

Trainee Position Description and Essential Functions

Rheumatology (Internal Medicine)

Position Identification: Resident (Fellow)

Position Summary: University of Washington Rheumatology Fellows participate in a comprehensive 24-month training program designed to develop expertise in the diagnosis, management, and longitudinal care of patients with rheumatologic, autoimmune, inflammatory, and musculoskeletal diseases. Fellows provide supervised inpatient and outpatient consultative care across multiple UW Medicine clinical sites and affiliated hospitals, participate in multidisciplinary care teams, engage in scholarly and educational activities, and assume progressive clinical responsibility and independence commensurate with training level and competence. Fellows are expected to develop competency in all ACGME core domains and achieve readiness for independent subspecialty practice in Rheumatology.

For the purpose of this document, the term “Resident” includes medical and dental residents and fellows, including those in ACGME, CODA and non-ACGME accredited programs.

General Overview of the Resident Role

A resident’s responsibilities include patient care responsibilities within the scope of their clinical privileges commensurate with level of training and other responsibilities required of all members of the medical staff. Under the supervision of attendings, general responsibilities of the resident may include:

- Initial and ongoing assessment of patients’ medical, physical and psychosocial status
- Performing history and physical examination
- Developing assessment and treatment plan
- Performing rounds
- Recording documentation, including progress notes, admission notes, procedure notes and discharge summaries
- Ordering tests, examinations, medications and therapies
- Arranging for discharge, referral and after care.
- Providing patient education and counseling about health status, test results, disease processes and transition of care planning
- Performing procedures
- Assisting in surgery
- Teaching and evaluating junior learners, such as medical students

UW GME Expectations for Professional Behavior

- All residents must comply with the [UW Medicine Policy on Professional Conduct](#) and the UW Medicine [Compliance Code of Conduct](#)
- ACGME Competencies in Professionalism, including fitness for duty (See [ACGME Common Program Requirements](#))
- All residents must comply with [GME Policies](#), including the Resident and Fellow Position Appointment Agreement (RFPA)

Essential Program Administrative Functions

Onboarding

The Resident must:

- Comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines
- Other functions/details specific to the program:
 - complete credentialing and onboarding for UW-Montlake Medical Center, Harborview Medical Center, and VA Puget Sound Health Care System
 - establish and maintain access to required EHR systems (Epic and CPRS)
 - complete required compliance, safety, and institutional training
 - Participate in program orientation, with review of program policies to include supervision, clinical coverage, transitions of care, leave, and work hour policies

Program Tasks and Documentation

The Resident must:

- Participate in all requests for schedule preferences, requests for absence or schedule changes of requests for clinical coverage on the requested timelines or deadlines.
- Complete in a timely manner all evaluations requested for medical students, peer residents, faculty or other members of the team
- Complete MedHub clinical and educational hour logs
- Complete case or procedure logs
- Complete the annual ACGME Resident Survey
- Complete the program's annual confidential internal survey
- Complete required examination preparation and/or testing requirements, to include USMLE or COMLEX Step 3, in-training examinations and program-specific guidelines for national board certification
- Attend at all required program meetings, including semiannual meetings, mentorship meetings, program retreats, etc.
- Other functions/details specific to the program, including specifics on timeliness:
 - Maintain accurate and up-to-date procedure logs for arthrocentesis, joint injections, musculoskeletal ultrasound, and other fellowship-required procedures
 - Participate in division and program evaluation processes to include annual confidential internal surveys, semi-annual review and milestone assessments, evaluation of faculty in the inpatient and outpatient setting, and peer teaching evaluations. Fellows should maintain an 80% evaluation completion rate at minimum, and complete evaluations within 14 days of delivery.
 - Comply with program expectations regarding schedule requests, leave, and coverage coordination and manage professional schedule proactively using program scheduling systems (SharePoint schedules)

Essential Program Core Educational Functions

Didactics

The Resident must:

- Comply with all standards for attendance at didactics or other core educational activities
- Adhere to the preferred mode of attendance (in-person, virtual, hybrid)
- Prepare and lead didactic sessions as assigned

- Other functions/details specific to the program:
 - Attend and actively participate in required educational activities to include weekly and monthly rheumatology didactic conferences
 - Participate in both faculty-led and fellow-led educational sessions to include presentations and chalk talks for medical students and residents
 - Engage in self-directed learning using American College of Rheumatology resources, primary literature, and program educational resources

