University of Minnesota

Department of Medicine

Division of Hematology, Oncology & Transplantation

Fellowship Program

Policy and Guidelines

Addendum to
Department of Medicine
Program Policy & Procedure Manual

2014-2015
TABLE OF CONTENTS:

DIV. OF H.O.T. MISSION STATEMENT .................................................................................................................. 3
FELLOWSHIP KEY CONTACTS .......................................................................................................................... 4
FACULTY LIST .................................................................................................................................................. 5-7
DEPARTMENT OF MEDICINE FELLOWSHIP PROGRAM DIRECTORY ............................................................ 8-10
MAILING ADDRESSES ...................................................................................................................................... 11

SECTION I. STUDENT SERVICES
MAILBOXES ....................................................................................................................................................... 12
UNIVERSAL PAGERS ........................................................................................................................................ 12
ELECTRONIC RESOURCES ............................................................................................................................. 12
RESIDENT ASSISTANCE PROGRAM (RAP) .................................................................................................... 12
WEB SITES ....................................................................................................................................................... 13
HIPAA TRAINING ............................................................................................................................................ 13

SECTION II. BENEFITS
MEAL ALLOTMENT .......................................................................................................................................... 14
PARKING .......................................................................................................................................................... 14
WHITE COATS ................................................................................................................................................ 14
PHOTOCOPYING .......................................................................................................................................... 14
LATE FEES ..................................................................................................................................................... 14

SECTION III. POLICIES AND PROCEDURES
LEAVE OF ABSENCE POLICIES ................................................................................................................... 15-18
DUTY HOURS / DAYS OFF ................................................................................................................................ 19
CONFERENCES / MEETINGS .......................................................................................................................... 19
MONITORING OF FELLOW WELL-BEING/ADEQUATE REST ..................................................................... 19
EVALUATIONS ............................................................................................................................................... 20
ON-CALL ROOMS ......................................................................................................................................... 21
LICENSEURE .................................................................................................................................................. 22
MOONLIGHTING POLICY ............................................................................................................................... 22
SECURITY/SAFETY ....................................................................................................................................... 23
GUIDELINES FOR PROFESSIONAL DRESS ................................................................................................. 23

SECTION IV. DISCIPLINARY AND GRIEVANCE PROCEDURES
GRIEVANCE PROCEDURES .......................................................................................................................... 24

SECTION V. GENERAL AND ADMINISTRATIVE INFORMATION
AGENCY CONTACT INFORMATION .................................................................................................................. 24-26
Introduction and Welcome to New Fellows

On behalf of the faculty, staff, and fellows, welcome to the Division of Hematology, Oncology and Transplantation. We hope the time you spend with us will be both educational and enjoyable.

The Institution Manual is designed to be an umbrella policy manual. Some programs may have policies that are more rigid than the Institution Manual in which case the program policy would be followed. Should a policy in a Program Manual conflict with the Institution Manual, the Institution Manual would take precedence.

This addendum is designed to serve as a useful guide to the fellowship program. Please read it carefully and keep it on hand for future reference.

Fellows are responsible for knowing and adhering to the policies and guidelines. When in doubt, fellows are responsible for contacting the program director or coordinator for clarification.

Division of H.O.T. - Mission Statement

Our major goal is to train physicians for academic careers in Hematology, Oncology, and Transplantation. The emphasis of the three-year program is on clinical training in all areas of Hematology, Oncology, and Transplantation and the development of the necessary skills for an academic career through intensive training in basic or clinical research. The training program leads to board eligibility in Hematology and Medical Oncology.
### University of Minnesota

