

Department of Pediatrics Workload Policy Aug 2014

The Department of Pediatrics is a very busy clinical service, and yet has been able to maintain an excellence in student and resident teaching, and is participating in multiple community and regional health promotion projects. The department is also an effective pediatric advocacy group. As such, we recommend the following modifications and additions to the College of Medicine Workload Policy:

1. **Total Workload:** The department agrees with the minimum workload for full time faculty being 37.5 hours. However, as the majority of the clinical faculty work multiple night and weekend work hours, either at the clinical practice site or taking call, the number of clinical hours is variable, and will frequently exceed this number. The 37.5 hours is the minimum number of hours worked in a 7-day week, averaged over a one-month period. The number of hours worked is dependent on the clinical service acuity and volume, in addition to administrative, teaching, and research duties as assigned.
2. **Leave:** Leave should be taken when a faculty member is not in the immediate area and is unable to participate in departmental and clinical activities as requested or scheduled. Accommodations will be made to not penalize or require leave requests when the clinical demands are such that faculty members are working on non standard ETSU times (nights, weekends, etc). The time spent on these efforts are considered as worked hours. If these hours are excessive or placing the faculty at the risk of fatigue, subsequent time off without leave claim may be taken, at the discretion of the department chair. Leave request forms must be filled out in advance of known leave times, be signed by the division director, and then by the department chair. Leave will not be approved unless provisions for clinical coverage of the physician's patients are arranged.
3. **Teaching and Administrative Time:** Time spent in clinical care during which residents or students of any discipline are participating in patient care and are being precepted by faculty members will be considered teaching time. Time spent on clinical service without "learners" being present is not considered teaching time. The residency program director will have a maximum of 50% of clinical or teaching time, the remainder is administrative time. The student clerkship director will ideally have a maximum of 75% of time dedicated to clinical care or teaching, the remainder being administrative. Regarding involvement of faculty to support departmental activities, examples of departmental activities necessary to maintain appropriate institutional and departmental accreditation include but are not limited to the following: a) service on ETSU faculty committees b) service on college of medicine committees c) service on departmental residency and student program/clerkship committees.
4. **Research time:** The department agrees with the College of Medicine statement.
5. **Service Activities:** The department agrees with the proposed College of Medicine statement, however, it is recognized that many service activities, such as those performed in conjunction with the Tennessee Department of Health, regional, state and national quality improvement groups will not generate additional revenues. Therefore it may not be feasible for that faculty with a high

level of service commitment to generate significant revenue. When possible, additional support for those outside service activities will be sought

6. **Clinical Care:** The department agreed with the College of Medicine statement. See the comments above for teaching time and leave as impacted by high clinical demands.
7. **Individual Faculty workload:** The anticipated faculty workload in the areas of teaching, research, service, and clinical care should be reviewed annually at the time of the faculty review. The proposed split of these activities should be outlined in the written plan and report, with documentation of efforts being reviewed by a process to be determined by the department leadership
8. **Workload Review:** This section is vague and too unclear for comment. The process for review mentions steps and personnel that the department is not aware of, such as “Faculty Senate Procedural Consultant”, “Faculty Senate Concerns and Grievances Committee”, this process needs significant clarification. The “Faculty Advisory Committee” referred should specify this is the College of Medicine FAC.