

Division of Gastroenterology/Hepatology Faculty Information Booklet

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I. Call Schedule

The on call schedule is divided among the GI faculty for Gastroenterology services and the Liver Center faculty for Hepatology services. For Gastroenterology, faculty rotate on a weekly basis divided among the total number of GI faculty. The call schedule is arranged based on alphabetical order and the faculty covers for a 7-day period. The weekend attending covers Friday night through Monday morning at 8 a.m. The weekend attending will cover the ward service on Sunday morning while the inpatient attending will make rounds on Saturday morning. The weekend attending will split the housestaff and thus arrangements should be made with the Fellow regarding the GI or Liver attending will make rounds first.

II. Clinic Cancellations

Given the difficulty in rearranging schedules which requires time by support staff to call patients, etc. coupled with the current wait times, we should keep our clinic cancellations to a minimum. We all recognize that emergent issues arise where clinic will need to be cancelled. However, all efforts should be made to cancel our clinic at least two months in advance. It is also expected that, given our wait times, cancelled clinics will be made up.

III. Salary

- A. Salary sources should match effort.
 - UAB salary should come from teaching, grants and administrative responsibilities while HSF salary should match clinical effort. Since uncovered UAB salary must be transferred from the HSF with a 5% tax, matching of UAB salaries with grant support is financially prudent.
- B. Goal of all GI/Hepatology faculty should be that at least 90% of total compensation is covered by revenue sources and 100% of the costs of research and/or clinical programs are covered.
- C. With rare exception, all grants must have at least 2% salary support which should grossly mirror grant effort.
 - (Grant salary will generally go directly to faculty salary, with the amount dependent upon total effort and % of current salary already covered. Additional % increases in effort on a grant may be proposed if appropriate which would, all things being equal, translate into an increase in salary. Likewise, when grants expire, salary will be adjusted accordingly).

D. HSF salary will fluctuate, either up or down, based on HSF production.

As a reminder, the Department has a minimum expectation that all faculty (beyond their start up period of 2-3 years) will generate support equivalent to 75% of their salaries and for 100% of the operating costs of their research and/or clinical programs. The departmental standard for outstanding performance by established faculty is attainment of support approaching full coverage of total salary.

IV. Physician Expense Allowance (PEA)

AS OF 5/12/09, PEA accounts are suspended until further notice

~~The Division provides a physician expense allowance (PEA) for all faculty members. This allowance is provided to cover those ancillary expenses that arise periodically. These expenses should be directly related to your professional growth in your role at UAB. The amount of the allowance is based on rank and given annually, on a fiscal year (October to September) basis, as follows:~~

Professor	—————	\$3,510
Associate Professor	—————	\$2,925
Assistant Professor	—————	\$2,340

~~The maximum balance that will be allowed to carry forward in the PEA account is the sum of the last 2 years allowance.~~

~~If a faculty member announces that he or she will be leaving, no reimbursements or purchases may be made from the PEA. Since the purpose of the PEA is to cover expenses that are directly related to a faculty member's professional development while a member of the faculty at UAB, utilizing the funds after the announcement of departure goes against the spirit of the PEA.~~

V. Research

Research is a very important part of the Division and is strongly encouraged. All research proposals must be submitted through the Division Director's office for signature and routing through the required channels. Only certain individuals have the authority to contract on behalf of UAB, so at no time can an investigator make a commitment that binds UAB.

Each research project is ultimately the responsibility of the investigator. It is the investigator's responsibility to monitor and control cost and adhere to proposed budgets. The Division Financial Officer or the Division Administrator will

provide all investigators with monthly reports on their respective projects. These individuals are also available to provide assistance with any type of financial or operational aspects of research. If a project ends in a deficit, it is the responsibility of the investigator to fund the shortfall. It is especially important to monitor the cash flow and expenses of clinical trials because the basis of funding is most often directly related to the number of recruited patients. There are many expenses that are incurred on a study whether or not patients are being enrolled. These costs are considered “sunk” costs because they are fixed in nature, with examples being IRB fees and personnel, etc. While personnel costs may vary slightly from month to month, based on the level of recruitment activity, those costs must still be absorbed by either the investigator or the study if a coordinator is spending time on the project. The division receives no funding for research coordinators or nurses.

VI. Purchasing and Reimbursement

For any expense for which you wish to be reimbursed from UAB or HSF sources, discussion with the Division Administrator would be prudent before purchasing any items. There are strict regulations regarding the purchase of items from specific vendors. Therefore, it is possible that you could purchase an item from a specific vendor at an excellent price but yet you may not be reimbursed.

VII. MIST Calls

The MIST calls (Medical Information Service via Telephone) provides a valuable service to our referring physicians. While physicians may call through the MIST operator seeking to speak with a specific physician, more typically, the physician on call and those on the inpatient service are the front line for taking these calls which may involve patient transfers. It is important that we answer these calls promptly as these referring physicians are a key component of our clinical operation. If a physician wishes to transfer a patient, the operator can get the transfer nurse on the line that can make all the appropriate arrangements such that you do not have to do this. In addition, if the patient for transfer might be truly better served on another service, please work through the MIST operator such that the physician will hook up with the appropriate physician rather than having to make a number of additional phone calls and presentations to other physicians. At the end of the day, it may be better to take the patient on our inpatient service and have additional service consult as needed. (See DOM triage policy.)

VIII. External Professional Activity

Scholarly activity outside the medical center is encouraged. Specific forms, which are routed through the Dean’s Office, need to be completed for such travel

outside the continental United States. Speaking activity at courses, invited medical grand rounds, and absences for society meetings can be counted as Official Leave. However, for other speaking engagements that are non-CME related and for those where an honorarium is provided, these should be taken as vacation days.

IX. Code of Conduct

(See published UAB and HSF Codes of Conduct)