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</tr>
<tr>
<td>Demel, Kurt</td>
<td>651-254-3572</td>
<td><a href="mailto:kurt.c.demel@healthpartners.com">kurt.c.demel@healthpartners.com</a></td>
<td>Pager: 612-629-0070</td>
<td></td>
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</tr>
<tr>
<td>Hurley, Randy</td>
<td>651-254-2299</td>
<td><a href="mailto:randy.w.hurley@healthpartners.com">randy.w.hurley@healthpartners.com</a></td>
<td>Pager: 612-539-8284 Office: 651-254-3458</td>
<td></td>
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</tr>
<tr>
<td>Jaffe, Jeff</td>
<td>651-254-3505</td>
<td><a href="mailto:jeffry.p.jaffe@healthpartners.com">jeffry.p.jaffe@healthpartners.com</a></td>
<td>Pager: 612-580-0314</td>
<td>Fellowship Site Director</td>
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</tr>
<tr>
<td>Jahagirdar, Balkrishna</td>
<td>651-254-3572</td>
<td><a href="mailto:Balkrishna.N.Jahagirdar@healthpartners.com">Balkrishna.N.Jahagirdar@healthpartners.com</a></td>
<td>Pager: 612-629-0768</td>
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<tr>
<td>McCormack, Steven</td>
<td>651-254-3572</td>
<td><a href="mailto:Steven.e.mccormack@healthpartners.com">Steven.e.mccormack@healthpartners.com</a></td>
<td>Pager: 612-580-4415</td>
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<tr>
<td>Morton, Colleen</td>
<td>615-254-3505</td>
<td><a href="mailto:colleen.t.morton@healthpartners.com">colleen.t.morton@healthpartners.com</a></td>
<td>Pager: 612-580-0115</td>
<td></td>
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<tr>
<td>VAMC mail code 111E, Office: 612-467-4135, Clinic Phone: 612-467-5150, Fax: 612-725-2149</td>
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<tr>
<td>Sully, Jillian</td>
<td>612-467-4134 612-467-4135</td>
<td><a href="mailto:jillian.sully@va.gov">jillian.sully@va.gov</a></td>
<td></td>
<td>VA Admin for H/O</td>
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<tr>
<td>Dincer, Ayse</td>
<td>612-467-4126</td>
<td><a href="mailto:Ayse.Dincer@va.gov">Ayse.Dincer@va.gov</a></td>
<td>Pager: 612-818-1196</td>
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<tr>
<td>Gupta, Pankaj</td>
<td>612-467-4135</td>
<td><a href="mailto:gupta013@umn.edu">gupta013@umn.edu</a> <a href="mailto:Pankaj.Gupta@va.gov">Pankaj.Gupta@va.gov</a></td>
<td>Pager: 612-818-7044</td>
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<tr>
<td>Johnson, Gerhard</td>
<td>612-467-4133</td>
<td><a href="mailto:johns337@umn.edu">johns337@umn.edu</a> <a href="mailto:Gerhard.Johnson@va.gov">Gerhard.Johnson@va.gov</a></td>
<td>Pager: 612-818-7329</td>
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<tr>
<td>Klein, Mark</td>
<td>612-467-4682</td>
<td><a href="mailto:Mark.Klein2@va.gov">Mark.Klein2@va.gov</a></td>
<td>Pager: 612-818-1146</td>
<td>Fellowship Site Director</td>
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</tr>
<tr>
<td>Luikart, Sharon</td>
<td>612-467-4131</td>
<td><a href="mailto:luika001@umn.edu">luika001@umn.edu</a> <a href="mailto:Sharon.Luikart@va.gov">Sharon.Luikart@va.gov</a></td>
<td>Pager: 612-818-7794</td>
<td>H/O Section Chief</td>
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<tr>
<td>Morrison, Vicki</td>
<td>612-467-4123</td>
<td><a href="mailto:morri002@umn.edu">morri002@umn.edu</a> <a href="mailto:Vicki.Morrison@va.gov">Vicki.Morrison@va.gov</a></td>
<td>Pager: 612-818-1074</td>
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<tr>
<td>Schorer, Anna</td>
<td><a href="mailto:schor007@umn.edu">schor007@umn.edu</a> <a href="mailto:Anna.Schorer@va.gov">Anna.Schorer@va.gov</a></td>
<td>Pager: 612-818-7332</td>
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</tr>
</tbody>
</table>
## Department of Medicine

### Fellowship Program Directory

Ben Bornsztein, PhD  
Educational / Accreditation Consultant  
612-570-2421 / 612-626-8055  
borns001@umn.edu

### Cardiology

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Program Director</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
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<tr>
<td>Cardiovascular Disease Fellowship</td>
<td>Ganesh Raveendran, M.D., Program Dir.</td>
<td>612-626-4283</td>
<td><a href="mailto:ravee001@umn.edu">ravee001@umn.edu</a></td>
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<tr>
<td>Clinical Cardiac Electrophysiology Fellowship</td>
<td>Scott Sakaguchi, M.D., Program Director</td>
<td>612-625-4401</td>
<td><a href="mailto:sakag001@umn.edu">sakag001@umn.edu</a></td>
</tr>
<tr>
<td>Interventional Cardiology Fellowship</td>
<td>Robert Wilson, M.D., Program Director</td>
<td>612-625-9159</td>
<td><a href="mailto:wilso008@umn.edu">wilso008@umn.edu</a></td>
</tr>
<tr>
<td>Heart Failure/Tx fellowship</td>
<td>Gary Francis, MD, Program Director</td>
<td>612-624-8970</td>
<td><a href="mailto:franc354@umn.edu">franc354@umn.edu</a></td>
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### Endocrinology & Diabetes

<table>
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<th>Fellowship</th>
<th>Program Director</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Endocrinology and Diabetes Fellowship</td>
<td>Bruce Redmon, M.D., PD</td>
<td>612-625-2154</td>
<td><a href="mailto:redmo001@umn.edu">redmo001@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Sheryl Broad, Administrative Contact</td>
<td>612-626-2636</td>
<td><a href="mailto:broad002@umn.edu">broad002@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Tanya Doble, Administrative Contact</td>
<td>612-624-5150</td>
<td><a href="mailto:tdoble@umn.edu">tdoble@umn.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Address</td>
<td>Phone</td>
<td>Email</td>
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<tr>
<td><strong>GASTROENTEROLOGY, HEPATOLOGY, &amp; NUTRITION</strong></td>
<td>VFW Ste V366 MMC 36 Fax: 5-5620</td>
<td></td>
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</tr>
<tr>
<td>Martin Freeman, M.D., Division Director</td>
<td>612-625-5493</td>
<td><a href="mailto:freem020@umn.edu">freem020@umn.edu</a></td>
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<tr>
<td><strong>Gastroenterology Fellowship</strong></td>
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<tr>
<td>John Lake, M.D., Program Director</td>
<td>612-625-0684</td>
<td><a href="mailto:lakex009@umn.edu">lakex009@umn.edu</a></td>
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</tr>
<tr>
<td>James Abraham, M.D., Associate PD</td>
<td>612-626-9692</td>
<td><a href="mailto:abrah197@umn.edu">abrah197@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bao Moua, Program Coordinator</td>
<td>612-625-8999</td>
<td><a href="mailto:mouax029@umn.edu">mouax029@umn.edu</a></td>
<td></td>
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<tr>
<td><strong>Transplant Hepatology</strong></td>
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<tr>
<td>Julie Thompson, M.D., Program Dir.</td>
<td>612-625-7498</td>
<td><a href="mailto:thom0235@umn.edu">thom0235@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bao Moua, Program Coordinator</td>
<td>612-625-8999</td>
<td><a href="mailto:mouax029@umn.edu">mouax029@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>HEMATOLOGY/ONCOLOGY/BMT</strong></td>
<td>14-142 PWB MMC 480 Fax: 5-6919</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Weisdorf, M.D., Division Director</td>
<td>612-624-3101/5-7407</td>
<td><a href="mailto:weisd001@umn.edu">weisd001@umn.edu</a></td>
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<tr>
<td><strong>Hem/Onc Fellowship</strong></td>
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<tr>
<td>Brian McClune, D.O., Program Director</td>
<td>612-625-7101</td>
<td><a href="mailto:bmcclune@umn.edu">bmcclune@umn.edu</a></td>
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<tr>
<td>Linda Burns, M.D., Assoc. PD</td>
<td>612-624-8144</td>
<td><a href="mailto:burns019@umn.edu">burns019@umn.edu</a></td>
<td></td>
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<tr>
<td>Rosellen Fairall, Program Coordinator</td>
<td>612-624-440</td>
<td><a href="mailto:faira001@umn.edu">faira001@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>INFECTIOUS DISEASE</strong></td>
<td>D416 Mayo MMC 250 Fax: 5-4410</td>
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<tr>
<td>Infectious Disease Fellowship</td>
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<tr>
<td>R. Bryan Rock, M.D., Program Director</td>
<td>612-626-9920</td>
<td><a href="mailto:rockx012@umn.edu">rockx012@umn.edu</a></td>
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<tr>
<td>VAMC, ID Office, Fax:</td>
<td>612-727-5995</td>
<td></td>
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<tr>
<td>James R. Johnson, M.D., Assoc. PD</td>
<td>612-467-4188</td>
<td><a href="mailto:johns007@umn.edu">johns007@umn.edu</a></td>
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<tr>
<td>Sheryl Broad, Administrative Contact</td>
<td>612-626-2636</td>
<td><a href="mailto:broad002@umn.edu">broad002@umn.edu</a></td>
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</tr>
</tbody>
</table>
Nephrology  
717 Delaware St. SE, Suite 353, Delivery Code 1932  
Fax: 6-3840

