

# Staff Radiologist Policy Manual\*

## BWPO Department of Radiology

Revised 7/13/2021

### Contents

- I. Time Allocation
  - a. Academic time
  - b. Administrative time
  - c. Meeting time
  - d. Vacation time, holiday, and recess time
  - e. Other time allocation matters
- II. Sick Days, Leaves of Absence (Family and Medical Leave Act (FMLA), Massachusetts Parental Leave Act), and Bereavement Policy
- III. Retirement and Benefit Plan
- IV. Additional Incentive Compensation for Clinical Faculty
- V. Fringe Account
- VI. Departmental and Divisional Funds for Faculty Well-Being
- VII. Expenses Related to Faculty Interviews and Relocation
- VIII. Teaching Physician Presence and Attestation Statements
- IX. Weekend-Holiday Call Coverage
- X. External Moonlighting
- XI. Termination of Employment by a Radiologist
- XII. Harvard Medical School Governance, Appointment, and Promotion Handbook

\* The policies presented here are ones that apply specifically to staff radiologists.

For policies that apply to all BWH employees, see <https://hospitalpolicies.elucid.com/manuals/binder/2189>

For policies and benefits of the Brigham and Women's Physician Organization (BWPO), see <http://bwpointra.partners.org>.



# I. Time Allocation

## a. Academic Time

1. Academic time is provided to clinical faculty who are at least 60% FTE for engaging in one or more of:
  - a. activities that are related to their HMS academic promotion, such that promotion is likely within the next few years in one of Harvard Medical School's tracks (Clinical Expertise and Innovation, Teaching and Educational Leadership, Investigation; <https://fa.hms.harvard.edu/promotion-profile-library>). These generally require peer-reviewed original scientific publications as first, mentored second, or senior author; or grant applications or approvals as Principal Investigator or Co-PI.
  - b. senior faculty (e.g., division chief, full professor) actively involved in promoting, sponsoring, and mentoring academic activities (listed above in section i) by junior faculty members.
  - c. performing the expected nonclinical functions of an academic radiologist: teaching trainees via lectures, participating in research, and performing divisional administrative roles assigned by the division chief (e.g., resident liaison, director of abdominal MRI).
2. In general, faculty members will receive 1 academic day/week (pro-rated for part-time faculty), with the following exceptions:
  - a. Faculty who do not engage in any of (i), (ii), (iii) above will not receive academic time.
  - b. When a division is short-staffed on a short-term or prolonged basis, the division chief may need to restrict academic time in order to meet clinical service needs. When this occurs, the available academic time should be preferentially (but not wholly) given to those engaged in items (i) and (ii) above. When the short-staffing is brief, the division chief will attempt to pay back "lost" academic time during that academic year, but payback is not guaranteed and cannot be carried over into the next academic year.
3. Since vacation and meeting time vary from week to week, physicians should not expect academic time to be on a fixed day each week or to be allocated evenly from week to week.
4. Physicians should always be promptly available during academic days if they are needed to work clinically.
5. Division chiefs are responsible for implementing the academic time policy within their division. They are expected to:
  - a. Encourage and support division members in academic activities, particularly those that count toward promotion within HMS.
  - b. Review academic activities with faculty members at least once per year during their annual review.
  - c. Assure that each faculty member is assigned the appropriate number of clinical, academic, and (if applicable) administrative days, commensurate with providing coverage for clinical service needs.
  - d. In the event of issues arising from differential academic time allocation, the Division Chief (or faculty member) may, at their discretion consult with the Chair (or his/her designee).