Scholarship

The Resident must:

- Comply with all program or specialty requirements for research or scholarship, quality improvement, national or regional conference presentation, publication or scholarly writing or teaching and presentations internal to the program (e.g. journal club, didactics, case conference, M&M, etc.)
- Other functions/details specific to the program:
 - Develop a scholarship plan and participate in mentorship committees
 - Complete at least one scholarly activity project during fellowship training which may include clinical research, quality improvement, educational scholarship, or other academic work
 - Present scholarly work at divisional, regional, or national meetings when appropriate
 - Participate in critical review of medical literature and evidence-based clinical practice
 - Engage in teaching activities involving residents, medical students, and other healthcare learners

Essential Patient Care Functions

Presence and preparedness

The Resident must:

- Present to work as physically, mentally and emotionally fit for duty
- Arrive at the patient care setting on schedule
- Arrive at work in attire appropriate for the professional and safe delivery of patient care
- Meet expectations for chart review or pre-rounding
- Satisfy expectations that precede sign-out and/or departure from the clinical setting, including an appropriate handoff and follow up on all patient assessments/data/studies that will alter care in the near term.
- Other functions/details specific to the program:
 - Prepare for clinical activities by reviewing patient records and relevant data prior to clinic or consultation
 - Arrive early for clinical sessions (e.g., 15 minutes before clinic) for pre-visit huddles
 - Maintain professional responsibility for all assigned patients across care settings
 - Ensure safe and structured handoffs during transitions of care in compliance with the program's transitions of care policy

Administrative

The Resident must:

- Complete patient health record documentation on the schedule prescribed by the program or medical center. (Examples include but are not limited to progress notes/visit summaries, discharge summaries, operative or procedure notes, perioperative records)
- Comply with expectations for EHR inbox management, including timely responses to messages from patients, medical staff and tracking and patient follow up of expected results
- Other functions/details specific to the program, including specifics on timeliness:
 - Complete outpatient clinic documentation, inpatient consult notes, and procedure documentation within institutional timelines, generally within 24 hours of the encounter
 - Review and respond to laboratory results, infusion-related communication, medication prior authorizations, refill requests, and patient communications in a timely manner under faculty supervision
 - Comply with documentation and billing requirements as directed by supervising faculty and institutional policies
 - Monitor clinic schedules and proactively manage adjustments related to leave

Patient Care Communication

The Resident must:

- Respond in a timely manner to pages, phone calls and Epic Secure Chat
- Remain within the program-prescribed geographic/time range while on call or eligible for coverage
- Other functions/details specific to the program, including specifics on timeliness:
 - Include supervising faculty in patient care communication per program expectations and supervision policy
 - Communicate effectively with patients, families, and care teams
 - Clearly explain role, recommendations, and follow-up plans
 - Use interpreter services when appropriate
 - Communicate consult recommendations directly to referring teams (in person, phone, or secure messaging)
 - Provide clear follow-up plans when signing off consults

Patient Care Volumes

The Resident must:

- Work toward (with supervision) or meet benchmarks for patient care volumes in all clinical settings
- Appropriately request and utilize supervision
- Work toward or ultimately meet procedure certification standards
- Other functions/details specific to the program:
 - Maintain longitudinal continuity clinic panels at multiple sites (UWMC-ML, HMC, VA)
 - Participate in 3 half-day continuity clinics weekly during year 1
 - Participate in 1-3 half-day continuity clinics weekly during year 2, commensurate with pathway
 - Demonstrate increasing efficiency and autonomy over time

Consultation

The Resident must:

- Appropriately respond to, triage, and staff consultations in a timely manner
- Document findings and recommendations in a timely manner
- Communicate with the requesting service directly (e.g. in-person, phone) in advance of and following the assessment
- Ensure that consultations are staffed and finalized with a faculty member in a timely manner
- Ensure appropriate outpatient rheumatology care for hospitalized patients
- Other functions/details specific to the program, including specifics on timeliness:
 - Provide rheumatology consultation services across each of our training sites (UWMC-ML, HMC, VA) and serve as primary rheumatology consultant and team leader including supervision of residents and medical students rotating with rheumatology consult services
 - Communicate urgent findings and recommendations promptly to primary teams and supervising faculty
 - Participate in transitions of care and appropriate follow-up planning as detailed in program's transitions of care policy

