University of Washington School of Medicine
Graduate Medical Education (GME) Office

Trainee Position Description and Essential Functions

Breast & Gynecologic Pathology Fellowship

Position Identification: [Fellow]
Position Summary: [The Breast & Gynecologic Pathology Fellow is an advanced trainee in Anatomic Pathology who provides subspecialty expertise in the diagnostic evaluation of breast and gynecologic specimens. Under faculty supervision with progressive autonomy, the fellow participates in consultative case review, multidisciplinary tumor boards, resident education, and scholarly activity, with the goal of achieving independent practice in academic or private subspecialty pathology.]

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 Policieshttps://sites.uw.edu/uwgme/policies/[LINK, including the Resident and Fellow Position Appointment Agreement (RFPA)

Essential Functions

Essential functions are the fundamental job duties of the position that cannot be eliminated or substantially modified without changing the nature of the position.

A job function may be considered essential for the following reasons:

- The reason the position exists is to perform that function
    - Resident educational requirements and patient care responsibilities
- A limited number of available residents can perform that function
- Varies by program, rotation, year, risk pools, etc.
- The function may be highly specialized so that the trainee in the position is hired for their expertise or ability to perform the particular function
    - Cannot easily hire more trainees, especially of a specific R level
- The percentage of time spent on a function does not determine whether or not it is essential.

Essential functions for GME residents must include consideration of:

- ACGME program requirements
- Specialty board requirements
- UW program requirements
    - Unique to each UW training program and must consider:
        - Complexity of rotations/service requirements
        - Size of program
        - Structure and depth of risk pools
        - Please refer to the program's Clinical Coverage Policy
    - Inclusive of the hospital system requirements:
        - Rotations dependent on residents' service for patient care
        - Coverage options available

A resident must perform the position's essential job functions ***with or without an approved reasonable accommodation***. Reasonable accommodation means modifying or adjusting practices, procedures, policies, job duties, or the work or application environment so that a qualified individual with a disability **can still perform a position's essential functions**. Approved reasonable accommodations are determined via an interactive process involving the resident, DSO/HR/GME, and the program.

Essential functions ensure the safe and smooth delivery of education and patient care and are identified in alignment with program aims to facilitate trainee readiness for independent practice across an appropriate range of clinical settings for that specialty. Transparent documentation of a program's essential functions is also an important resource for applicants evaluating the training program during recruitment.

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: All onboarding documentation and requirements are found here: Onboarding & Orientation FAQs | UW Graduate Medical Education.

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
- attendance at all required program meetings, including semiannual meetings, mentorship meetings, program retreats, etc.
- Other functions/details specific to the program, including specifics on timeliness:
    - Participate in all program administrative requirements including evaluations, case logs, and duty hour reporting in MedHub in a timely manner (within institutional deadlines).
    - Maintain accurate documentation of consult cases, diagnostic reports, and addenda (e.g., HER2, ER/PR, molecular results).
    - Complete tumor board preparation materials prior to scheduled conferences (typically within 24–48 hours of conference).
    - Submit teaching conference materials, QA/QI documentation, and CAP-related participation records as required.
    - Ensure timely completion of board eligibility and credentialing documentation.

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)
- Other functions/details specific to the program:
    - Attend and actively participate in required didactics, unknown conferences, QA/QI conferences, and multidisciplinary tumor boards.

- Prepare and present at least 75% of assigned breast and gynecologic tumor boards with increasing independence.
- Participate in structured case-based learning, including review of teaching sets and unknown cases.
- Teach and supervise residents in grossing, slide review, and diagnostic formulation.
- Attend at least one national or regional pathology meeting annually.

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:
  - Participate in at least one scholarly project (clinical, translational, or educational research).
  - Prepare work suitable for presentation at a national meeting and/or publication.
  - Engage in literature review to support diagnostic work and project development.
  - Participate in QA/QI or CAP-related activities contributing to system improvement.

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:
  - Review, interpret, and report breast and gynecologic pathology specimens including biopsies, resections, and consult cases.
  - Integrate histologic, clinical, radiologic, and molecular findings to support patient diagnosis and management.

- Prioritize consult cases for same-day or next-day review with attending pathologists.
- Participate in ancillary testing interpretation (IHC, FISH, molecular assays).
- Progressively demonstrate diagnostic accuracy, efficiency, and independence.

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 pathology reports and addenda in accordance with institutional turnaround time expectations (typically within 1–2 business days for routine cases).
  - Manage EHR communications, including results review and clinician inquiries, within expected timeframes (same-day or next business day).
  - Document and track consult cases, ensuring timely sign-out and communication of results.