## Nonclinical Time for Academically Productive Physicians with External Grant Funding

1. Grant time (i.e., nonclinical time per week given off for a grant, over and above departmental academic time):
  - a. grant of 1-9%: no additional non-clinical time
  - b. grant of 10-19%: half day
  - c. grant of 20-29%: 1 day
  - d. grant of 30-39%: 1.5 days
2. Departmental academic time for a grant-funded academically productive radiologist:
  - a. If the grant time is 1 day or less, the radiologist receives his/her full academic day
  - b. If the grant time is more than 1 day, the radiologist's academic time is prorated [Note: prorating is to 20% of non-grant-time].
3. Examples:
  - a. Radiologist with 12% grant gets 1.5 nonclinical days (0.5 days for the grant, 1 departmental academic day)
  - b. Radiologist with 26% grant gets 2 nonclinical days (1 day for the grant, 1 departmental academic day)
  - c. Radiologist with 34% grant gets 2.2 nonclinical days (1.5 days for the grant, 0.7 days of departmental academic time [20% of 3.5 days])



## b. Administrative Time

Radiologists in key leadership roles within the department will be allocated administrative time, subject to the Chair’s approval and reviewed at least yearly. Allocation of administrative time for major departmental roles, in general, takes precedence over academic time. Allocation is as follows [Note: this is a general guide to administrative time. Time may be changed, and roles may be added or eliminating at the discretion of the chair, depending on departmental need]:

Department role	Administrative time/week
Vice Chair	2
Division Chief	1
Modality Chief	1
Both Division Chief/Modality Chief	1
Medical Director of Imaging IT	3
Fellowship director	≥5 fellows 0.5/week <5 fellows 0.5/every other week
Radiology DR Residency Program Director	3.5 [split between PD and assistant PD]
IR/DR Residency Program Director	1
NM Residency Program Director	1
Assistant Program Director	0.5
Medical Student Clerkship Director	1
Assistant Medical Student Clerkship Director	0.5
Chief of Radiology, Faulkner	1
Chief of Radiology, DFCI	1
Director of Faculty Advancement	1
Wellness Officer	0.5
Quality and Safety Officer	0.5
Diversity, Equity, Inclusion Officer	0.5
Director of Drug Trials Business	0.125

Note: Faculty members delegated by the Division Chief to build divisional schedules do not get any additional administrative time, however a Division Chief may donate a portion of their own administrative time to enable their designate to build the divisional quarterly schedule.



### c. Meeting Time

Meeting time is based on academic rank. Meeting time allotment for a full-time faculty member is as follows:

- a. Professor: 20 meeting days per academic year
- b. Associate Professor: 15 meeting days per academic year
- c. Assistant Professor: 10 meeting days per academic year
- d. Instructor: 5 meeting days per academic year

For faculty members who are less than 1.0 FTE, meeting time allotment is prorated based on FTE status. Unused meeting time cannot be carried over from year to year and is not paid as compensation at time of termination of employment.

The main purposes of this time allotment are to present papers at scientific meetings, to give invited lectures, to learn new skills that enhance one's clinical, research, teaching, or administrative work in the department, and to obtain CME credits required to maintain certification in a physician's specialty. Meeting time can also be used for medical humanitarian work. All meeting/conference requests must be addressed to the Division Chief before the clinical schedule for that time period is made. Since the number of radiologists in a division who can simultaneously have time off is limited, requests for meeting/conference time should be made as far in advance as possible and will be granted on a first-come-first-served basis.

Notes regarding meeting time:

1. Meeting time is generally intended for on-site attendance at a scientific or educational meeting. With Division Chief or departmental approval, it may also be used for virtual meetings and online CME credits.
2. If a faculty member has used all his/her meeting time, additional time may be granted upon request to the Department Chairman for academic endeavors of special significance.
3. Faculty members presenting abstracts or giving invited lectures at a meeting will receive preference for scheduling meeting time.



## d. Vacation, Holiday, and Recess Time

### 1. Vacations

Full-time faculty members receive 25 days of paid vacation per academic year (July 1 to June 30). For faculty members who are less than 1.0 FTE, vacation time allotment is prorated based on FTE status.

All vacation requests must be addressed to the Division Chief before the clinical schedule for that time is made. Since the number of radiologists in a division who can simultaneously have time off is limited, requests for vacation should be made as far in advance as possible and will be granted on a first-come-first-served basis. Vacation time cannot be requested more than 12 months in advance except for major life events (e.g., weddings, anniversaries, graduations, reunions). High demand vacation weeks (e.g., February and April public school vacation, March private school vacation, July-August weeks) shall be allocated by the Division Chief year to year in an equitable manner. In general, no more than two weeks will be allocated to a faculty member during July-August. Vacation requests should be approved or denied by the Division Chief within two weeks of faculty request. All vacation requests for the next quarter must be submitted at least six weeks before the quarterly schedule is released. Division Chiefs are expected to post the upcoming quarterly schedule at least one month before the start of the next quarter.