Hassan Ibrahim, M.D., Division Director 612-624-9444  
ibrah007@umn.edu

Nephrology Fellowship

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Lisa Wichman, Program Coordinator 612-625-6689  
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Transplant Nephrology Fellowship

Rick Spong, M.D., Program Director 612-624-9444  
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Lisa Wichman, Program Coordinator 612-625-6689  
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PACCS  
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Fax: 5-2174

David Ingbar, M.D., Division Director 612-624-0999  
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Pulmonary Disease & Critical Care Fellowship

Melissa King-Biggs, M.D., Program Dir. 612-624-0999  
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Patrick Arndt, M.D., Associate PD 612-624-0999  
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Kristine Christopherson, Program Coordinator 612-626-1146  
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Funmi Thompson, Administrative Contact 612-624-5140  
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Rheumatology  
A624 Mayo MMC 108  
Fax: 4-0600

Daniel Mueller, M.D., Division Director 612-625-1155  
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Rheumatology Fellowship

Anne Minenko, M.D., Program Director 612-899-5860  
minen001@umn.edu

Kelly Grahek  Program Coordinator 612-624-5346  
grah0219@umn.edu
### Mailing Addresses:

<table>
<thead>
<tr>
<th>University of Minnesota</th>
<th>Regions Hospital</th>
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</thead>
<tbody>
<tr>
<td>Department of Medicine</td>
<td>640 Jackson Street</td>
</tr>
<tr>
<td>516 Delaware Street S.E.</td>
<td>St. Paul, MN 55101</td>
</tr>
<tr>
<td>14-142 PWB</td>
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<tr>
<td>Minneapolis, MN 55455</td>
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<tr>
<th>Hennepin County Medical Center</th>
<th>Veteran’s Affairs Medical Center</th>
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<tbody>
<tr>
<td>701 Park Avenue</td>
<td>One Veteran’s Drive</td>
</tr>
<tr>
<td>Minneapolis, MN 55415</td>
<td>Minneapolis, MN 55417</td>
</tr>
</tbody>
</table>
I. STUDENT SERVICES

CAMPUS MAILBOXES
Some important mailings are sent directly to fellows’ homes. Fellows must check their mail regularly.

Fellows have mailboxes located in the Div. of HOT Fellows’ office (M40 Masonic Cancer Center; 1414* is the door code) for the duration of their fellowship, and are asked to check their mail on a regular basis.

Fellows should make sure that the Fellowship Office has their current home address and phone number at all times. Fellows should update their addresses and phone numbers with the fellowship coordinator.

UNIVERSAL PAGERS
Each fellow will be assigned a universal pager to be carried throughout the training. Your pager should indicate the appropriate status at all times.

Fellows will not have to switch beepers when they switch sites. Pagers have an 80-mile radius. Batteries for pagers are available at all Medicine Offices at each of the hospital sites. Fellows should turn in their universal pagers to University of Minnesota Medical Center Information desk located in the UMMC Lobby if their pager needs repair, and a temporary pager will be assigned. At the end of training, universal pagers should be returned to fellowship coordinator. Graduating fellows: please be sure to hand in your pagers ASAP, as this affects how quickly pagers are assigned to incoming fellows!

ELECTRONIC RESOURCES
Fellows have free access to Medline and other electronic library services. Fellows may gain access from home computers via modem, DSL, etc., and from computers in the resident rooms at each of the hospital sites. Fellows also have access to workstations in the Fellows Office at UMMC, in the Reference Area of the Bio-Medical Library in Diehl Hall and in the Division office. Software for home computers to connect to the University system can be obtained at 152 Shepherd Labs on the University campus for a nominal charge.

Fellows may photocopy articles using the copy machines in the main division office. Fellows may also use divisional photocopiers and the copiers in the Medicine Offices at the hospital sites.