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 range while on call or eligible for coverage
- Other functions/details specific to the program, including specifics on timeliness:
  - Communicate urgent or significant diagnostic findings directly to clinicians or referring pathologists promptly (same day when appropriate).
  - Present cases clearly and effectively at multidisciplinary tumor boards.
  - Respond to clinician inquiries, pages, and pathology consults in a timely manner (within the same workday when feasible).
  - Produce clear, concise, and clinically actionable pathology reports.

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:
- Review high-volume subspecialty material including in-house and external consult cases from a regional referral base (Pacific Northwest and Alaska).
- Participate in evaluation of biopsies, resections, and specialized studies sufficient to achieve subspecialty competency.
- Gain progressive efficiency managing increasing case complexity over the course of the year.

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
- Other functions/details specific to the program, including specifics on timeliness:
    - Perform primary review of external ("true") consult cases and present to attending pathologists for sign-out.
    - Prioritize same-day review of consult cases when possible and ensure timely finalization.
    - Communicate results and significant discrepancies to referring pathologists when appropriate.
    - Provide expert diagnostic consultation and recommendations to clinical teams.

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 (*for example: WWAMI rotation in PGY2 year requires 8 weeks of residence outside the greater Seattle region and/or Washington State, housing provided)*:
    - Participate in full-time service coverage on breast and gynecologic pathology services.
    - Attend weekly tumor boards (breast twice weekly; gynecologic weekly) and monthly radiology-pathology correlation conferences.
    - No extended off-site rotations are typically required; work is primarily based at UWMC with virtual participation as needed.

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 *(for example: assigned to approximately two 24-hour shifts per month during PGY1):*
    - Primarily weekday daytime schedule aligned with surgical pathology service hours.
    - Participation in early morning conferences (e.g., 7–8 AM) and midday tumor boards required.
    - Work hours comply with ACGME standards (≤80 hours/week averaged).

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 *(for example: assigned to approximately 4 weeks of overnight call during PGY2):*
    - Limited or no overnight in-house call; may include shared or home call responsibilities depending on departmental needs.
    - Must remain available for urgent consults or intraoperative consultation support if assigned.
    - Ensure continuity of patient care and communication while on call.

Essential Cognitive Functions

Functions/details specific to the program:

- Ability to analyze complex histopathologic findings and synthesize clinical, radiologic, and molecular data into accurate diagnoses.
- Apply evidence-based knowledge to diagnostic decision-making and patient management.
- Prioritize tasks and manage a high volume of cases efficiently.
- Recognize diagnostic uncertainty and appropriately seek consultation.

Essential Communication Functions

(including verbal and written)
Functions/details specific to the program:

- Effectively communicate diagnostic findings verbally to clinicians and during multidisciplinary conferences.
- Prepare accurate, concise, and well-structured written pathology reports.
- Teach and provide feedback to residents and medical students.
- Engage in professional, timely communication with multidisciplinary teams.

Essential physical functions

(including senses, stances and mobility, manipulation and technical skills)
Functions/details specific to the program:

- Ability to sit or remain in a stationary position for prolonged periods while reviewing slides and reporting cases.
- Perform repetitive fine motor movements (e.g., microscope use, dictation, computer work).
- Use visual acuity to interpret histologic slides and digital images accurately.
- Move within laboratory and conference settings as needed to support clinical, educational, and administrative duties.

Statement Of Nondiscrimination

The University of Washington prohibits discrimination, harassment and sexual misconduct in any education program or activity that it operates. Individuals may report concerns, make complaints, or direct inquiries to the Civil Rights Compliance Office. View the Statement of Nondiscrimination.

Key Principles for ADA-Compliant Language:

- Focus on results, not methods
- Essential function is a completed task, not how that task is completed

More Inclusive Term	Example of Physical Demand
Move/traverse	Walk, run
Ascend/descend	Climb
Transport	Carry
Relocate	Lift
Stationary position	Sit, stand
Position, detect, operate	Feel, handle
Maneuver	Pull, push
Attain	Reach
Retrieve from ground level	Squat
Repetitive movement	Performing a task repeatedly
Communicate	Speak, talk, hear
Communicate in written language	Write
Input data	Use keyboard
Position self (to move)	Crouching, stooping, crawling
Work atop	Balance
Determine, identify, assess, recognize	See
Assess	Hear
Review	Read
Adhere	Remember
Apply	Think

This document reflects requirements, established practices, policies, procedures, and resources as of the date of publication; however, parts of this document may be updated from time to time in accordance with changes in the law and applicable requirements, established practices, policies, procedures, and resources. Continued participation by a resident in the program will demonstrate agreement by the resident to adhere to the updates. The program will communicate such change *[program to indicate via the following communication methods:*

- *Email*
- *MedHub*
- *UW GME website*
- *Program meetings*
- *Written policies or handbook updates]*