Beth Israel Deaconess Medical Center
Clinical Informatics Fellowship Program

| Policy Number | CI-01 |
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| Policy Name | Program Policies |
| Approval Date | June 30, 2016 |
| Approved By | Charles Safran, MD (Program Director)<br>Bradley H Crottey, MD MPH (Associate Program Director)<br>Steven Horng, MD MMSc (Associate Program Director) |
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| Next Review Date | June 30, 2018 |
| Revised | |
| References: | |

**Program Policies**

This document supplements BIDMC approved policies relating to Graduate Medical Education.

**Working Hours**

Fellows are expected to both abide by ACGME Duty Hour Requirements, and also to be accountable to their fellowship program. It is the expectation that fellows will be in the hospital/office environment for 40 hours per week on fellowship activities, on average. Fellows should discuss classes and other scheduling commitments with their primary mentor and fellowship director.

**Evaluations**

Upon completing a rotation or educational experience, residents will complete an evaluation of the rotation, and update their self-assessment.

Faculty are required to complete an evaluation on the resident's performance. Team members, including nurses, programmers, patients, and administrators are also asked to submit evaluations as part of a multi-source evaluation.

All evaluations are to be submitted no later than 2 weeks following the rotation.

**Work Environment**

Residents are provided a desk and workstation, including a drawer to lock personal belongings. They receive a passcode to the office, which is locked 24/7. The main office environment has two conference rooms that residents may use for meetings, with audiovisual equipment. The office is accessible by public transportation, and the entrance is fully accessible and ADA compliant.

**Information Security**

Residents are expected to demonstrate best practices for the security of protected health information (PHI). As per BIDMC policy, all laptops, workstations, mobile devices shall be encrypted.