Physicians should use all (or all but the 1 week allowed for carryover) of their vacation time during the academic year in which it is earned. They should avoid holding a large number of unscheduled vacation days going into the fourth quarter, since by doing so they may not be able to utilize all their vacation time if clinical coverage is tight during that quarter. Physicians may carry over up to 1 week (5 days for a full-time radiologist, prorated for a radiologist who is less than 1.0 FTE) of unused vacation time into the next academic year, and the carryover days must be used within the first half of the next academic year (i.e., July 1 to December 31). Otherwise, the 5 carryover days will be forfeited. Unused vacation time is not paid as compensation at time of termination of employment.

### 2. Holidays

The Brigham Radiology Department provides the same holidays as are granted by Brigham & Women's Hospital. Currently, these include:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Thanksgiving
Memorial Day	Christmas
Independence Day	

### 3. "Recess" Time

In addition to the designated holidays set forth above, every effort will be made to grant each staff member 4 days off (prorated for FTE status) during the Thanksgiving to New Year holiday period (Monday before Thanksgiving through Friday after New Year's Day). All requests for recess are subject to prior approval by the respective Division Chief, based on staffing availability and divisional need for staff coverage. It may not be possible for a division to grant half the members Christmas week or New Year's Week as recess due to clinical coverage requirements.

The Division Chief has considerable flexibility in how to allocate recess days (other than using them as extra vacation time that can be taken any time during the year). For example, the Division Chief can give fewer than 4 days per faculty member if necessary, for clinical coverage, and RSNA week will be excluded for allocation of recess time by Division Chiefs in order to allow as many division members as possible to attend the meeting.



## **e. Other Time Allocation Matters**

### **1. Unpaid Time Off**

Faculty members may request unpaid time off. The request is not guaranteed and is subject to clinical coverage needs. Approval for such requests will be accepted or rejected by the Radiology Chair or his/her designee, in consultation with the Division Chief.

### **2. Part Time Faculty**

Faculty members who receive non-clinical (academic) time can work 20%, 40%, 60%, or 80% of full time, but not odd percentages (such as 35% or 75%). Part-time faculty may request a consistent weekday off each week and Division Chiefs will try to accommodate such requests. However, such requests are not guaranteed and are subject to clinical coverage needs, as well as the requests of other division members for vacation or meeting time.

Note: Exceptions may be made for a faculty member who wishes to commit to an outside activity that requires his/her presence on a consistent weekday (e.g. a paid or voluntary position elsewhere on a fixed day of the week). Approval for exception requests will be accepted or rejected by the Radiology Chair or his/her designee, in consultation with the Division Chief.



## II. Sick Days, Leaves of Absence (Family and Medical Leave Act (FMLA), Massachusetts Parental Leave Act), and Bereavement Policy

### 1. Sick Days (Other than Approved FMLA Leaves)

Staff radiologists receive “sick days” to pay for the first several days of illness (whether a single episode or multiple episodes). Full-time staff radiologists receive 5 days of paid sick time each academic year (prorated for part-time staff radiologists). The total annual sick time allotment becomes available on the first day of each academic year. If a staff radiologist has unused sick time at the end of an academic year, it may not be carried over from one academic year to the next. If a staff radiologist has unused sick time at the time of termination of employment, the staff radiologist receives no compensation for these unused days.

These sick days may be used for absences due to the staff radiologist’s own illness or that of an immediate family member (defined as: a spouse, partner, parent, or dependent child). They may not be used for childbirth and adoption leave. In the event a staff radiologist has used all of his/her available sick days and needs to take off additional days due to his/her illness or the illness of an immediate family member the staff radiologist may first use his/her remaining vacation time followed by her/his remaining meeting time. Any further days taken off due to his/her illness or the illness of an immediate family member, after exhausting sick days, vacation time, and meeting time, would be unpaid.

