

Miscellaneous Residency Information and Guidelines

Health Insurance Coverage

All residents must maintain health insurance coverage while training in LSU residency programs. Information about a number of health insurance plans available through LSU is available through the LSU Employee Benefits section (telephone 568-7780). It is also acceptable for residents to carry coverage through outside insurers, if adequate proof of insurance can be documented.

Disability Insurance Coverage

Disability insurance coverage is now provided (effective April 1995) for all LSU residents training in New Orleans, Lafayette, and Baton Rouge. Details are available from the Graduate Medical Education office.

Holiday Schedules

Residents are mandated by the Dean's and Chancellor's offices of the University to adhere to holiday schedules where they are assigned to work (**not** to the published LSU system holiday schedules, which pertain only to LSU staff employees).

Compassionate Leave

Brief periods of absence may be granted to a resident by the chairman in cases of urgent personal need, such as those occasioned by death or serious illness in the resident's family. For these brief periods, full salary and benefits will continue.

Unpaid Leaves of Absence

Residents may request unpaid leaves of absence for a variety of legitimate reasons. Any such leave shall be considered and approved at the sole discretion of the chairman. Approval of such requests shall not be unreasonably withheld, provided that the staffing needs of the program and the clinical unit to which the resident is assigned are met. Vacation time may be utilized by the resident to cover any such leave.

Maternity Leave

According to University policy, maternity leave comprises the combined totals of sick leave, plus vacation leave, plus any needed additional leave with-out pay that may be granted by the department.

Sick Leave

The University regulations provide for a maximum of two weeks of paid sick leave annually, which is non-cumulative. Residents are required to report any absence to the chairman and to the clinical service to which they are assigned. Documentation required to support the reason underlying the illness claim shall be determined by the chairman.

Absenteeism

Absenteeism, in the case of a true emergency, **must** be reported to the Department of Otolaryngology Office as soon as the need to be absent is realized. Arrangements for rotation coverage at such times are not the responsibility of the absent resident and will be handled through the Department.

Disciplinary Actions

Any resident who does not fulfill the responsibilities set forth in this manual, or who demonstrates any ethical or moral deficiencies in carrying out his obligations during residency, will be subject to disciplinary action. The nature of such disciplinary action may range from (1) assignment of additional duties, to (2) temporary suspension of clinical privileges, to (3) being placed on probationary status, to (4) termination, depending upon the severity of the transgression under consideration. Temporary suspension and probation signify that the resident has failed to fully satisfy departmental expectations, and these kinds of actions are recorded in the resident's permanent file. Following either of these actions, the resident will automatically be considered to be under close scrutiny, and his/her performance will be periodically reviewed at subsequent intervals by the Faculty, the Program Director, and the Chairman of the Department. Any additional problems with that resident's performance, or any failure to demonstrate improvement in the area of deficiency, may result in termination from the residency.

Grievance and Appeal Procedures

A resident may file a grievance if a reasonable basis exists to support allegations that he/she has been treated unfairly or contrary to existing policies governing the residency training program. Residents may appeal disciplinary actions which could result in dismissal or significantly threaten a resident's status in or ability to graduate from the program. Actions alleged to constitute a grievance shall be filed **in writing** with the Chairman of the Department. The Chairman shall review the alleged grievance of the resident in a timely manner and shall gather additional information and/or consult with appropriate individuals in order to fairly render a determination concerning the alleged grievance. If the resident disagrees with the decision of the chairman, the resident may request in writing further review by the Dean's Office for Graduate Medical Education of the Louisiana State University Medical Center, whose decision shall be final. Actions believed by the resident to constitute the basis for an appeal shall be presented to the Chairman in writing.

Travel

All travel sponsored by the department to present Scientific papers, etc. must be booked through our state travel representative. All flights, hotel, car rentals, etc. must be booked through this company in order to be eligible for reimbursement by the department. **Any travel made outside of the designated State travel agency will not be reimbursed.** Please see your Resident Coordinator before booking travel for the rules and restrictions that apply to your particular travel. Rates, car rental allowances, etc. vary greatly.