

GETTING STARTED

STEP ONE: Speak with your Graduate Medical Education (GME) Coordinator at the affiliated Institution who will be your sponsor. He or she will be able to give you the information you need to get started.

STEP TWO: If your sponsoring institution has an Emergency Medicine Residency, then you need to go to the American Board of Emergency Medicine (ABEM) website and download new program information for an Undersea and Hyperbaric Medicine (UHM) Fellowship. If your sponsoring institution has a Preventative Medicine Residency, then you will need to go to the American Board of Preventative Medicine (ABPM) and download the new program information for a UHM Fellowship.

STEP THREE: Meet with a Program Director at your sponsoring institution (usually the emergency medicine or the preventative medicine residency director). This person will be signing off on your Program Information Form, so it is good that you get to know each other. The same ACGME rules apply for residencies and fellowships. You both will have very similar jobs. This program director can help guide you and give you advice about your new fellowship.

STEP FOUR: Begin the process of filling out the paperwork. We have helped you greatly in this regard, I believe. We have placed, on this website, all of the paperwork you will need to get started. This includes:

A. **LSU Fellowship Manual:** This is our rule book. It contains all the rules of a Fellowship. It incorporates many things from every resident's "House Officer's Manual." It also includes -

1. Mission Statement
2. Introduction Checklist
3. Required Paperwork for Signatures
4. On-Line Professional Requirement (new)
5. Terms and Condition of Employment
6. House Officer Application Sheet
7. Duty Hour Requirements
8. Moonlighting Privileges
9. Medical Records Requirements
10. Prescription Writing
11. General Fellowship Information
12. House Officer Job Description
13. Recommended Reading List
14. Educational Goals and Objectives

15. Fellow Supervisory Responsibilities
16. Fellow Clinical Responsibilities
17. Fellow Educational Responsibilities
18. Monitoring of the Core Competencies (new - a must, and fully laid out!)
19. Rotational Guidelines
20. Medical Student Rotational Guidelines
21. Intern / Resident Rotational Guidelines
22. Fellow Documentation Requirements
 - a) Electronic Medical Record
 - b) Procedural Documentation
 - c) Patient Documentation and Evaluations
23. Fellow Yearly and Monthly Schedules
24. Grand Rounds
25. Didactic Curriculum
 - a) Lecture Series
 - b) Morbidity and Mortality Conferences
 - c) Journal Club
 - d) Quarterly In-Service Examinations
 - e) Clinical and Didactic Material
 - f) Educational Resources
26. Fellow Evaluations
 - a) 360 Degree Evaluations
 - b) Formal Quarterly Evaluations
 - c) Mentor Evaluations
 - d) Self-Assessment Surveys
 - e) Stress and Fatigue Questionnaire
 - f) Lecture Evaluations
 - g) Patient Evaluations
 - h) Peer Evaluations
 - i) Program Director Evaluations
27. Faculty Advisors
28. Faculty Evaluations
 - a) Lecture Evaluations
 - b) Clinical Evaluations
 - c) Rotational Evaluations
 - d) Program Director Evaluations
29. Program Director Evaluations
 - a) Lecture Evaluations
 - b) Clinical Evaluations
 - d) Program Director Evaluations
 - e) End Of Rotation Evaluations
 - f) Resident Performance
30. Fellowship Program Evaluations
 - a) Faculty Comments

- b) End Of Rotation Evaluations
 - c) GMEC Report (from your GME Office annually)
 - d) Attending Faculty Evaluations (confidential from fellows)
 - e) Didactics Review
 - f) Resident Performance
- 31. UHM Fellowship Departmental Meetings
 - 32. Research Requirements
 - 33. Procedure Notes and Transcription Notes
 - 34. Occupational Injury and Disease Policies
 - 35. Post-Exposure Prophylaxis Policies
 - 36. Media and Vendor Policies
 - 37. Safety Rules
 - 38. Fitness For Duty and Substance Abuse Policies
 - 39. Physician Impairment Policies
 - 40. Suspensions, Restrictive Covenants, and Grievance Procedures
 - 41. Sexual Harassment Policies
 - 42. Code of Professional Conduct

- B. **LSU Schedule of Lectures:** contains our yearly schedule of events, lecture and grand rounds.
- C. **LSU UHM Application:** sent out to every interested applicant.
- D. **Common Program Information Form (PIF):** This is a cornerstone document. Many people find this the hardest thing to generate. However, you may use ours as a guideline. It contains all the information already filled out. We can also walk you through yours, and will be glad to review your form for you.
- E. **HBOT Re-Accreditation PIF:** You will not need this in the beginning, but please look at it. It contains a lot of useful answers to questions you may need to know for review by your GME office or by your sponsoring residency program director.