A staff radiologist who will be absent due to the short-term illness of the radiologist or an immediate family member must notify his/her division chief (or designee) as soon as possible. For last minute illnesses (e.g., the staff radiologist wakes up feeling ill and cannot come into work that day), he/she should call or page the division chief (or designee) by 7:00 a.m.

### 2. Leaves of Absence (Family and Medical Leave Act (FMLA), Massachusetts Parental Leave Act)

The Mass General Brigham policies on leaves of absence, which include leaves under the Family and Medical Leave Act (FMLA), Massachusetts Parental Leave Act, sick leave, and others, can be found at [www.askmyhrportal.com](http://www.askmyhrportal.com) under “Benefits, Perks, and Leaves”. You can also get answers to specific questions by calling the BWPO Human Resources Department at 857-307-7077.

Some of the key features of MGB and Radiology policies regarding leaves of absence are as follows:

1. Parental leaves
  - a. Birthing mothers are eligible for paid leave to recover from birth. The number of weeks for this portion of your leave will be determined by the mother’s healthcare provider, but is typically 6-8 weeks.
  - b. Physicians are also eligible for 12 weeks of bonding time for the introduction of a child into the home (whether through childbirth, or placement through adoption or foster care). This is in addition to the 6-8 weeks of paid leave for birthing mothers, as described above. The first 8 weeks are paid by the department. If the physician wishes to take additional time off for parental leave (up to 4 additional weeks, for a total of 12 weeks), this time may be paid from the state of Mass up to a cap of \$850 per week, or the physician may receive full pay from the department by using available vacation time.
2. Pay during approved FMLA leave (continuous or intermittent) due to the physician’s own serious health condition: Physicians are entitled to up to 12 weeks of salary continuation for up to 12 weeks, paid by the department. This includes time to recover from giving birth, which is typically 6 to 8 weeks, based on OBGYN certification and is in addition to bonding time.  
Note: Intermittent leaves must be tracked.
3. Approved FMLA leave to care for an immediate family member with a serious health condition: During an approved FMLA leave to care for an immediate family member with a serious health condition, this time may be paid from the





state of Mass up to a cap of \$850 per week, or the physician may receive full pay from the department by using available vacation time.

4. While on FMLA-approved leave, the staff radiologist's health coverage, life insurance and disability benefits will continue.
5. Work is not permitted while on medical or parental leave. For radiologists (faculty and trainees), film interpretation (including clinical imaging studies and drug trial readings) and interventional procedures are not allowed. In addition, personnel on leave should not be expected or asked to do administrative or research work. For those who have an existing or pending research grant, or are applying for a grant, the departmental or institutional grant office should be informed about an upcoming medical or parental (bonding) leave as far in advance as possible so that appropriate arrangements can be made with the granting agency.

### **3. Bereavement policy**

Up to three scheduled working days with pay are allowed for the loss of a family member. Family is defined for the purpose of this policy as:

- Spouse or domestic partner
- Child, stepchild
- Parent, stepparent, mother-in-law, father-in-law
- Sibling, stepsibling
- Grandparent or grandchild



### III. Retirement and Benefit Plan \*

#### 1. Retirement Plan

##### a. Cash Balance Retirement Plan

- BWH/BWPO makes contributions to the plan based on age and salary, up to IRS limits.

##### b. TSA/403b (Roth or Traditional TSA) & Matching

- BWH/BWPO will match 100% of the first 2% of pay that you contribute to your 403(b) each pay period.

##### c. 457(b) Defined Contribution Plan

- Employee can defer a portion of annual salary before federal/state taxes if they are in the top 5% of wage earners

##### d. Retiree Medical Savings Account

- Employee age 50 or older can contribute up to \$4,500 per year and the BWH/BWPO provides a match of 50% of the first \$1,500, up to \$750 a year and \$11,250 over the course of employment.

