

# GRADUATE PROGRAMS

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# Graduate Programs

- **Residents and Fellows in ACGME Approved Programs (950)**
  - Includes Sacred Heart
- **Adjunct Clinical Post-Doc Associates (Advanced Fellows) in NON-ACGME (75)**
- **Graduate Assistants (245)**
- **Pre/Post Doc Fellows (100)**
- **Total customers served: 1360**

# 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 895 Residents/Fellows in Gainesville and 55 in Sacred Heart Pensacola. PeopleSoft title is Resident for all approved programs.

- Review and approve all New Hires
  - Approx 250 incoming from June – August (preparation for 7/1 starts in January)
- Review and approve all Off-cycle terminations, PGY increases, Chief appointments, and other job actions (increase June - August)
- Review and approve Extra Duty payments - Programmatic Activity
  - Approx 3500 transactions a year (includes Adj Clin PDA) – ongoing consistently throughout the year. Includes confirming logged hours, monitoring for J1 and ensuring no PGY 1's.
- Implement annual Raise Files (7/1 PGY increases)
  - Approx 250 raises confirmed via budget database with each department and submitted as raise file

- Complete and confirm Termination file (7/1 terms)
  - Approx 150 terminations confirmed via Term File
- Complete and update all Payroll Distributions for Shands and VA accounts
  - Approx 900 changes up to 4 times a year
- Bi-annual \$500 LSP's
  - Approx 175 PGY 1 implemented late July
  - Approx 950 incidental expenses implemented mid Dec (includes Adj Clin PDA)

- Sacred Heart Meal Allowances – Initial and continuations
  - Approx 200 manual transactions implemented between May - July
- Coordinate annual initial and renewal TRN/UO training license application process with Residents/Fellows/Adj Clin PDAs, departments, Florida Board of Medicine and Osteopathic Medicine to ensure incoming and continuing Trainees can work on 7/1
  - Approx 300 new applications (online)
  - Approx 300 renewal applications each year (online & paper) \*Paper requires review and bulk FedEx
  - Tracking application payments, LIVE Scan Finger Printing process, approvals & coding in New Innovations

- Monitor full licensure expiration (ME/OS) for Residents/Fellows/Adj Clin PDA's
  - Department follow up and reminders, New Innovations coding
- Annual Housestaff Training
  - Takes place in February
  - Also off-cycle training for any new coordinators or HR staff
- New Innovations Audits and Reporting
  - Diploma Audit
  - Contract Audit
  - Various Demographics Reporting and maintenance

- 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/Adj Clin PDA Training Verifications and Public Service Loan Forgiveness – Completion of forms, tracking and distribution
- Maintaining New Innovations (online database) – Florida License numbers, PGY increases, NPI numbers, Visa information, and Prior training
- Leave of Absence Process – Work directly with department and main campus to guide, monitor and approve ePAF actions. Confirm New Innovations block schedules and training records are updated.
- Resource link:
  - <https://hr.med.ufl.edu/graduate-programs/>



- Manage and create Shands and VA Housestaff budget which is approximately 57 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 (Adj. Clinical PDA)** are those for which ACGME accreditation is not available and for which there is no board certification. Adj. Clinical PDA (non-standard) 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.

- Review and routing: Hiring forms, Offer Letters & Permission to Hire Letters
- Review and approve New Hire ePAF
- Process terminations, increases and other job actions
- J1 Clinical Visa submission for initial and renewal applications. The **Educational Commission for Foreign Medical Graduates** (ECFMG) is the sponsoring institution.
- Maintaining New Innovations (online database) – Florida License numbers, PGY increases, NPI numbers, Visa information, and Prior training
- Resource link:
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- 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 \$31,126.39
  - Approx 50 new Hire students every August
  - Creates payroll distribution
  - Creates Tuition Wavier
- Graduate Assistants receive tuition waivers for 9 hours for Fall & Spring, and 6 hours for Summer.
- College of Medicine has approximately 250 Graduate Assistants.
- Graduate Assistantship appointments will last approximately 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/Post-Doc Fellows

- **Pre-Doc Fellowships** is the PeopleSoft title for a Graduate Assistant that has been named on a Grant and will receive an award by way of stipend and tuition support. 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 courses for Fall & Spring and 4 hours for Summer.
- **Exception:** COM MD/Ph.D. has special permission to appoint MD/Ph.D. students as Pre-Doc Fellows while attending the MD portion of their 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 100 Pre-Doc Fellows.

# Graduate Assistant and Pre/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.
  - Distributes AI, Blockgrant and Waiver Authority funding sources
  - Supports BMS GA's & Pre-Docs 100%
    - Also supports HOBI, Med Physics, MD-PhD, Neuroscience
  - Cross-college / cross-department LOA & DBT entry
- Oversees Transfer of all BMS Graduate Assistants to department mentors each May, creates initial LOA/Tuition Waiver & Payroll Distributions for the academic year (FALL & SPRING).
- Work with departments and Provost Office to ensure tuition waivers are processed appropriately and timely.
  - Coordinates manual waivers as needed
- Work closely with Contracts and Grants on C&G approval paperwork

# Graduate Assistant and Pre/Post-Doc Fellow Support

- **Reporting, Follow up & Problem solving:**
  - Tuition Waiver report
  - Graduate Waiver Status review
  - Review student accounts for outstanding tuition payments, coordinate with departments on resolving past due tuition and insurance payments
  - ADD PAY Balance reports, monitor and send reminders for renewal of Training Grants to avoid lapse in pay
  - Reminders and review of GA Employment Letters
  - One on One training and support for departments
  - GA Benefits Liaison
  - New Hire Checklist and Resources: <https://hr.med.ufl.edu/graduate-programs/graduate-assistants/>

# Graduate Programs Contacts

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