(1) (i) The person was compelled to submit due to the use of force or threat of force or coercion, or (ii) the person expressed a lack of consent through words, or (iii) the person expressed a lack of consent through conduct, or (iv) the consent, if any was actually given, was the result of the actor’s deception as to the identity of the actor or the nature or purpose of the act on the part of the actor;

(2) The person need only resist, either verbally or physically, so as to make the person’s refusal to consent genuine and real and so as to reasonably make known to the actor the person’s refusal to consent; and

(3) A person need not resist verbally or physically where it would be useless or futile to do so.

(4) In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind.

There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

h. “Dating violence” is included within the definition of “domestic assault.”

i. “Domestic assault” has three definitions which depend on the harm threatened or inflicted by an actor on a person. An actor commits domestic assault if he or she (i) intentionally and knowingly causes bodily injury to his or her intimate partner; (ii) threatens an intimate partner with imminent bodily injury; or (iii) threatens an intimate partner in a menacing manner. An actor commits a more
severe form of domestic assault if he or she intentionally and knowingly causes bodily injury to his or her intimate partner with a dangerous instrument. An actor commits the worst form of domestic assault if he or she intentionally and knowingly causes serious bodily injury to his or her intimate partner.

j. “Domestic violence” is included with the definition of “domestic assault.”

k. “Force or threat of force” means (a) the use of physical force which overcomes the person’s resistance or (b) the threat of physical force, express or implied, against the person or a third party that places the person in fear of death or in fear of serious personal injury to the person of a third party where the person reasonably believes that the actor has the present or future ability to execute the threat.

l. “Intimate partner” means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. For purposes of this definition, dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement, but does not include a casual relationship or an ordinary association between persons in a business or social context.

m. “Intimate parts” means the genital area, groin, inner thighs, buttocks or breasts.

n. The term “Investigator” means a University official authorized to investigate and recommend remediation of complaints of sexual misconduct.

o. “In violation” means that it is more likely than not that an actor has committed one or more acts of sexual misconduct. In other words, a greater weight of the evidence standard must be used to find sexual misconduct.

p. The term “may” is used in the permissive sense.

q. “Member of the University community” includes any individual who is a student, staff, faculty member, University official, or any other individual employed by, or acting on behalf of, the University. An individual's status in a particular situation shall be determined by the Investigator or Title IX Coordinator.

r. The term “not in violation” means that it is more likely than not that a member of the University community did not commit one or more acts of sexual misconduct.

s. “Past sexual behavior” means a person’s sexual behavior other than when the sexual misconduct is alleged to have occurred.

t. “Person” means the individual who allegedly was, or was determined to have been, subjected to sexual misconduct.

u. “Rape” is included under the definition of sexual assault and means an actor’s sexual penetration of a person without consent.

v. “Respondent” is any member of the University who is charged with one or more acts of sexual misconduct.
w. “Retaliation” includes intimidation, threats, harassment, and other adverse action threatened or taken against the Complainant or a third party in an attempt to prevent or otherwise obstruct the reporting of sexual misconduct.

x. “Serious bodily injury” shall mean bodily injury which involves a substantial risk of death, or which involves substantial risk of serious physical disfigurement, or protracted loss or impairment of the function of any part or organ of the body.

y. “Serious personal injury” means great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.

z. “Sexual assault” is committed when an actor subjects a person to sexual penetration (i) without the consent of the person, (ii) when the actor knew or should have known that the person was mentally or physically incapable of resisting or appreciating the nature of the person's own conduct, (iii) when the actor is at least nineteen years of age and the person is under twelve, or (iv) when the actor is twenty-five years of age or older when the person is at least twelve years of age but less than sixteen years of age.

   Sexual assault is also committed when an actor subjects a person to sexual contact (a) without consent of the person, or (b) when the actor knew or should have known that the person was physically or mentally incapable of resisting or appraising the nature of the person's own conduct. Sexual assault by contact should be punished more severely if the actor causes serious personal injury to a person than if the actor shall not have caused serious personal injury.

aa. “Sexual contact” means the intentional touching of a person's intimate parts or the intentional touching of a person's clothing covering the immediate area of the person's intimate parts. Sexual contact also means the touching by the person of the actor's intimate parts or the clothing covering the immediate area of the actor's intimate parts when such touching is intentionally caused by the actor. Sexual contact shall include only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

bb. “Sexual harassment” is unwelcome conduct or behavior of a sexual nature. Both violent and non-violent sexual harassment is prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny a person's ability to participate in or benefit from the University's educational program creates a hostile environment, and is prohibited. Examples of sexual harassment include, but are not limited to: (1) an exposure of an actor's genitals done with the intent to affront or alarm any person, and (2) viewing a person in a state of undress without his or her consent or knowledge.
“Sexual misconduct” includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking.

“Sexual penetration” means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of the actor’s or person’s body or any object manipulated by the actor into the genital or anal openings of the person’s body which can be reasonably construed as being for nonmedical or nonhealth purposes. Sexual penetration does not require emission of semen.

The term “shall” is used in the imperative sense.

“Stalking” means to engage in a knowing and willful course of conduct directed at a specific person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate.

The term “student” includes all individuals taking courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not they reside in the University residence halls. Individuals who withdraw after having allegedly committed sexual misconduct, or who are not officially enrolled for a particular term, but who have an expected continued academic relationship with the University, may be considered “students.”