#### 2. Benefits

##### a. Medical, Dental and Vision Insurance Plans

##### b. Prescription Drugs

##### c. Malpractice

##### d. Basic Group Term Life Insurance

##### e. Supplemental Group Term Life Insurance

##### f. Long Term Disability

##### g. Life and AD&D Insurance

##### h. FMLA

##### i. Health Care Flexible Spending Account

##### j. Dependent Care Flexible Spending Account

##### k. Family Care Programs

##### l. MBTA

##### m. Parking

##### n. Fitness Club Discount

##### o. Perks Program

\* Retirement plan and benefits as of 7/1/2021. For up-to-date information and details, go to <https://partnershealthcarehr.service-now.com/hrportal> and click on "Benefits, Perks, and Leaves"



## IV. Additional Incentive Compensation for Clinical Faculty

The Brigham Radiology Department Additional Incentive Compensation Program is established for clinical faculty members employed by BWPO Radiology, subject to the conditions and limitations set forth in this Plan. For the purposes of this Additional Incentive Compensation Program, “clinical faculty member” is defined as a faculty member with an MD, DO, or equivalent degree, whose job includes at least 20% FTE devoted to radiology clinical activities, specifically the interpretation of diagnostic imaging studies and/or performance of interventional procedures.

Additional incentive compensation may be paid intermittently during the year, most commonly but not necessarily in January, April, July, and October. At any point in time, the Department Chair decides whether to pay additional incentive compensation and, if so, determines the amount of the additional incentive compensation pool, by taking into account the general financial health and needs of the Department, including its then current and projected operating requirements and any reserves required by the BWPO, Hospital, MGB, or prudent financial stewardship.

Eligible physicians will receive a full additional incentive compensation share if their total FTE employment status (clinical and other) in BWPO Radiology is 100% and they were employed (and not on unpaid leave) for the entire additional incentive compensation period (the time period since the prior additional incentive compensation payout). Otherwise, their share is prorated by their total FTE status and by the fraction of the additional incentive compensation period they were employed (less any unpaid leave during that time). A faculty member must be employed at least through the end of the month in which the additional incentive compensation is paid in order to receive an additional incentive compensation (e.g., if a bonus is paid in April, only those faculty members employed as of April 30 will receive additional incentive compensation).



## V. Fringe Account

### 1. Fringe Description

The BWPO Department of Radiology provides funds for physicians to assist in covering the costs of continuing education, membership in relevant organizations, journal subscriptions, travel to academic and scientific meetings, medical licenses, computer hardware and software, and other adjuncts to professional duties. The Mass General Brigham (MGB) Accounts Payable Policy governs all payments from the fringe account.

- The fringe account for each Staff Member runs concurrently with the BWPO fiscal year (October 1 - September 30)
- Fringe amount is based on academic rank and is established prior to the beginning of each fiscal year. For FY 21 (10/1/2020 – 9/30/2021), funds are as follows (prorated for FTE status and for beginning employment in BWPO Radiology after the start of a fiscal year):

Full professor:	\$2600
Associate professor	\$2400
Assistant Professor	\$2200
Instructor:	\$2000

- Note: These amounts are half of the pre-Covid values because of limited opportunities for travel to meetings during the pandemic. The amounts for FY22 have not yet been set.
- At the end of each fiscal year, physicians are allowed to carry forward unspent funds in their fringe account into the next fiscal year up to the maximum allowable carryover amount: half of this year's allocation or half of next year's allocation, whichever is greater.

All year end requests should be sent to Radiology Finance no later than the second Friday of September in order to apply to current year fringe, otherwise the next fiscal year fringe will be used.

### 2. Common Fringe Activities

#### 1. Travel: Guidelines (as per 7/1/2021)

The full guidelines can be accessed at <https://supplychain.partners.org/training-and-application-support/expenses-policy.aspx>, then clicking on "View the complete Mass General Brigham Reimbursement Policy"

Some of the key features are the following:

- Flights: Domestic flights must be reserved as Coach class fare. If traveling internationally (defined as outside North America), business class will be reimbursed only with prior CFO approval. To be reimbursed, reservations and tickets for airfare must be arranged through one of MGB's approved travel vendors: Egencia or Great Getaways. Information about reserving via Egencia is available at <https://supplychain.partners.org/a-z-guide/vendor.aspx?id=1008>.
- Hotels: In Boston, New York, Washington DC, Chicago, Los Angeles and San Francisco the daily standard rate for a single room is not to exceed \$450/night. Elsewhere, the rate is not to exceed \$350/night.
- Meals:  
Breakfast and/or Lunch – Combination not to exceed \$25/person per day  
Dinner- not to exceed \$100/person  
[Note: These amounts include food, beverage and gratuity]