RESIDENT ASSISTANCE PROGRAM (RAP)
Fellowship training can be stressful for residents and their families. While we formally monitor stress and fatigue, and try to foster a culture of professionalism, warmth and support within the program, there are times when a resident or her/his family may wish to have additional counseling. The Resident Assistance Program (RAP) is a confidential assistance program designed specifically for residents and fellows, and is available to all residents/fellows and their families free of charge. Fellows and their families are encouraged to take advantage of this benefit.

RAP offers support and assistance to residents/fellows with issues and problems such as getting a handle on resident debt, dealing with stress, career choices, relationships, and adjusting to residency. RAP is strictly confidential, and is provided by an outside firm, Sand Creek. The RAP program will NOT notify the program or program director of a residents’ use or contacts. Contact: Sand Creek (the agency) at 651-430-3383 or 1-800-632-7643
DEPARTMENTAL WEB SITE
Fellows can access important information such as the program curriculum, schedules, conferences etc. through the departmental Web site. The address is: http://www.dom.umn.edu/

Divisional Web Site:
http://www.med.umn.edu/hot/
Fellows can access weekly, monthly and yearly schedules as well as the Fellowship Curriculum on the Division of H.O.T. website.

USEFUL WEB SITES

PROGRAM REQUIREMENTS / GOVERNING BOARDS
ACGME: http://www.acgme.org/

Please take time to review the program requirements for hematology and medical oncology training
ABIM: http://www.abim.org/

Refer to this site for more information regarding board requirements as well as the vacation policy.

HIPAA TRAINING

All University of Minnesota Fellows must complete HIPAA training sessions through the University of Minnesota, regardless of any other training sessions you may have had elsewhere. HIPAA Training is federally mandated. You must complete your HIPAA training BEFORE you begin training.

Information:
For more information about the University of Minnesota’s Privacy and Security Project and Federal regulations go to:
www.privacysecurity.umn.edu
II. BENEFITS

MEAL ALLOTMENT
Fellows are not given any meal allotment and are responsible for their own meal costs.

PARKING
University of Minnesota: Fellows on clinical service at UMMC will obtain parking cards from the fellowship coordinator (14-142 PWB, 612-626-0400). At the end of each rotation, parking cards must be returned to the fellowship coordinator as soon as possible so that they may be forwarded to the appropriate individuals. If you prefer, you may make arrangements with the next person on service. However, it is YOUR responsibility to let the fellowship coordinator know of the arrangements you've made. Please keep in mind that you will be charged for any missing parking cards or daily reimbursements if the card is not returned or forwarded to the next fellow.

V.A. Medical Center: You will be assigned a medical badge on the first day of rotation at the VAMC. This badge gives you parking access to the VAMC as well as allowing you access to VAMC buildings after hours. Jillian Sully (3rd floor, 612-467-4134 or -4135) in the Hematology / Oncology office will walk you through the process once you arrive for your first rotation.

Regions Medical Center: Fellows are to park in the North Building parking ramp. Sandy Archer, divisional support staff at Regions Hospital, will then walk you through the process once you arrive for your first rotation. Please contact Sandy at 651-254-2299 for further assistance.

Hennepin County Medical Center: For first time attendees, please park in the parking ramp on the corner of 8th and Chicago (Not the ramp across from HCMC, but rather the ramp across from the Hennepin Multispecialty Center). Please report to the main office, B-533, at 8:00 a.m. on the day that your rotation begins. Leigh Anne Hamersten, divisional support staff at HCMC, will then walk you through the process once you arrive for your first rotation. Please contact Leigh Anne at 612-873-7381 for further assistance.

WHITE COATS
Two white Department of Medicine coats will be given to you. Soiled coats should be brought to the hallway outside the main H.O.T. office – there is a bin for soiled coats; clean coats will be returned to this rack in approximately two weeks. Fellows will be responsible for any associated replacement costs for lost or stolen coats.

PHOTOCOPYING
Fellows are allowed to use the copiers on the UMMC wards, the copy machine located in the Education office on the 14th floor of the Phillips-Wangensteen Building (ask a member of the Education Office for assistance with the code) as well as the copier in the HOT Division main office (14-142 PWB). Fellows should keep in mind that, if you are copying large projects, please wait until after normal business hours.

LATE FEES
Any late fees, which are incurred due to holds on registration because of library fines, nonpayment of student loans, or inadequate immunization documentation, are the responsibility of the fellow incurring the fees.
III. POLICIES AND PROCEDURES

LEAVE OF ABSENCE POLICIES:

DAYS AWAY FORMS – MUST BE SUBMITTED ONE MONTH IN ADVANCE OF ABSENCE

Rotation and Clinic Absences
All rotations (including research) and clinic absences for any reason (meetings, vacations, interviews, etc.) MUST be approved one month in advance even if it’s already on the schedule. Requests for these cancellations must be submitted via the “Days Away Form” in writing via email to the program coordinator. Signatures of clinical/continuity clinic/research faculty must be included on the form or submitted via email. Faculty signatures (clinical service, research mentors, continuity of care clinic faculty) must be obtained by the fellow prior to final approval by the fellowship director. Final approval must be on file one month before departure. If approval is not obtained per these guidelines, reimbursement for travel to meetings may not be provided.

Holidays
Each clinic has a different holiday schedule. It is the responsibility of the fellow to find out if their continuity clinic is closed for a holiday.

VACATION AND SICK POLICY
In accordance with ABIM policy, all fellows will be given one month of leave, to be used for both vacation and sick leave. Any leave that exceeds one month will be unpaid and must be made up at the end of training. Vacation time includes 15 weekdays, and 6 weekend days. Sick time includes 5 weekdays and 2 weekend days. First year fellows are assigned their vacations to correspond with their first year rotation schedule. Senior fellows are allowed to take vacation during some elective and research rotations. Vacation time is not permitted on the Hematology/Pathology elective, Inpatient Heme/Onc service, Heme/Onc Consult service, or the Inpatient BMT Service nor at affiliated sites (exception is with the first year fellows’ schedules or elective time).

