



# Mayo Clinic School of Graduate Medical Education Trainee (Resident and Fellow) Job Description

## Including Technical Performance Standards

*Applicable Job Codes: 800149, 800152 (OMS program)*

### Organizational Relationships

The Mayo Clinic School of Graduate Medical Education (MCSGME) appoints a resident or fellow (collectively referred to as the trainees or individually as trainee) physician, dentist, or post-graduate PhD to a graduate medical or dental education residency or fellowship training program for the length of the enrolled training program. Faculty members at Mayo Clinic, or other participating sites in accordance with program letters of agreement, provide supervision to the trainee.

### Position Overview

The position of trainee involves a combination of supervised, progressively more complex, and independent patient evaluation and/or management functions; formal education; and research activities. Provision of healthcare and other professional services provided by the trainee is commensurate with the trainee's level of advancement and competence, under the general supervision of appropriately privileged attending teaching faculty.

### Responsibilities

The trainee is both a learner and a member of the healthcare team. Responsibilities (essential job functions) of a trainee include:

- Satisfactory progress in training program as measured by program goals, objectives, and milestones as applicable
- Meeting Technical Performance Standards
- Participation in safe, effective, and compassionate healthcare
- Development of an understanding of the ethical, socioeconomic, and medical/legal issues that affect healthcare and of how to apply cost containment measures in the provision of healthcare
- Participation in institutional orientation, the educational activities of the training program, and other required education programs, within the institution or at a participating site
- Assumption of responsibility for teaching and supervising other trainees and students and participation in other activities involving the clinical staff, as appropriate
- Participation in institutional committees and councils to which the trainee is appointed or invited
- Maintenance of certification (ACLS, PALS, ATLS, etc.) as required by enrolled training program
- Maintenance of the appropriate licensure, where necessary, while appointed by MCSGME to a training program
- Documentation of cases and procedures, where appropriate, as directed by the enrolled training program and mandated accreditation body
- Performance of duties in accordance with the established practices, procedures, and policies of training programs, MCSGME, clinical departments, and other participating institutions to which the trainee is assigned
- Recognition of personal conditions or situations that may pose a threat to patient safety or impair the trainee's ability to perform an essential job function that impacts progress in training, and communication of this to program leadership

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- Compliance with MCSGME policies and enrolled training program clinical and work hour requirements which include:
  - Work within typical business hours, beyond typical business hours, unpredictable hours, or a combination of all
  - Work up to 80 hours per week, averaged over a four-week period, inclusive of all in-house call, clinical and educational activities, and clinical work done from home
  - Work multiple consecutive days including weekends with a minimum of one day in seven, free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call
  - Return to work after eight hours off between scheduled clinical work and education periods
  - Work a maximum of 24 hours of continuous duty in the hospital followed by up to an additional 4 hours on-site for patient safety, education, and effective transitions of care
  - Assignment of in-house call as often as every third night (when averaged over a four-week period)
  - Limit moonlighting activities to comply with clinical and work hours requirements and moonlighting policies

### **Qualifications (Eligibility Criteria)**

The physician trainee must have graduated from an approved, qualified medical school. The dental trainee must have graduated from an accredited dental school. A post-graduate Ph.D. trainee must have graduated from an accredited doctoral program applicable to the training program.

All trainees must provide proof of the legal right to work as required by federal law. Prior to the first day of training in MCSGME, trainees must obtain either a valid license or must be registered with the Licensing Board as is applicable under the laws of the State.

### **Technical Performance Standards**

Trainees must demonstrate the ability to meet the following technical performance standards which are an integral part of the Trainee (Resident and Fellow) Job Description. These requirements may be achieved with or without reasonable accommodations.

#### **Patient Care and Procedural Skills**

- Provide healthcare under the supervision of faculty; the faculty member with direct responsibility for the trainee has the authority to decide which activities the trainee will be allowed to perform within the context of the assigned levels of responsibility
- Gain competence and progressive autonomy, progressing from on-site and contemporaneous supervision to more indirect and periodic supervision as training progresses
- Understand and interpret complex healthcare information
- Synthesize information acquired in person and via remote technology
- Interpret causal connections and make accurate, fact-based conclusions based on available data and information
- Formulate a hypothesis, investigate the potential answers and outcomes, and reach appropriate and accurate conclusions
- Identify emergency situations and respond in a timely manner
- Meet applicable safety standards for the environment and follow universal precaution procedures

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### Medical Knowledge

- Learn through a variety of modalities, including, but not limited to, providing healthcare under the supervision of faculty, didactic instruction, simulation and other laboratory instruction, physical demonstrations, team and collaborative activities, individual study, preparation and presentation of reports, and use of technology

### Practice Based Learning & Improvement

- Demonstrate capacity for self-reflection and life-long learning
- Set learning and improvement goals
- Demonstrate progress on educational milestones
- Incorporate formative feedback into daily practice

### Interpersonal and Communication Skills

- Demonstrate effective communication, participation, and collaboration in person and in writing
- Perceive, appropriately interpret, and respond to another's emotional state, including verbal and non-verbal communication
- Communicate publicly, including teaching and group presentations

### Professionalism

- Demonstrate independent prioritization of conflicting or simultaneous demands
- Perform or direct complex, varied or multiple tasks simultaneously
- Maintain confidentiality of information
- Work effectively within multidisciplinary teams
- Exercise good judgment
- Complete all responsibilities in a timely manner
- Adapt to changing environments and function in the face of uncertainties inherent in healthcare
- Demonstrate compassion, integrity, and concern for others
- Work with colleagues and provide healthcare for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status
- Understand, and function within, the legal and ethical aspects of professional practice
- Display ethical and moral behaviors commensurate with the role of a professional in all interactions with patients, faculty, staff, trainees, and the public

### Systems-based Practice

- Learn and comprehend processes and procedures
- Recognize safety hazards in the clinical environment, e.g., infection risk, needle sticks, agitated patient etc., and follow standard processes and procedures to mitigate risk

### Definitions:

**Technical performance standards** are those duties and responsibilities that the individual must be able to perform with or without a reasonable accommodation.

**Residency** is the phase of formal medical or dental education beginning at graduation from medical/dental/graduate school and ending after the educational requirements for the specialty certifying board have been completed.

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**Fellowship** is additional training in a subspecialty after completing residency or graduate training.

**Work hours** are all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care; time spent on in-house clinical and education activities, clinical work done from home, and scheduled activities, such as conferences. Work hours do not include reading and preparation time spent away from the work site.

### **Resources**

[Trainee Eligibility Policy](#) (available with internal Mayo Clinic access)

[Trainee Selection and Appointment Policy](#) (available with internal Mayo Clinic access)

[Summary of Terms & Conditions of Appointment](#)