#### 2. Professional Dues, Subscriptions, and Licensure



- a. The physician should make the payment themselves and enter the information into the PeopleSoft Travel and Expense Module. Original itemized receipts for all expenses must be uploaded into the module. Credit card statements alone are not acceptable.
- b. Reimbursements must be submitted within 180 days of the date of receipts or expenditure

### 3. Computer/Software/Electronics Purchase

You may use your fringe account to purchase business-related computer hardware and software.

All purchases must be made through MGB purchasing systems and have a signed advanced authorization form. Please do NOT purchase a laptop or other electronic device from a retailer (e.g., Best Buy, Micro Center) and then submit for reimbursement, as MGB policy does not allow for reimbursement for these items.

Items that fall within this policy:

Computers and computer peripherals (printers, monitors, scanners, flash drives, etc.): May be purchased every three years  
iPad/Tablet – special approval required. Please contact Radiology Finance for iPad/Tablet Device Request  
Computer software

Advanced authorization for the purchase must be obtained

To purchase a MGB supported device: the purchase must be made through Ergonomics

To purchase a Non-MGB supported device (such as Dell or Apple products): select the item you want and forward a quote (or web link to a vendor's quote) to Radiology Finance along with a signed Advanced Authorization form. (Note: if you choose to purchase a Non-MGB supported device, neither MGB nor Radiology Information Systems will service the device if a problem occurs, and the MGB Computer Help Desk will not be able to assist you.)



## VI. Departmental and Divisional Funds for Faculty Well-Being

### 1. Departmental Well-Being Fund

The department provides a wellness fund (amount determined by the Chair) to be administered by the Chief Wellness Officer.

### 2. Divisional Funds\*

- a. Overview: Each division has a fund to be used for the benefit of all its faculty members, administered by the division chief with oversight by the Senior Vice Chair and Finance Director.
- b. Financing of Divisional Funds:
- c. At the beginning of each fiscal year, each divisional fund will receive an allocation (amount to be determined by the Chair) per faculty member plus carryover from the prior year's unspent money (if any). The amount of carryover is capped at (i) half of this fiscal year's allocation per faculty member; or (ii) proceeds from the prior year's educational activities (whichever is greater).
- d. Note: Proceeds from educational activities (CME courses, Observerships, and related activities) are added to the fund when they arrive.
- e. Expenditures of Money from Divisional Funds: The primary purpose of the funds is for activities that promote divisional cohesion and morale. Other uses that benefit all division members are also permitted. Acceptable uses include, but are not limited to:
  - i. Food\*\* brought into the workplace for division meetings and for events such as holiday celebrations, welcoming incoming trainees, farewells for graduating fellows
  - ii. Dinners\*\* for special occasions such as promotion, departure, or retirement of a faculty member
  - iii. Dues for medical societies relevant to the division
  - iv. Computer software (e.g., video editing program) for educational or research purposes

\* external grants or philanthropic gifts donated to a division for a designated purpose are kept separate from these funds

\*\* subject to MGB limits and Department approval; require Advance Authorization form to be received in Department Administration four weeks in advance of the event.



## VII. Expenses Related to Faculty Interviews and Relocation

1. Applicants for non-leadership faculty positions
  - a. Applicants from outside of Metropolitan Boston will be reimbursed up to \$500 for travel/lodging expenses when coming for interviews.
  - b. Dinner with the applicant, to include the Division Chief and Assistant Chief (or other division member), will be reimbursed (up to \$100 per person) by the Department. If other faculty are included in the dinner, this would be paid (up to \$100 per person) using Divisional Funds.
  - c. Applicants from outside of Metropolitan Boston will be reimbursed up to \$5000 for relocation expenses, if they accept a position.
2. Applicants for leadership faculty positions (at the level of Division Chief or above, as well as for other leadership positions at the discretion of the Senior Director of Physician Operations)
  - a. Applicants from outside of Metropolitan Boston will be reimbursed for all travel/lodging expenses when coming for interviews (coach airfare and other MGB limits on lodging and meals).
  - b. Dinner with the applicant, to include guests pre-approved by the Chair, will be reimbursed (up to \$100 per person) by the Department.
  - c. Applicants from outside of Metropolitan Boston will be reimbursed up to \$5000 for relocation expenses, if they accept a position.



