



Part-Time Residency Positions

gme-adm-0019

About This Policy

Effective Dates:

04-17-2013

Last Updated:

10-21-2021

Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

GME Assistant Director Emilie Leveque

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

Policy Statement

Requests for part-time training or interrupted full-time training will be reviewed by GME on a case-by-case basis and will only be approved under extenuating circumstances. Part-time training of less than 75% annual FTE will not be approved.

In instances when the part-time or interrupted training is related to a qualified medical, parental, or caregiver leave or a Family and Medical Leave of Absence, the GME Time Off Work policy will be followed.

1. The resident's pay and vacation days will be prorated commensurate with the percent of FTE (full time equivalent) or days worked as averaged over the year.
2. Health/dental, disability and life insurance will be continued if resident works 75% annual FTE or greater.
3. Interrupted full-time training is acceptable, provided that no period of full-time training is shorter than one month. In any given twelve month period, at least six months must be spent in training.
4. Health and dental insurance will continue to be provided for the time spent actively training plus twelve weeks of leave per year. After this time, the resident will be responsible for the premium payment. All other benefits will continue (malpractice insurance for residency or fellowship training activities, disability insurance, life insurance, and parking).
 - a. Health/dental, disability and life insurance will be continued if resident works 75% annual FTE or greater.
 - b. Interrupted full-time training is acceptable, provided that no period of full-time training is shorter than one month. In any given twelve month period, at least six months must be spent in training.
 - c. Health and dental insurance will continue to be provided for the time spent actively training plus twelve weeks of leave per year. After this time, the resident will be responsible for the premium payment. All other benefits will continue (malpractice insurance for residency or fellowship training activities, disability insurance, life insurance, and parking).

Reason For Policy

The purpose of this policy is to define a part-time residency position and specifics of the position.

Procedure

If a resident wishes to engage in interrupted full-time training, the following procedures must be followed:

1. The individual must contact the program director explaining the reason for proposing interrupted full-time training.
2. The request should then be reviewed by the program director and, where appropriate, the department's residency committee who can deny the request or make a recommendation for approval to the GME Office. A detailed schedule must be developed describing the essential elements of the training.
3. The request and description of training should be forwarded to the American Board of the appropriate specialty (Exceptions: Boards not requiring prior approval, i.e., Pediatrics, Psychiatry).
4. A copy of board and RRC approval (where appropriate) must be forwarded to the Associate Dean for Graduate Medical Education accompanied by the recommended training schedule and reason for training change.
5. After approval by the GME Office, the appropriate paperwork (E-doc) should be sent to the GME Office approximately thirty days prior to the start date.

Definitions

A *resident* is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

Implementation

The Designated Institutional Official (DIO) for Graduate Medical Education is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight.

History

1. Policy gme-adm-0019 approved by GMEC and published on 11 January 2010.
2. Policy reviewed, updated, and approved by GMEC on 17 April 2013.
3. Policy updated for formatting 02 March 2018.
4. Policy reviewed, updated, and approved by GMEC on 28 March 2018.
5. Policy updated for formatting 27 June 2018.
6. Policy updated 12 October 2021.