

YALE-NEW HAVEN MEDICAL CENTER

POLICES AND PROCEDURES

Subject: Mandatory Training and Educational Funds Reimbursement

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Effective Date: July 13, 2011

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Introduction:

This policy is adopted consistent with the fact that completion of mandatory training required by either Yale-New Haven Hospital or Yale University School of Medicine is an essential part of the training, appointment (continuing or new) and professionalism at Yale-New Haven Medical Center.

Policy:

New Appointments to the Resident/Fellow Staff:

1. All entering residents and fellows must complete the appropriate or specific mandatory training before starting any clinical work or research activities.

Continuing Appointments to the Resident/Fellow Staff:

1. All mandatory training should be completed by July 1, of each academic year.
2. Trainees will be responsible for checking the status of their mandatory training requirements either through Healthstream or the University.
3. An initial warning will be sent to trainees on July 15 if they have not completed their mandatory training.
4. Final deadline for completion of mandatory training is August 15.
5. If training is not completed August 15, educational expense reimbursement funds will be revoked.
6. If training is not completed by October 1, a letter stating a lack of adherence to hospital policy will be submitted to the trainee's file.
7. Mandatory training not completed by November 1, may result in suspension from the training program, at the discretion of the program director.