

FOARR HANDBOOK

GENERAL INFORMATION

Length of the Fellowship: 365 days (One year). If a Fellow, for whatever reason, does not complete the 365 days, he/she may be required to make up this time, in order to complete the fellowship.

Stipend: Fellows have an annual stipend of \$60,000.

Pay Day: Fellows pay day is the 1st and 15th of each month. Direct deposit is recommended. Your pay stubs will be placed in your mail box and must be collected from there.

Cell Phone: Each Fellow is issued a cell phone for the year. The Fellow will be responsible for the cell phone. *Please see attached form* for rules and information regarding the use of the assigned cell phone.

Case Logs: Fellows are required to keep case logs of the surgeries they perform and turn in the logs to the FOARR office at the end of each month. It is recommended that you keep your own case log as an increasing number of hospitals are requiring information on the number of different procedures that you have experience performing.

Mail: Fellows will have individual mail slots in the FOARR office.

VACATION/ SICK TIME/ ABSENCE/ PERSONAL LEAVE

All fellows are entitled to:

- 10 working days of paid vacation.
- 5 working days of paid sick leave
- 5 working days of educational leave

No vacation can be taken during the last month of your Fellowship or during fellowship interviews.

All Fellows are to notify the FOARR office of any absence away from their assigned rotation. Non-emergency absences must be reported in advance and approved in writing by the Fellowship Program Director and your current Rotation Faculty. The Fellow must advise the FOARR office regarding who will be responsible for their coverage during their absence. If an emergency arises, a telephone number must be given to the appropriate offices, including the FOARR office. FOARR must, at all times, be able to contact the Fellow.

Time off for personal interviews will be used as vacation. All vacation time must have written approval in advance by the Fellowship Program Director and your current Rotation Faculty. The Request for Leave Form is included in this packet; additional forms may be found in the FOARR office.

LEAVE OF ABSENCE

Under unusual circumstances, Fellows may request a Leave of Absence. This time off may be granted at the discretion of the Fellowship Program Director and your current Rotation Faculty. Additional training to make up for the absence may be necessary.

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MEETINGS AND CONFERENCES

You are entitled to attend educational meetings and conferences during your fellowship year. You have an expense account of \$3,000 to be used at your discretion to attend educational meetings of your choosing. *Please see attached form* for the expense guidelines for meeting attendance. You must abide by the guidelines for meeting expenses set up by FOARR. You must receive written approval from your faculty and administration to attend a course before you register. (Request for Leave Form)

MANDATORY CONFERENCE ATTENDANCE

Fellows are required to attend Orthopedic Grand Rounds to their specialty in addition to conferences required by the Fellowship Program Director. Your Rotation Faculty will notify you of circumstances when your attendance is required.

RESEARCH PROJECTS

A research project is required of all fellows before completion of their Fellowship. The paper is due June 1st and must be in a form acceptable for submission to a journal for publication. Research projects must also be submitted in electronic form to the FOARR office before July 31. Failure to complete a research project will result in your diploma being withheld. Verification of your fellowship being completed will also be denied.

To aid you in the completion of your Research project you will be granted access to the Houston Academy of Medicine – Texas Medical Center Library. You also have access to numerous online journals. Information to access these journals will be provided to you at your request.

ROTATION CHECK-IN

Fellows are required to check in at the beginning of each rotation to the appropriate office and adhere to each Service's policies, guidelines, etc. An attached form contains all contact information to the offices to which you should report.

SUPERVISION/ ON CALL

Staff physician to whom the Fellow is assigned
Chief of Service
Program Director
Orthopedic Program Faculty

On average, Fellows will have at least one day out of seven free of routine responsibilities. The number of hours worked and on-call duty may vary.