

Trainee Position Description and Essential Functions

University of Washington Child and Adolescent Psychiatry Fellowship Program

Position Identification: Fellow

Position Summary: The University of Washington Child and Adolescent Psychiatry Fellowship Program is an ACGME-accredited two-year program. Each year, we offer 8 first-year positions for residents who have successfully completed at least three years of an ACGME-accredited residency in Psychiatry. A child and adolescent psychiatry fellow provides supervised mental health care to youth and families, develops diagnostic and therapeutic expertise, collaborates with multidisciplinary teams, participates in education and research, and progressively gains independence while delivering safe, compassionate, culturally responsive treatment. (Adapted from the [ACGME Program Requirements for Graduate Medical Education in Child and Adolescent Psychiatry](#))

For the purpose of this document, the term “Resident” includes medical and dental residents and fellows, including those in ACGME, CODA and non-ACGME accredited programs.

General Overview of the Resident Role

A resident’s responsibilities include patient care responsibilities within the scope of their clinical privileges commensurate with level of training and other responsibilities required of all members of the medical staff. Under the supervision of attendings, general responsibilities of the resident may include:

- Initial and ongoing assessment of patients’ medical, physical and psychosocial status
- Performing history and physical examination
- Developing assessment and treatment plan
- Performing rounds
- Recording documentation, including progress notes, admission notes, procedure notes and discharge summaries
- Ordering tests, examinations, medications and therapies
- Arranging for discharge, referral and after care.
- Providing patient education and counseling about health status, test results, disease processes and transition of care planning
- Performing procedures
- Teaching and evaluating junior learners, such as medical students

UW GME Expectations for Professional Behavior

- All residents must comply with the [UW Medicine Policy on Professional Conduct](#) and the UW Medicine [Compliance Code of Conduct](#)
- ACGME Competencies in Professionalism, including fitness for duty (See [ACGME Common Program Requirements](#))
- All residents must comply with [GME Policies](#), including the Resident and Fellow Position Appointment Agreement (RFPA)

Essential Functions

Essential functions are the fundamental job duties of the position that cannot be eliminated or substantially modified without changing the nature of the position.

A job function may be considered essential for the following reasons:

- The reason the position exists is to perform that function
 - Resident educational requirements and patient care responsibilities
- A limited number of available residents can perform that function
- Varies by program, rotation, year, risk pools, etc.
- The function may be highly specialized so that the trainee in the position is hired for their expertise or ability to perform the particular function
 - Cannot easily hire more trainees, especially of a specific R level
- The percentage of time spent on a function does not determine whether or not it is essential.

Essential functions for GME residents must include consideration of:

- ACGME program requirements
- Specialty board requirements
- UW program requirements
 - Unique to each UW training program and must consider:
 - Complexity of rotations/service requirements
 - Size of program
 - Structure and depth of risk pools
 - Please refer to the program's [Clinical Coverage Policy](#)
 - Inclusive of the hospital system requirements:
 - Rotations dependent on residents' service for patient care
 - Coverage options available

A resident must perform the position's essential job functions ***with or without an approved reasonable accommodation***. Reasonable accommodation means modifying or adjusting practices, procedures, policies, job duties, or the work or application environment so that a qualified individual with a disability **can still perform a position's essential functions**. Approved reasonable accommodations are determined via an interactive process involving the resident, DSO/HR/GME and the program.

Essential functions ensure the safe and smooth delivery of education and patient care and are identified in alignment with program aims to facilitate trainee readiness for independent practice across an appropriate range of clinical settings for that specialty. Transparent documentation of a program's essential functions is also an important resource for applicants evaluating the training program during recruitment.

Essential Program Administrative Functions

Onboarding

The Resident must:

- comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines for both Seattle Children's Hospital and the University of Washington.