There is no carry-over of vacation or sick time from one year to the next. Unused vacation is not paid out at the end of the year. For additional details, please refer to the ABIM policy located on the web at www.abim.org.

A DIVISION OF H.O.T FELLOW DAYS AWAY FORM MUST BE COMPLETED ONE MONTH IN ADVANCE FOR ANY TIME AWAY REGARDLESS OF WHETHER YOU ARE ON CLINICAL SERVICE OR ENGAGED IN RESEARCH. Fellows need to have another fellow sign for any needed clinical service coverage one month before they will be gone. Faculty signatures (clinical service, research mentors, continuity of care clinic faculty) must also be obtained by the fellow prior to final approval by the fellowship director. Final approval must be on file one month before departure.

For sick time, fellows are responsible for notifying the fellowship program coordinator, at 612-626-0400, and the appropriate faculty member of their rotation as soon as possible. Sick leave will be approved for legitimate illness. There is a back-up fellow call schedule that will be used for covering fellows with emergencies (sick time, family leave for funerals, etc.) The backup schedule will be posted on the web site. Dr. McClune or his designee will contact the back-up fellow for coverage.
**Bereavement Leave**
A fellow will be granted, upon request to the program director, up to 5 days off to attend the funeral of an immediate family member. Sick or vacation time must be used. Immediate family shall include spouse, cohabiters, registered same sex domestic partners, children, stepchildren, parents, parents of spouse, and the stepparents, grandparents, guardian, grandchildren, brothers, sisters, or wards of the trainee.

**Leave for Interviews**
The Division recognizes the need for senior fellows to schedule interviews for post-fellowship positions. The program allows F2/F3 fellows to take a total of 5 days of leave for interviews. You must notify the program director in writing of the date, contact person and location of the interview by completing a Div. of H.O.T. Fellows Days Away Form one month in advance. Failure to follow the outlined procedure will result in the loss of vacation days and/or you may have to make up the time at the end of your fellowship.

**Unauthorized Leave**
Unexcused or unsupportable absences or unauthorized leave and therefore significant tardiness from any mandatory clinical or educational activity constitutes unprofessional conduct. Under your signed employment contracts, unprofessional conduct is one behavior which will subject the resident to discipline for non-academic reasons. Such discipline may be in the form of a written warning, probation, suspension or termination.

**Policy on Effect of Leave for Satisfying Completion of Program**
In order to be dual board certified in the subspecialty fields of Hematology and Medical Oncology, all fellows must complete the 36-month training requirements established by the American Board of Internal Medicine. Fellows may miss one month per year or three months per 3-year fellowship, including vacations, sick leave, leave of absence (LOA), etc. Time in excess of three months, whether for vacations, sick leave, maternity or paternity leave must be made up to meet this requirement.

**Personal Leave of Absence (LOA)**
Any request for an LOA should be considered carefully, as it will invariably create difficulties for the training program and your colleagues. A requested LOA must be presented in writing to the Fellowship Program Director. The Fellowship Program Director and Fellowship Committee must approve your request at least three months prior to the requested LOA date. Exceptions may be made if the request falls under the definition of the Family Medical Leave Act (FMLA). Please see the Institution Manual for the Medical School policy on FMLA. Only under UNUSUAL circumstances, such as a personal or family emergency, will a Personal LOA be granted. Such a LOA will be subject to the general conditions outlined above. All personal time must be made up. Please note this time will be unpaid and you will be responsible for paying your insurance for the time you are gone.

Leave shall not exceed 12 weeks in any 12-month period. The 12-month period is based on an academic year. The fellow may qualify for Short Term and Long Term Disability benefits. **Do not assume that an LOA will be granted automatically. Obtain approval before making plans.** Troy Christiansen must be contacted (612-626-0119 or chris146@umn.edu) if a LOA is granted in order to facilitate the processing of appropriate LOA paperwork.

**Maternity/Paternity Leave**
Fellows should notify the program director as far in advance as possible of the request for personal or maternity/paternity leave, but at least four (4) weeks in advance, except under unusual circumstances.
Fellows should make arrangements as far in advance as possible, in consideration of their colleagues and the program.

When requesting a Leave of Absence, please consider the following:
- The ABIM allows one year of training to be interrupted by only four weeks, including vacation, sick leave, educational leave and Maternity/Paternity Leave.
- Any time off exceeding four weeks will extend your training.
- To be eligible to sit for certification in a subspecialty of Internal Medicine, candidates must have completed the required training in the subspecialty by October 31 of the year of examination.

When taking maternity leave (6 weeks paid) or paternity leave (2 weeks paid), consider the following:
- This leave time in addition to any vacation time could extend a resident’s training.
- Maternity Leave (6 weeks paid):
  - 4 weeks – If no vacation time was used in the year, no time needs to be made up. And it is paid time.
  - 2 weeks – This time will need to be made up, but it is paid time
  **Anything past this will not be paid and all time over four weeks will need to be made up.
- Paternity Leave (2 weeks paid):
  - 2 weeks – does not need to be made up, paid time
  **This will then shorten the allowed vacation time from 3 weeks to 1 week.

