Program-Specific Trainee Position Description and Essential Functions

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Trainee Position Description and Essential Functions

Dermatopathology

Position Identification: Fellow

Position Summary: The Dermatopathology Fellow is a physician in advanced subspecialty training who diagnoses and evaluates dermatopathology specimens using histologic, immunologic, and molecular techniques while contributing to high-quality patient care and clinical consultation. Fellows review a high volume of cases, participate in multidisciplinary care and conferences, teach residents, and engage in scholarly activity.

They function within a supervised environment with graded responsibility, progressing from direct to indirect supervision based on competence, while recognizing limits, seeking attending input when needed, and maintaining accountability for patient care.

Fellows are expected to demonstrate core competencies in patient care, medical knowledge, professionalism, communication, and continuous improvement, with the goal of achieving independent practice in dermatopathology.

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 to 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:
    - Fellows must complete institutional credentialing, licensure verification, and compliance training prior to clinical start. This includes EHR access, laboratory systems training, and safety modules relevant to pathology workflows. Fellows must obtain required hospital privileges and meet occupational health requirements. Orientation includes introduction to dermatopathology workflows, sign-out processes, and laboratory safety protocols. Fellows are expected to review program goals, rotation structure, and supervision expectations. Completion of onboarding tasks is required before independent clinical participation.

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:
    - Fellows must maintain accurate dermatopathology case logs reflecting diagnostic volume and complexity. Timely completion of evaluations is expected to support program quality improvement and accreditation requirements. Fellows must log clinical and educational hours in accordance with ACGME standards. Participation in scheduling processes, including rotation assignments and coverage, is required. Fellows must document scholarly activities, conference participation,

and teaching contributions. Adherence to deadlines for all administrative and documentation requirements is expected.

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:
    - Fellows are required to attend dermatopathology conferences, journal clubs, and interdisciplinary meetings. Active participation in slide review sessions and case-based discussions is expected. Fellows must engage in structured didactics covering histopathology, molecular diagnostics, and dermatologic correlations. Attendance at tumor boards and clinicopathologic correlation conferences is required. Fellows are expected to prepare for conferences and contribute to discussions. Consistent participation supports progression toward diagnostic independence.

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:
    - Fellows must complete at least one scholarly project suitable for publication or presentation. Participation in research, quality improvement, or educational scholarship is required. Fellows are expected to present findings at institutional or regional/national meetings. Engagement in teaching activities, including case presentations and resident education, is required. Scholarly productivity should demonstrate critical appraisal of literature and application to practice. Faculty mentorship will guide project development and completion.

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:
    - Fellows must prepare for daily sign-out by reviewing assigned cases and relevant clinical information. Timely arrival for sign-out sessions and conferences is required. Fellows are expected to maintain professional appearance appropriate for clinical and laboratory environments. Preparation includes reviewing histologic slides, prior pathology, and clinical context. Fellows must ensure readiness to discuss diagnoses and differential considerations. Completion of responsibilities prior to handoff, including pending results, is expected.

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:
    - Fellows must complete pathology reports accurately and within established turnaround times. Documentation must meet institutional and regulatory standards for diagnostic reporting. Fellows are responsible for tracking pending studies such as special stains or molecular tests. Timely follow-up on results and communication with clinical teams is required. Proper use of laboratory information systems and EHR tools is expected. Accuracy and completeness of documentation directly impact patient care.

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:
    - Fellows must respond promptly to communications from clinicians, laboratory staff, and supervising faculty. Timely escalation of urgent or critical findings is

required. Fellows must remain available during assigned clinical duties and call responsibilities. Communication should be clear, professional, and documented when appropriate. Fellows are expected to engage in direct communication with referring providers for complex cases. Effective communication is essential to patient safety and care coordination.

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:
    - Fellows are expected to review a high volume of dermatopathology cases over the training year. Progressive responsibility in case interpretation is expected with increasing competence. Fellows must utilize supervision appropriately while developing diagnostic independence. Exposure to a broad spectrum of dermatopathologic conditions is required. Fellows are expected to meet program benchmarks for case volume and complexity. Competence includes integration of clinical and histopathologic data.

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:
    - Fellows must respond to consult requests in a timely manner and prioritize based on clinical urgency. All consultations must be reviewed and finalized with an attending physician. Fellows are expected to document consult findings and recommendations clearly. Direct communication with the requesting provider is required for significant or urgent findings. Fellows must notify faculty of complex, unusual, or critical cases. Timely consultation supports safe and effective patient care.

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)*:
    - Fellows rotate through dermatopathology sign-out services, dermatology clinics, and pathology services as applicable. Exposure includes both in-house and referral case material. Participation in laboratory operations and interdisciplinary settings is required. Rotations are structured to provide continuity and progressive responsibility. Fellows must complete all assigned rotations across the academic year. Training environments support both clinical and educational objectives.

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):*
    - Fellows must adhere to scheduled sign-out times, conferences, and clinical responsibilities. Work hours must comply with ACGME standards, including the 80-hour weekly limit. Flexibility may be required to accommodate case volume and educational activities. Fellows must manage workload efficiently within scheduled hours. Attendance during core clinical and educational periods is mandatory. Time management is essential to balancing clinical and academic responsibilities.

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):*
    - Fellows may participate in call activities related to pathology or dermatology services as applicable. Availability for urgent consultations during assigned periods is required. Fellows must remain within appropriate range for response when on call. Call responsibilities include communication of urgent diagnoses and coordination with faculty. Proper documentation and handoff after call shifts is required. Fellows must adhere to supervision requirements during all call activities.

Essential Cognitive Functions

Functions/details specific to the program:

- Fellows must demonstrate advanced analytical and diagnostic reasoning skills in dermatopathology. This includes integrating clinical, histologic, and ancillary data to form accurate diagnoses. Fellows must interpret complex cases and manage diagnostic uncertainty. Continuous learning and application of evolving medical knowledge are required. Fellows must engage in self-assessment and incorporate feedback into practice. Critical thinking is essential for safe and effective patient care.

Essential Communication Functions

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

- Fellows must communicate clearly and effectively with supervising physicians, clinicians, and healthcare teams. This includes verbal case discussions and written pathology reports. Fellows must explain diagnostic findings and clinical implications appropriately. Communication must be professional, timely, and accurate. Teaching learners and contributing to educational discussions is expected. Strong communication supports collaboration and patient care quality.

Essential physical functions

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

- Fellows must be able to perform prolonged microscopy and computer-based work. Visual acuity sufficient for histologic interpretation is required. Manual dexterity is necessary for slide handling and laboratory tasks. Fellows must be able to sit or stand for extended periods during sign-out and procedures. Basic mobility is required for participation in clinical and laboratory environments. Physical capacity must support safe and effective completion of 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 The program will communicate such changes through official program email communications, updates in the resident/fellow handbook, and announcements during program meetings and conferences. Changes may also be disseminated through institutional communication platforms (e.g., MedHub or equivalent systems) and discussed during required meetings such as orientations, semiannual reviews, or faculty-led conferences. Fellows are expected to review all communications in a timely manner and remain informed of updates.