Program Tasks and Documentation

The Resident must:

- participate in all requests for schedule preferences, requests for absence or schedule changes of requests for clinical coverage on the requested timelines or deadlines.
- complete in a timely manner all evaluations requested for medical students, peer residents, faculty or other members of the team
- complete MedHub clinical and educational hour logs
- complete the annual ACGME Resident Survey
- complete the program's annual confidential internal survey
- complete required examination preparation and/or testing requirements, to include an annual Child PRITE exam and in-training examinations and program-specific guidelines for national board certification
- attendance at all required program meetings, including semiannual meetings, mentorship meetings, program retreats, etc.

Essential Program Core Educational Functions

Didactics

The Resident must:

- Comply with all standards for attendance at didactics or other core educational activities
- Adhere to the preferred mode of attendance (in-person, virtual, hybrid)

Scholarship

The Resident must:

- Comply with all program or specialty requirements for research or scholarship, quality improvement, national or regional conference presentation, publication or scholarly writing or teaching and presentations internal to the program (e.g. journal club, didactics, case conference, M&M, etc.)

Essential Patient Care Functions

Presence and preparedness

The Resident must:

- present to work as physically, mentally and emotionally fit for duty
- arrive at the patient care setting on schedule
- arrive at work in attire appropriate for the professional and safe delivery of patient care

- meet expectations for chart review or pre-rounding
- satisfy expectations that precede sign-out and/or departure from the clinical setting, including an appropriate handoff and follow up on all patient assessments/data/studies that will alter care in the near term.

Administrative

The Resident must:

- complete patient health record documentation on the schedule prescribed by the program or medical center. (Examples include but are not limited to progress notes/visit summaries, discharge summaries, and operative or procedure notes)
- comply with expectations for EHR inbox management, including timely responses to messages from patients, medical staff and tracking and patient follow up of expected results

Patient Care Communication

The Resident must:

- respond in a timely manner to pages, phone calls and Epic Secure Chat
- remain within the program-prescribed geographic range while on call or eligible for coverage

Patient Care Volumes

The Resident must:

- work toward (with supervision) or meet benchmarks for patient care volumes in all clinical settings
- appropriately request and utilize supervision
- work toward or ultimately meet procedure certification standards

Consultation

The Resident must:

- appropriately respond to, triage, and staff consultations in a timely manner
- document findings and recommendations in a timely manner
- communicate with the requesting service directly (e.g. in-person, phone) in advance of and following the assessment
- ensure that consultations are staffed and finalized with a faculty member in a timely manner
- provide psychiatric consultation in all our core hospitals and outpatient settings.

Essential Shift and Schedule Functions

Settings

- complete assigned shifts in settings deemed essential by the program, such as inpatient units, emergency department, and outpatient specialty clinics
- complete assigned away rotations deemed essential by the program

- Arrange personal transport to all required rotations.

Shift length and timing

The Resident must:

- complete shifts of all lengths deemed essential by the program, which may include daytime, swing,
- nights, weekends, and holidays
 - *Shifts must not exceed ACGME limits of up to 28 hours per shift, and up to 80 hours per week averaged over a 4 week period*
- where appropriate, comply with designated break lengths (to meet personal needs and not impact patient care)

Call Responsibilities

The Resident must:

- complete assigned shifts of overnight call, as deemed essential by the program
- complete assigned shifts of home call, as deemed essential by the program
- remain within the prescribed geographic range while on call or eligible for coverage
- Other functions/details specific to the program:
 - Weekday calls last from 5pm-8am and are taken from home. A post-call day is provided from 8am unless the call day is a Friday.
 - Weekend calls usually involve coming into the hospital during the morning/afternoon. After 5pm, call continues from home and is similar to duties in weekday call. A post-call day is provided for Sunday calls.

