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

Trainee Position Description and Essential Functions

MOLECULAR GENETIC PATHOLOGY CLINICAL FELLOWSHIP

Position Identification: Fellow
Position Summary: The Molecular Genetic Pathology (MGP) Clinical Fellow is a postgraduate physician trainee participating in a one-year, ACGME-accredited subspecialty program focused on diagnostic molecular pathology. Under faculty supervision with progressive autonomy, the fellow is responsible for the interpretation and reporting of molecular diagnostic assays, participation in multidisciplinary clinical care, and active involvement in laboratory operations. The fellow gains expertise in molecular diagnostics across oncology, genetics, infectious disease, and immunogenetics, while developing competencies in laboratory management, quality assurance, test development, and clinical consultation. The role integrates patient care, education, and scholarly activity to prepare the fellow for independent practice and board certification in Molecular Genetic 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: 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:
    - Maintain a detailed case log of all molecular diagnostic cases, reviewed with supervising faculty and submitted at mid-year and end-of-year evaluations.
    - Complete rotation evaluations, MedHub logs, and required documentation within 1–2 weeks of assignment completion.
    - Document all test interpretations, draft reports, and finalized sign-outs in a timely manner (typically within 24–72 hours depending on test complexity).
    - Maintain records of QA/QI activities, proficiency testing review, and SOP review participation.
    - Participate in required institutional surveys, board preparation activities, and semiannual program reviews by specified deadlines.

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:

- Participate in daily hands-on clinical laboratory activities, including assay performance, analysis, and report generation.
- Attend and actively participate in molecular pathology conferences, tumor boards, interdisciplinary case discussions, and seminars.
- Complete structured rotations in molecular oncology, microbiology, hematopathology, genetics, cytogenetics, and immunogenetics.
- Develop competency in test selection, interpretation, and clinical correlation across diverse disease states.
- Demonstrate progressive responsibility toward independent diagnostic decision-making under supervision.

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:
  - Complete at least one scholarly activity, such as a research project, assay development/validation, manuscript, or presentation.
  - Participate in journal clubs, case conferences, and educational activities.
  - Contribute to quality improvement or laboratory innovation initiatives.
  - Engage in scholarly work addressing diversity, equity, and inclusion in molecular diagnostics where applicable.

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:
  - Perform interpretation and reporting of molecular diagnostic tests under supervision.
  - Participate in test selection, utilization management, and clinical correlation of results.

- Ensure safe, accurate, and timely diagnostic services supporting patient care.
- Engage in multidisciplinary clinical discussions contributing to diagnosis and management.

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 clinical documentation and laboratory reports within expected turnaround times (typically 24–72 hours).
  - Respond to EHR messages, test inquiries, and pending results on a daily basis.
  - Participate in laboratory management meetings, QA/QC review, and regulatory preparation activities.
  - Meet all institutional deadlines for compliance, credentialing, and required training.

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 critical or unexpected molecular results promptly (same day when urgent).
  - Respond to pages, emails, and secure communications within the same working day.
  - Provide clear and clinically actionable written reports and verbal consultations.
  - Participate in tumor boards and multidisciplinary conferences, presenting findings as appropriate.

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:
    - Participate in high-volume diagnostic case review across multiple molecular laboratories.
    - Gain exposure to a broad range of assays and disease processes, including inherited and acquired conditions.
    - Progress toward independent case review and diagnostic sign-out competence over the fellowship 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:
    - Provide consultations on test utilization and result interpretation.
    - Respond to routine consults within 1 business day and urgent consults same day.
    - Document consultative recommendations clearly in laboratory systems or the medical record.
    - Communicate directly with clinicians to ensure appropriate understanding of results.

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 rotations across multiple affiliated institutions and laboratories.
    - Complete required rotations with progressive responsibility over the 12-month program.

- Scheduling is primarily rotation-based with defined clinical and laboratory responsibilities.

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 (approximately 8–10 hours per day).
  - Occasional extended hours may be required depending on laboratory workload or urgent cases.
  - All scheduling complies with ACGME duty hour requirements.

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 home call responsibilities, primarily for urgent consultation or test-related issues.*
  - Expected availability for after-hours communication when assigned.
  - Overall call burden is light and varies by rotation.

Essential Cognitive Functions

Functions/details specific to the program:

- Analyze and integrate complex molecular, clinical, and genomic data.
- Apply knowledge of molecular biology, genetics, and bioinformatics to patient care.
- Demonstrate critical thinking, diagnostic reasoning, and troubleshooting of laboratory assays.
- Maintain accuracy and attention to detail in high-complexity diagnostic interpretation.

Essential Communication Functions

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

- Communicate effectively with clinicians, laboratory personnel, and multidisciplinary teams.
- Produce clear, concise, and clinically relevant diagnostic reports.
- Present information at conferences, tumor boards, and educational sessions.
- Maintain professional and respectful communication in all clinical and academic interactions.

Essential physical functions

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

- Ability to work in laboratory and office environments for extended periods.
- Perform fine motor tasks related to laboratory techniques and computer-based analysis.
- Visual ability to interpret microscopic findings and digital genomic data.
- Ability to move between laboratory and clinical locations as required.

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

More Inclusive Term	Example of Physical Demand
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]*