Essential Shift and Schedule Functions

Settings

- Complete assigned shifts in settings deemed essential by the program, such as inpatient units, NICU, PICU, emergency department, and outpatient specialty and primary care clinics
- complete assigned away rotations deemed essential by the program
- Other functions/details specific to the program:
 - Travel between affiliated clinical sites – UW Medical Center – Montlake, UW Medical Center - NW, Harborview Medical Center, VA Puget Sound Health Care System, and Seattle Children's Hospital may be required
 - Complete outpatient specialty and interdisciplinary clinics as assigned by the program
 - Participate in peer-based backup coverage system to include first-year research fellow (ICQI) providing weekday backup up to 10-days within a month, and weekend call backup assignments shared equally amongst fellows as detailed in the program's clinical coverage policy and peer support plan

Shift length and timing

The Resident must:

- complete shifts of all lengths deemed essential by the program, which may include daytime, swing, nights, weekends, and holidays
- *Shifts must not exceed ACGME limits of up to 28 hours per shift, and up to 80 hours per week averaged over a 4-week period*
- where appropriate, comply with designated break lengths (to meet personal needs and not impact patient care)

- Other functions/details specific to the program:
 - Standard work hours are approximately 8:00am-5:00pm, Monday-Friday
 - Additional responsibilities during inpatient consult rotations and call coverage during nights/weekends/holidays may result in hours worked outside of standard work hours but remain compliant with current ACGME work hour policies

Call Responsibilities

The Resident must:

- Complete assigned shifts of overnight call, as deemed essential by the program
- Complete assigned shifts of home call, as deemed essential by the program
- Remain within the prescribed geographic range while on call or eligible for coverage
- Other functions/details specific to the program:
 - Complete approximately 9 months of home call during first year of training
 - Participate in weekend call with co-fellows (~every 8 weeks) covering all sites and share holiday call coverage
 - Collaborate closely with supervising attending during all call activities

Essential Cognitive Functions

Functions/details specific to the program:

- Analyze, synthesize, and apply knowledge from clinical experience, readings, and didactic learning to support clinical decision-making.
- Develop and demonstrate sound clinical judgment in diagnosis, treatment, and prevention of illness.
- Identify, prioritize, and manage patient care and professional responsibilities to support safe, timely, and effective outcomes.
- Apply clinical reasoning effectively in situations involving uncertainty and changing conditions.
- Seek guidance and incorporate input from others as appropriate to support patient care and professional development.
- Reflect on performance and integrate feedback to support continuous improvement.
- Adapt to evolving clinical environments and changing patient care needs.
- Demonstrate reliability through consistent participation in responsibilities and timely completion of assigned tasks.
- Operate effectively in dynamic clinical environments with frequent interruptions and competing priorities.
- Provide guidance, support, and teaching to junior learners, including medical students.

Essential Communication Functions

(including verbal and written)

Functions/details specific to the program:

- Gather, interpret, and exchange information effectively with patients, families, and members of the healthcare team.
- Communicate clinical information clearly and in a patient-centered manner to support understanding and shared decision-making.
- Facilitate safe and effective transitions of care, including handoffs, discharges, and referrals.

- Communicate care plans and updates to appropriate members of the healthcare team to ensure continuity and quality of care.
- Recognize and respond appropriately to the perspectives, needs, and emotions of others.
- Collaborate effectively with members of the healthcare team across roles and settings to support coordinated, high-quality care.
- Engage respectfully with individuals from diverse social, cultural, and lived experiences.
- Contribute to a professional, inclusive, and respectful care and learning environment.

Essential Physical Functions

(including senses, stances and mobility, manipulation and technical skills)

Functions/details specific to the program:

- Transport self to/from clinical sites
- Maneuver within clinical sites
- Perform clinical procedures and technical aspects of patient care competently to support safe and effective diagnosis and treatment
- Position and control self for physical procedures (e.g., injections, MSK ultrasound)
- Conduct patient assessments to gather and interpret clinical information, supporting comprehensive medical and psychosocial evaluation.
- Sustain performance of clinical responsibilities over scheduled shifts to ensure continuity and quality of patient care.

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