The “Student Affairs Officer” is the individual authorized by the University and the University Chancellor to be responsible for the administration of the Student Disciplinary Code, and in certain circumstances includes his or her designee.

The “Title IX Coordinator” is the individual designated by the campus to respond to allegations of sexual misconduct by members of the university community, and in some circumstances can include his or her designee.

The term “University” means University of Nebraska Medical Center.

The term “University business day” means any calendar day where the campus offices are open for business and classes are in session, excluding weekends and national holidays.

“University official” includes any individual employed by, associated with, or performing assigned administrative or professional responsibilities in the interests of the University. University officials who are designated as campus security authorities must report crimes to the person in charge of Clery Act reporting. Counselors and Healthcare Professionals are bound by professional rules that may preclude their reporting violations of University rules when they are acting within the scope of their counseling or professional responsibilities.

The term “University premises” includes all land, buildings, facilities, University approved housing and other property in the possession of,
or owned, used, or controlled by the University, including adjacent streets and sidewalks.

2014  0925 UNMC Sexual Misconduct Policy

Please review:
   UNMC Student Sexual Misconduct Procedures
   UNMC Employee Sexual Misconduct Procedures

Contact Carmen Sirizzotti, MBA, SPHR, UNMC Title IX Coordinator at 402-559-2710 or at csirizzotti@unmc.edu for additional information or questions.

VACATION & MEETING POLICIES

House Officers are employed by the University of Nebraska Medical Center and do not receive holidays or floating holidays, much like other University employees. Holidays are considered to be work days, much like a Sunday. For example, if a house officer wants to take the week of Thanksgiving as vacation and wants to be guaranteed not be called to the hospital where they are assigned, then the house officer would be charged with five days of vacation and the weekend.

There may be confusion when a department closes their clinics and the house officer does not have a “work” obligation for the day. If the clinics are closed and there are no other clinical obligations for the house officer, they are not charged a day of vacation, but are still accountable to any other patient care needs that may arise. If the house officer wants guaranteed time off for holidays or clinic closures, then vacation time should be taken.
FREQUENTLY CALLED TELEPHONE NUMBERS

Academic Records 402-559-4206
Access Services
  Clarkson Tower 402-552-3251
  University Tower 402-559-4222
Administration - UNMC
  Chancellor 402-559-4201
  Dean, COM 402-559-7290
Affirmative Action 402-559-5910
Alumni Affairs 402-559-4385
Benefits 402-559-5911
Bookstore 402-559-4455
Center for Healthy Living 402-559-5254
Child Development Center 402-559-8800
Communications Center 402-559-7936
Computing Services 402-559-7253
Continuing Education 402-559-4152
Copy Center 402-559-4282
Counseling Center 402-559-7276
Credit Union 402-551-3052
Equity Office 402-559-4242
Faculty/Employee Assistance 402-559-5323
Graduate Medical Education 402-559-7426
Help Desk (IT) 402-559-7700
Library 402-559-4006
Nebraska House 402-559-5599
Operators
  Nebraska Medicine 402-552-2000
  UNMC 402-559-4000
Public Affairs 402-559-4353
Risk Management 402-559-5221
Security 402-559-4439
UneCard Office 402-559-8414
BOARD OF REGENTS (ELECTED) COLLEGE OF MEDICINE

**Associate/Assistant Deans**

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Howard S. Fox, Ph.D.  Senior Associate Dean for Research Development  
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Chad W. Vokoun, M.D.  Assistant Dean for Graduate Medical Education  

**Clinical Department Chairs/Chiefs**

Anesthesiology  
Mike Wadman, M.D.  

Emergency Medicine  
Michael A. Sitorius, M.D.  

Family Medicine  
Deb Romberger, M.D.  

Internal Medicine  
Matthew Rizzo, M.D.  

Neurological Sciences  
Kenneth A. Follett, M.D.  

Neurosurgery  
Carl V. Smith, M.D.  

Obstetrics and Gynecology  
James Gigantelli, M.D. (Interim)  

Ophthalmology and Visual Sciences  
Valmont Desa, D.D.S., M.D.  

Oral and Maxillofacial Surgery  
Kevin L. Garvin, M.D.  

Orthopedic Surgery and Rehabilitation  
Dwight T. Jones, M.D.  

Otolaryngology Head and Neck Surgery  
Steven J. Lisco, M.D., FCCM, FCCP  

Pathology and Microbiology  
Steven H. Hinrichs, M.D.  

Pediatrics  
John W. Sparks, M.D.  

Plastic and Reconstructive Surgery  
Ronald R. Hollins, M.D., D.M.D.  

Psychiatry  
Steven P. Wengel, M.D.  

Radiation Oncology  
Charles A. Enke, M.D.  

Radiology  
Craig W. Walker, M.D.  

Surgery  
David W. Mercer, M.D.  

Urologic Surgery  
Chad A. LaGrange, M.D.
Emergency Blue Light Phones can be used to report Emergencies and to contact Security.

Smoking is NOT Permitted on the UNMC or Nebraska Medicine Campuses

Monthly Rate
- $85
- $42
- $36
- $29
- $16

Daily Rate
- $3 per day

CAMPUS PARKING LOTS – EMERGENCY BLUE LIGHT PHONES

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