The fellow should exercise consideration in informing the program director as early as possible to allow scheduling of curriculum plans to accommodate the leave. **It is the responsibility of the fellow and the program director to ensure that Board eligibility requirements are met within the original fellowship period or that alternative arrangements are made. See the section below on leave policy and eligibility for Boards.**

**MILITARY LEAVE AND JURY DUTY**
The fellow must notify the program as soon as they are called to active military duty. It is incumbent upon the Program Director to notify the RRC and the Board of this change in status. Military leave may be authorized upon request and normally will not exceed 15 days each per year (on a basis of a seven day week). A request for such leave beyond 15 days may be authorized by the Program Director, depending on the circumstances.

Absence for jury duty and court leave will be authorized, consistent with the requirements of the Courts. The fellow and training program may write a letter to the court asking that the appointment for jury duty be deferred based on hardship to the trainee and the program; the decision for deferment is made by the court.

**EMERGENCY LEAVE AND OTHER ABSENCES**
Emergency leave, leave for examinations, leave for attendance at scientific or professional meetings, or other absences may be authorized by the Program Director, depending on the circumstances.
“BACK-UP” SCHEDULE
A back-up schedule is created on a yearly basis to provide coverage for fellows who are unexpectedly unable to serve on their inpatient rotation (due to illness, fatigue, family emergency, etc). Fellows are assigned when they are on a research rotation.

Fellows will be on the back-up schedule for two week blocks. The fellow on the back-up schedule is expected to be:
1. Available via pager 24-7 for the entire duration of your time on the schedule.
2. Physically able to perform on an inpatient or outpatient rotation.
3. Able to be at the site where you are needed within 90 minutes of being contacted.
4. Prepared to take overnight call from home if that coverage is needed.

If you are needed for back-up and unavailable for any reason at that time, you will be required to provide other call services in the future to make up for your lack of availability. This will also reflect in your evaluations regarding professionalism.

If you are unable to cover any part of your assigned block on the schedule, you may make a switch or arrange for alternate coverage by another fellow. As with other rotation switches, changes in coverage need to be arranged one month prior to the affected period and communicated to the fellowship coordinator at that time.

DUTY HOURS / DAYS OFF
Duty hours are defined as all clinical and academic activities related to the training program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. When averaged over any 4-week rotation or assignment, residents/fellows must not spend more than 80 hours per week in patient care duties. There is no in-house call on any rotation.

The program guarantees that fellows are provided at least 10 hours between all daily duty periods. It is acknowledged that occasionally fellows return to the hospital when on call from home. The period of time that a fellow is in the hospital is counted towards the 80 hour/week duty limit. However, unless the frequency of returning to the hospital is significant, the 10 hours between duty periods will not apply. You must alert the Program Director if you have had to return to the hospital on consecutive nights. As this would result in undue fatigue, the back-up fellow would be assigned to cover clinical duties to allow you to rest.

Our program’s duty hour assignments recognize that faculty and residents collectively have responsibility for the safety and welfare of patients. Duty hours are ensured by appropriate scheduling of patient care shifts and responsibilities for residents, fellows, and faculty. A back-up call schedule for the fellows is in place for utilization at any site for times when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create fellow fatigue sufficient to jeopardize patient care.

In compliance with ACGME guidelines, fellows must take one day off per week, on average, on all rotations. This policy applies to all fellows whether assigned to inpatient wards or consult services. This means that fellows will not have any responsibility to be available on that day (this includes no pager). This day off should not occur on a scheduled continuity clinic day. It is the responsibility of the individual
fellow, in cooperation with his/her patient care team and with the approval of the attending staff physician, to determine the most appropriate day off.

If you are called in at night and wish to remain in the hospital until morning, call rooms are available for your use at UMMC. See Part B DOM policies, section on On Call Rooms (page 26-27).

DUTY HOURS – MONITORING
Duty hours will be continuously monitored by the Fellowship Director to ensure compliance with ACGME guidelines. Duty hours will be determined via director review of service hours self-reported by the fellow via the RMS program.

CONFERENCES / MEETINGS
The travel policy of the Division of Hematology, Oncology and Transplantation is as follows:

- First year fellows do not receive travel funds.

- 2nd and 3rd year fellows are strongly encouraged to attend one national meeting annually. Fees associated with attendance at the meeting will be funded by the Division up to $1500.00. If funds are provided through an educational grant from an industry sponsor, this will be considered as the one annual national meeting funded by the Division. Funds do not carry over from year-to-year. A copy of the University policy on reimbursable expenses is included in this handbook. Upon return from travel, submit an itemized account of expenses to the fellowship coordinator who will process the reimbursement. All receipts for food expenditures must be itemized – no exceptions. Fellows are strongly encouraged to share hotel accommodations with other trainees when possible.

- Any additional travel desired by 2nd and 3rd year fellows must be mentor sponsored or paid for by the fellow.

- Fellows unable to attend a national meeting may be allowed to purchase educational materials at the discretion of the Fellowship Director. Written requests should be directed to Dr. McClune prior to the purchase for approval. Purchases made without this prior authorization will not be reimbursed.

- If assigned to a clinical service during the time you wish to attend a meeting, you must arrange coverage unless the faculty attending physician states in writing on the days away form that fellow coverage is unnecessary.

All requests for travel must be approved one month in advance by the Fellowship Director. A Division of H.O.T. Days Away Form, with the required signatures, MUST be on file prior to your departure or reimbursement is not guaranteed.

MONITORING OF FELLOW WELL-BEING / ADEQUATE REST
The attending physicians are responsible for monitoring the duty hours, days off, adequacy of rest, and levels of stress for fellows under their supervision, and report any excesses to the program director. The program encourages fellows to recognize their own levels of stress also, and to seek the advice of their attending physician or program director if stress becomes too great.
SCHEDULES
Schedules for fellows are prepared by the Fellowship Director prior to the start of the academic year based on requests submitted in April. These schedules are posted on the Division of Hematology, Oncology & Transplantation intranet site http://www.dom.umn.edu/hot (go to “Intranet home page” located at the bottom of the page – sign in with your x500 login – then look under “Attendings”)

SCHEDULE CHANGES
Fellows are personally responsible for arranging switches in the schedule, and for finding a replacement in their absence, except in the case of emergency. All changes to the schedule must be presented in writing to the Fellowship Director for approval as far in advance as possible (preferably at least one month in advance) to maintain accuracy of the schedule for call purposes as well as board certification. Any trade must result in the same number of fellows at any site as on the original schedule and for the same time slots.

