

GRADUATE PROGRAMS

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- **Residents and Fellows in ACGME Approved Programs**
- **Adjunct Clinical Post-Doc Associates (Advanced Fellows) in NON-ACGME**
- **Graduate Assistants**
- **Pre/Post Doc Fellows**

Residents and Fellows

ACGME approved

- **Residents** are medical school graduates and **doctors** in training who are taking part in a graduate education (GME) approved program.
- **Fellows** are Residents that complete the core program and stay in a GME approved subspecialty program. Example: (Med-Gastroenterology, Anes-Pain Medicine)
- The College of Medicine is accredited by the Accreditation Council for Graduate Medical Education (ACGME). ACGME is an independent, not-for-profit, physician-led organization that sets and monitors the professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans.
- Residents and Fellows generally enter our program by the “Match”, which is supported by National Residency Match Program (NRMP).
- Currently we have 880 Residents/Fellows in Gainesville and 57 in Sacred Heart Pensacola. PeopleSoft title is Resident for all approved programs.

Department, Resident and Fellow Support

- Review and approve all New Hire packets
- Review and approve all Off-cycle terminations, PGY increases, Chief appointments, and other job actions
- Review and approve Extra Duty payments - Programmatic Activity
- Implement annual Raise Files (7/1 PGY increases)
- Complete and confirm Termination file (7/1 terms)
- Complete and update all Payroll Distributions for Shands and VA accounts
- Coordinate annual initial and renewal TRN/UO training license with Residents, departments, and the Florida Board to ensure that new and continuing Residents can work on 7/1; there are approximately 300 new applications and 350 renewal applications each year
- Monitor full licensure expiration (ME/OS)

Department, Resident and Fellow Support (continued)

- J1 Clinical Visa submission for initial and renewal applications. The **Educational Commission for Foreign Medical Graduates (ECFMG)** is the sponsoring institution.
- VA GI Bill Certification for Veteran Residents
- Resident/Fellow Training Verifications and Public Service Loan Forgiveness forms
- Maintaining New Innovations (online database) – Florida License numbers, PGY increases, NPI numbers, Visa information, and Prior training
- Coordinates Resident Leave of Absence with Talent Management in COM-HR, GME, resident, department and main campus
- Resource link:
 - <https://financeadmin.med.ufl.edu/graduate-programs/housestaff/>

Housestaff Budgeting and Reporting



- Manage and create Shands and VA Housestaff budget which is approximately 52 million dollars
- Create annual stipend levels for all PGY levels
- Reconcile all Shands and VA Housestaff accounts in PeopleSoft
- Process payments, reconcile, and budget for the Dean's Housestaff Operating Expense Account
- New Innovations - Create and submit **Intern and Resident Information System (IRIS)**
- Reports to Shands Auditors for annual **Centers for Medicare & Medicaid Services (CMS) Cost Reporting**; this includes creating rotations to properly reflect provider, location, and funding
- VA Invoicing, collection, and quarterly reconciliation
- Monitor rotation schedules for accuracy to ensure that CMS reporting is within federal guidelines and departments are accurately accounting for Shands and VA time appropriately



Adjunct Clinical Post-Doctoral Associate (Non-ACGME)

- **Advanced Fellows** in NON-ACGME accredited programs that have completed approved programs and are looking for advanced training in specific areas. **Non-Standard programs** are those for which ACGME accreditation is not available and for which there is no board certification. Adj. Clinical PDA may bill with Full Medical License and permission from Dr. Julia Close.
- Rad-Physic program and Psy-Psychology- Ph.D. Graduates that are completing training that involves some type of clinical duties.

Adj. Clinical Post-Doctoral Support

- Review and routing: Hiring form, Letter of Offer & Permission to Hire
- Review and approve New Hire packets
- Process terminations, increases and other job actions
- Approve additional payments
- Training licenses – initial and renewals (TRN/UO)
 - Monitor Permanent Licensure expiration (ME/OS)
- J1 Clinical Visa processing – initial and renewals
- Updating New Innovations - license numbers, increases, NPI numbers, Visa information and prior training
- Resource link:
 - <https://financeadmin.med.ufl.edu/graduate-programs/academic-ops-faculty/>

- Most College of Medicine Graduate Assistants are hired in Biomedical Science for two semesters, and then transfer to their department mentor and generally do research.
- BMS Graduate Assistants receive a minimum annual salary of \$29,702 and tuition waivers for 9 hours for Fall, Spring, and 6 hours for Summer.
- College of Medicine has approximately 200 Graduate Assistants.
- Graduate Assistantship appointments will last approximately 4 to 5 years.
- It is not uncommon for some Graduate Assistants to switch to Pre-Doc Fellowship depending on funding secured by department mentor.

- **Pre-Doc Fellowships** is an award that is granted to Graduate students. Most Pre-Doc Fellowships are sponsored by F30 Grants and T32 Grants. Kirschstein National Research Service Award (NRSA) (T32) and Ruth L. Kirschstein NRSA for individual Pre-Doctoral MD/PhD Degree Fellows (F30).
- **Pre- Doc Fellowships** receive a stipend based on the beginning and end date of the sponsoring grant. Students that are appointed on Pre-Doc Fellowships are **not** considered employees and are required to be registered for 12 hours of classes.
- **Exception:** COM MD/Ph.D. has special permission to appoint MD/Ph.D. students to Pre-Doc Fellows while attending the MD portion of the training. MD/Ph.D. pays the Registrar directly for the MD portion of schooling.
- **Post-Doc Fellowships** are Postgraduates performing research on an award. Most awards are F30 and T32.
- COM has approximately 15 Post-Doc Fellows and 85 Pre-Doc Fellows.

Graduate Ast and Pre-Doc/Post-Doc Fellow Support

- Approves and supports College of Medicine New Hire appointments, Department Transfers, Tuition Waivers, Payroll Distributions, ADD PAYs, terminations, and other job actions.
- Transfer all BMS Graduate Assistants to department mentors, set up initial LOA Tuition Waiver & Payroll Distributions for the academic year.
- Works with departments and Provost to ensure that waivers are processed appropriately and timely.
- Approves and supports Post-Doc Fellowship appointments, ADD PAYs, and terminations for College of Medicine; works closely with Contracts and Grants,
- Facilitates GA Leave of Absence Process
- New Hire Checklist and Resources:
<https://financeadmin.med.ufl.edu/graduate-programs/graduate-assistants/>

Graduate Assistants, Pre-Doc and Post-Doc Fellowships

Resource link:

<https://financeadmin.med.ufl.edu/graduate-programs/graduate-assistants/>

- General GA requirements
- Registration requirements
- Minimum salaries
- Employment Letter template (initial and annual renewal required)
- Pre/Post-Doc Memorandum of Understanding (MOU)
- Academic Calendar
- Contracts and Grants overview

GAU: <https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/collective-bargaining-agreement/>

GA and Pre-Doc Tuition Waiver required each semester (Fall, Spring, Summer)

MyUFL → Human Resources → Workforce Administration → UF Grad Letters of Appointment

- GA hire Job Code: 000540
- Pre-Doc hire Job Code: 000396 (non-employment)

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