## VIII. Teaching Physician Attestation and Presence Statements\*

1. Diagnostic tests performed in conjunction with a trainee:

a. Through Powerscribe

ATTESTATION: "I, {*data element with name of attending final signer will auto populate*}, as teaching physician have reviewed the images, if any, for this patient's exam, and if necessary, have edited the report originally created by {*data element with name of resident will auto populate*}.

b. Non-Powerscribe

"I, the teaching physician, have reviewed the images and agree with the report as written"

2. Interventional procedures performed in conjunction with a trainee

a. Minor interventional procedure (one that takes 5 minutes or less): The teaching physician must be present for the entire procedure. The report must state:

"I, XXX, the teaching physician, was present for the entire procedure, and have reviewed the images and agree with the report as written."

b. Major interventional procedures: The teaching physician must be present for at least the radiologic portion (i.e., the parts that involve imaging guidance) and the key portions of the procedure and be immediately available during the non-critical/key portions to return to the procedure room if the need arises. If he/she is present for the entire procedure (exclusive of prepping and closing), the same statement as above should be used. If not, then the report must state:

"I, XXX, the teaching physician, was present for the entire radiologic and key portions of the procedure and was immediately available for the non-critical/key portions, and have reviewed the images and agree with the report as written."

Note: If the teaching physician is also claiming and billing for moderate conscious sedation, he/she must be there from the time the sedating agent is administered until the patient is stable for recovery status, and must follow moderate conscious sedation documentation requirements.

\* These statements must be personally entered into the report by the teaching physician, not by the trainee.





## IX. Weekend-Holiday Call Coverage

Physicians providing on-call coverage will be compensated for weekend days and holidays on-call. The dollar amounts vary from division to division depending on the average number of hours per day spent providing interpretive and/or interventional work, as reported by the division chief and approved by the department Chair. The daily amounts are as follows:

Heavy call (>6 hours/day):	\$1500
Medium (4-6 hours/day)	\$750
Short call (in some divisions; 4-6 hours/day)	\$750
Light call (2-4 hours/day):	\$250
Minimal call (<2 hours/day)	\$0

Each division chief or his/her designee should email Cindy Lee each month listing who was on-call on each Saturday, Sunday, and holiday of the prior month and specifying whether it was primary or short call. If the information is provided to Cindy by the 10<sup>th</sup> of the month, those who were on-call will be paid in the month immediately following the month of their call; otherwise the payment will be delayed to the next month.

All faculty members who are at least 20% FTE clinical (other than the Department chair) take call within their division, prorated by their total BWPO Radiology FTE status (not their clinical FTE status). For example, a radiologist who is 80% FTE takes an 80% share of their division's call, regardless of how the 80% is divided among clinical, academic, grant-related, and administrative time.

A radiologist who is assigned to more than one division takes prorated call within each division. For example, a radiologist who is 100% FTE and divides clinical time equally between the two divisions takes a 50% share of call in each division.



## X. External Moonlighting

1. Moonlighting outside of BWPO Radiology must be approved in writing by the Department Chairman (exception: moonlighting performed by a part-time or per diem employee on days that he/she is not scheduled to work in BWPO Radiology).
2. Moonlighting during weekdays is permissible only on vacation time (or non-scheduled weekdays for part-time or per diem employee), or for approved moonlighting opportunities within BWPO Radiology.
3. Moonlighting is prohibited by when a physician is on FMLA leave or Disability.



## **XI. Termination of Employment by a Radiologist**

When a radiologist decides to terminate his/her employment at BWPO Radiology, it is requested that he/she provide 90-day notice to his/her division chief and to the Senior Director of Physician Operations.



## **XII. Harvard Medical School Governance, Appointment, and Promotion Handbook**

The handbook is accessible via: <https://fa.hms.harvard.edu/FoMhandbook>