DICTATION POLICY
All patient discharges must be completed within 48 hours. All clinic notes must be completed within 48 hours.

EVALUATION POLICY / NEW INNOVATIONS’ RMS INSTRUCTIONS FOR FIRST TIME USERS
Complete an evaluation using the auto-login link in the email from New Innovations
1. Click the auto login link in your email notification
2. You may have to copy and paste the link into the web address bar if your email is set to Plain Text instead of HTML

Complete an evaluation using the conventional login
1. Go to: www.new-innov.com and sign in
2. On your Home page, scroll down to the “Notifications” section

3. Click “Evaluate” beside the evaluation you want to complete
4. Complete the questions on the form
5. If a signature is required, check the box to certify that you are the evaluator
6. Click “Submit Final”

ON CALL ROOMS
University of Minnesota Medical Center:
UMMC has 18 on-call rooms located on the 4th floor of the Mayo building. All rooms have punch code security access which is changed daily, and a security monitor on duty from 2:00PM-8:00AM, and contain a desk, TV, radio clock, and air conditioning. On-call Residents, Medical Students, Fellows, Attending physicians and certain on-call hospital staff are eligible to check-in to a call room. Check-in occurs only during the designated hours of 2:30 PM until 7:00 AM. To check in, go to the desk located in the Resident Lounge (Mayo C-496). The check in desk is staffed by a security monitor during set hours 7 days/week and will require you to present your hospital ID badge. The security monitor will assign you a room, the access code, and the locker room and lounge access codes. All individuals must be out of their rooms by 8:00 AM. Housekeeping will come to begin cleaning by 7:00 AM. If you wish to sleep until 8:00 AM, make sure your DO NOT DISTURB sign is indicated on your door. No room is checked out to the same service two days in a row. Belongings left in the rooms past noon, will be removed and kept in a security locker. Belongings can be picked up any time after 2:30 PM from the security monitor. Any questions, call 612-273-7597.

Housekeeping cleans the rooms each day at 1:00 p.m.

Regions Hospital:
The call rooms at Regions are located on the 3rd floor. There are 3 call rooms assigned to internal medicine, each with 2 beds which means the call rooms are shared. Rooms are unisex. There is a key pad to each room and the combination number to access the room is given out by the chief residents when residents rotate here. The rooms are accessible any time during the day for the on-call team.

Veterans Administration Medical Center:
Each intern and resident on call has a call room available to them. The call room located near 3K should be used by the Blue intern. Other call rooms are available on the second floor for the other house staff here overnight. Keys can be obtained at the Medicine Office from Darlene DeWaay.
HOLIDAY POLICY
Fellows should verify any days off due to holidays with their rotation director and clinic site. Not all sites observe the same holidays.

LICENSURE POLICY
Fellows are not required to have a Minnesota State License to participate in the fellowship program, although state law mandates that each resident have a Minnesota Residency Permit. This requires a one-time application and the permit is valid throughout the residency. You are responsible for the fee. Questions regarding licensure should be directed to:

Minnesota Board of Medical Practice
2829 University Avenue West, Suite 500
Minneapolis, MN 55414
612-617-2130
www.bmp.state.mn.us/mn_home.htm

VISA POLICY
Visa Sponsorship: The J-1 alien physician visa sponsored by ECFMG is the preferred visa status for foreign national trainees in all UMN graduate medical education programs; therefore, the Hematology and Medical Oncology Fellowship sponsors only J-1 visas. We do not sponsor H-1B visas. More information on the J-1 visa can be found on the UMN-GME webpage

MOONLIGHTING POLICY
Moonlighting is defined as any work performed as a fellow physician outside of the fellowship program that generates revenue. All fellows who moonlight must obtain a prospective, written statement of approval from the Program Director. The fellow must provide the Program Director with the organization and site of the moonlighting activity, the nature of work (i.e. urgent care, chart review, etc.), the name and telephone number of the immediate supervisor, and the anticipated hours of work per month. The program will also monitor moonlighting on a semi-annual basis by requiring residents to complete a survey and in semiannual meetings with the program directors. Faculty will monitor residents’ performance for evidence of increased stress or sleep deprivation due to moonlighting activities. The program encourages fellows to assess their own performances and behavior for evidence of stress and sleep deprivation as well. Fellows violating this policy may be subject to probation, suspension without pay and/or disciplinary action including, but not limited to, termination. Fellows violating this privilege will have their moonlighting privileges revoked for the remainder of their fellowship.

ACGME policy states that hours spent on internal and external moonlighting count towards the 80-hour duty week. However, none of the other constraints of duty hours, such as the 24-hour continuous duty rule and the 10-hour time period provided between daily duty periods, apply.

The Department of Medicine discourages moonlighting activities by fellows. First year fellows are NOT allowed to moonlight. Moonlighting during the hours of 8:00 am to 5:30 pm on workdays, on any inpatient rotation, or during any hours while on call is Strictly Prohibited. The Department views moonlighting during these times as a breach of trust and a violation of professionalism. Clinical responsibilities extended beyond these hours have priority over any scheduled moonlighting activities. Moonlighting must not interfere with the fellow’s performance of patient care or educational responsibilities on any rotation during fellowship training.
Professional liability insurance coverage is the responsibility of the resident and/or hiring institution. The insurance coverage provided by the University of Minnesota does not cover moonlighting activities, including that which occurs at the VA or Regions Hospitals.