Essential Cognitive Functions

The Resident must possess sufficient cognitive, analytical, and integrative abilities to perform in the following areas:

- Analyze, synthesize, and apply knowledge from clinical experience, readings, and didactic learning to support clinical decision-making.
- Develop and demonstrate sound clinical judgment in diagnosis, treatment, and prevention of illness.
- Identify, prioritize, and manage patient care and professional responsibilities to support safe, timely, and effective outcomes.
- Apply clinical reasoning effectively in situations involving uncertainty and changing conditions.
- Seek guidance and incorporate input from others as appropriate to support patient care and professional development.
- Reflect on performance and integrate feedback to support continuous improvement.
- Adapt to evolving clinical environments and changing patient care needs.
- Demonstrate reliability through consistent participation in responsibilities and timely completion of assigned tasks.
- Operate effectively in dynamic clinical environments with frequent interruptions and competing priorities.

- Provide guidance, support, and teaching to junior learners, including medical students.
- Other functions/details specific to the program:
 - Please reference [ACGME Program Requirements for Graduate Medical Education in Child and Adolescent Psychiatry](#) and [Milestones](#).

Essential Communication Functions

(including verbal and written)

Resident are expected to have advanced communication skills and to gain and demonstrate higher levels of competence as they progress through the training program. With appropriate training, resident must:

- Gather, interpret, and exchange information effectively with patients, families, and members of the healthcare team.
- Communicate clinical information clearly and in a patient-centered manner to support understanding and shared decision-making.
- Facilitate safe and effective transitions of care, including handoffs, discharges, and referrals.
- Communicate care plans and updates to appropriate members of the healthcare team to ensure continuity and quality of care.
- Recognize and respond appropriately to the perspectives, needs, and emotions of others.
- Collaborate effectively with members of the healthcare team across roles and settings to support coordinated, high-quality care.
- Engage respectfully with individuals from diverse social, cultural, and lived experiences.
- Contribute to a professional, inclusive, and respectful care and learning environment.
- Other functions/details specific to the program:
 - Please reference [ACGME Program Requirements for Graduate Medical Education in Child and Adolescent Psychiatry](#) and [Milestones](#).

Essential physical functions

(including senses, stances and mobility, manipulation and technical skills)

Resident must have the physical capacity, with or without accommodation, to do the following:

- Perform clinical procedures and technical aspects of patient care competently to support safe and effective diagnosis and treatment.
- Conduct patient assessments to gather and interpret clinical information, supporting comprehensive medical and psychosocial evaluation.
- Sustain performance of clinical responsibilities over scheduled shifts to ensure continuity and quality of patient care.
- Other functions/details specific to the program:
 - Please reference [ACGME Program Requirements for Graduate Medical Education in Child and Adolescent Psychiatry](#) and [Milestones](#).

Statement Of Nondiscrimination

The University of Washington prohibits discrimination, harassment and sexual misconduct in any education program or activity that it operates. Individuals may report concerns, make complaints, or direct inquiries to the Civil Rights Compliance Office. [View the Statement of Nondiscrimination.](#)

Key Principles for ADA-Compliant Language:

- Focus on results, not methods
- Essential function is a completed task, not how that task is completed

More Inclusive Term	Example of Physical Demand
Move/traverse	Walk, run
Ascend/descend	Climb
Transport	Carry
Relocate	Lift
Stationary position	Sit, stand
Position, detect, operate	Feel, handle
Maneuver	Pull, push
Attain	Reach
Retrieve from ground level	Squat
Repetitive movement	Performing a task repeatedly
Communicate	Speak, talk, hear
Communicate in written language	Write
Input data	Use keyboard
Position self (to move)	Crouching, stooping, crawling
Work atop	Balance
Determine, identify, assess, recognize	See
Assess	Hear
Review	Read
Adhere	Remember
Apply	Think

This document reflects requirements, established practices, policies, procedures, and resources as of the date of publication; however, parts of this document may be updated from time to time in accordance with changes in the law and applicable requirements, established practices, policies, procedures, and resources. Continued participation by a resident in the program will demonstrate agreement by the resident to adhere to the updates. The program will communicate such changes in writing when changes are made.