**Resident/Fellows holding J1 visas under sponsorship of the ECFMG may NOT moonlight.**

**GUIDELINES FOR PROFESSIONAL DRESS**
A set of goals and standards was developed to improve the service we provide to patients and their families. In addition to professional and respectful behavior, it is important that our work habits include proper dress and personal appearance when interacting with patients and their families as well as other colleagues. In addition, you are considered to be role models for future physicians; it is important to set a good example when supervising the residents and medical students. To help meet these goals the following guidelines are outlined below.

• The use of scrubs should be limited to any call night, and your white coat should be worn at all times
• It is not appropriate to wear scrubs when in clinic.
• Dressing comfortably on the weekends is not an excuse to wear jeans or sweat pants.
• Shoes should be clean and in good condition, no beat-up sneakers.
• Open-toed shoes are **NOT** allowed in the hospitals or clinics.

**SECURITY / SAFETY**
Security and personal safety measures are provided to fellows at all locations, including but not limited to parking facilities, on-call quarters, hospital and institutional grounds, and related clinical facilities (e.g. medical office buildings).

**Contact Information:**
University of Minnesota Medical Center Security Office: 612-273-4544 / East Building / Riverside Campus
Regions Hospital Security Office: 651-254-3979
University of Minnesota Security Monitor Program: 612-624-WALK
VA Medical Center Security Office: 612-467-2007 / located on the first floor, in room 1U-162
IV. DISCIPLINARY AND GRIEVANCE PROCEDURES

ACADEMIC GRIEVANCE POLICY (Please refer to the Institution Manual for Medical School Policy)
Fellows may address any concerns about any aspect of the program at any time to Dr. McClune, Dr. Burns, or Dr. Weisdorf. If the fellow does not feel comfortable speaking with the Program or Division Directors, then the fellow should contact Dr. Alisa Duran-Nelson (Internal Medicine Program Director), Dr. James Nixon (Vice-Chair for Education, Department of Medicine) or Dr. Wes Miller (Chair, Department of Medicine) for assistance.

V. GENERAL AND ADMINISTRATIVE INFORMATION

AGENCY CONTACT INFORMATION
Please find below a list of addresses and telephone numbers that you might find helpful. Please contact the appropriate agency for applications and information as needed.

ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION (ACGME)

Suite 2000  
515 North State Street  
Chicago, IL  60610-4322  
Office: (312) 464-4920  
Fax: (312) 464-4098  
www.acgme.org

AMERICAN BOARD OF INTERNAL MEDICINE

American Board of Internal Medicine  
University City Sciences Center  
3624 Market Street  
Philadelphia, PA  19104  
(215) 243-1500  
1-800-441-2246  
www.abim.org

AMERICAN COLLEGE OF PHYSICIANS

American College of Physicians  
4200 Pine Street  
Philadelphia, PA  19104  
(800) 523-1546  
www.acponline.org
AMERICAN SOCIETY FOR BLOOD AND MARROW TRANSPLANTATION

American Society for Blood and Marrow Transplantation
85 West Algonquin Road, Suite 550
Arlington Heights, IL  60005
(847) 427-0224
(847) 427-9656
www.asbmt.org

** Annual meeting = Tandem w/ CIBMTR, February
** Recommend Associate Membership and use of website

AMERICAN SOCIETY OF CLINICAL ONCOLOGY

American Society of Clinical Oncology
1900 Duke Street, Suite 200
Alexandria, VA  22314
(703) 299-0158
(888) 282-2552
www.asco.org

** Annual meeting in May or June
** Recommend Associate Membership and use of website

AMERICAN SOCIETY OF HEMATOLOGY

American Society of Hematology
1900 M Street NW, Suite 200
Washington DC  20036
Office: (202) 776-0544
Fax: (202) 776-0545
www.hematology.org

** Annual meeting first week of December
** Recommend Associate Membership and use of website

CENTER FOR INTERNATIONAL BLOOD AND MARROW TRANSPLANTATION

Center for International Blood and Marrow Transplantation
3001 Broadway St. NE
Minneapolis, MN  55413-5000
(612) 884-8600
(612) 884-8660
www.nmdpresearch.org

DRUG ENFORCEMENT ADMINISTRATION

Drug Enforcement Administration
110 South 4th Street
Minneapolis, MN  55401
(612) 348-1700
www.usdoj.gov/dea/
EDUCATIONAL COMMISSION FOR FOREIGN MEDICAL GRADUATES

ECFMG
3624 Market Street
Philadelphia, PA  19104-2685
(215) 386-5900
www.ecfmg.org

INTERNATIONAL SOCIETY FOR EXPERIMENTAL HEMATOLOGY

International Society for Experimental Hematology
2025 M Street, N.W., Suite 800
Washington, DC  20036-3309
(202) 367-1183
(202) 367-2183
www.iseh.org

MINNESOTA BOARD OF MEDICAL PRACTICE

Minnesota State Board of Medical Practice
2829 University Avenue SE, Suite 400
St. Paul, MN  55414
(651) 617-2130
http://www.state.mn.us/cgi-bin/portal/mn/jsp/home.do?agency=BMP

MINNESOTA SOCIETY OF CLINICAL ONCOLOGY

Executive Office:
11600 Nebel Street, Suite 201
Rockville, Maryland 20852
Phone: 301.984.9496, ext. 205
Fax: 301.770.1949

NATIONAL BOARD OF MEDICAL EXAMINERS

National Board of Medical Examiners
3930 Chestnut Street
Philadelphia, PA  19104
(215) 349-6400
www.nbme.org