

Pediatric Hematology and Oncology Fellowship Program
University of Washington / Seattle Children's Hospital

Trainee Position Description and Essential Functions

Position Identification: Fellow

Position Summary

The Pediatric Hematology/Oncology Fellow is a physician participating in a three-year subspecialty training program at Seattle Children's Hospital. Under the supervision of faculty physicians, fellows provide comprehensive care to infants, children, adolescents, and young adults with benign and malignant hematologic disorders, oncologic conditions, and disorders requiring hematopoietic cell transplantation. Fellows participate in inpatient, outpatient, consultative, and emergency care settings; engage in scholarly activity; develop procedural competence; collaborate with multidisciplinary teams; and progressively assume responsibility for patient management in preparation for independent subspecialty practice.

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. These essential functions align with ACGME Core Competencies and Pediatric Hematology-Oncology Milestones, as well as the Essential Functions defined by the American Board of Pediatrics and encompassed by the Entrustable Professional Activities. They support progression toward independent practice.

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 Fellow must:

- Comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines

Program Tasks and Documentation

The Fellow 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 faculty or other members of the team
- complete MedHub clinical and educational hour logs
- complete MedHub procedure logs
- complete the annual ACGME Resident Survey
- complete the program's annual confidential internal survey
- complete required in-training examinations

- attendance at all required program meetings, including monthly fellowship meetings, mentorship meetings, and annual fellow-faculty meeting

Essential Program Core Educational Functions

Didactics

The Fellow must:

- Attend 70% or more of scheduled curriculum day sessions across the three years of training in-person unless directly coordinated with program leadership, and communicate any unplanned absences in advance with the program
- Attend weekly Friday AM division meetings (virtual)
- Attend other required meetings as outlined in the fellowship handbook during the first year
- Fellows in their 2nd and 3rd years, and 4th year ARP fellows are required to attend the weekly Friday AM division meeting, and one tumor board meeting of their choosing each week

Scholarship

The Fellow must:

- Complete scholarly activity requirements consistent with fellowship program requirements and American Board of Pediatrics standards.
- Develop, conduct, and disseminate a scholarly work product that meets program and board certification requirements prior to graduation.
- Participate in educational conferences, research activities, quality improvement initiatives, and other scholarly activities as outlined in the Fellowship Handbook.
- Present scholarly work, research findings, quality improvement projects, or educational content in forums designated by the program.

Essential Patient Care Functions

Presence and preparedness

The Fellow 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
- Provide supervised inpatient, outpatient, consultative, and longitudinal care for children, adolescents, and young adults with hematologic, oncologic, and stem cell transplant-related conditions.
- Deliver care in a high-volume, high-acuity pediatric hematology/oncology setting, requiring efficiency, adaptability, and sustained attention
- Balance responsibilities across inpatient services, consult services, overnight call, and longitudinal continuity clinic panels
- Complete pre-rounding and patient preparation consistent with program expectations
- Ensure safe transitions of care, including thorough handoffs and follow-up of all patient assessments/data/studies that will alter care in the near term

- Progressively develop the ability to evaluate, diagnose, and manage patients with acute and chronic hematologic and oncologic disorders.
- Coordinate care across multiple disciplines and clinical settings.
- Appropriately utilize supervision while progressively assuming increasing responsibility consistent with level of training.
- Develop and demonstrate competence in procedures required for pediatric hematology-oncology practice.
- Evaluate and manage consultation requests in a timely manner.
- Communicate recommendations effectively to requesting providers, patients, families, and members of the interdisciplinary team.
- Document clinical encounters, consultations, procedures, and transitions of care in accordance with institutional and program expectations.

Administrative

The Fellow must:

- Complete patient documentation in a timely and accurate manner despite competing clinical demands
- Complete clinic notes within 2 business days, unless the patient is being admitted
 - If same-day admission, complete the note by end of the day
 - If next-day admission, complete the note before 9 AM the day of admission
- Manage a panel of continuity clinic patients, including longitudinal follow-up, test result tracking, and coordination of care across settings
- Maintain responsibility for patient care tasks across inpatient and outpatient transitions
- Epic inbasket messages must be monitored daily (non-weekend, non-holiday) and acute questions responded to within 24 hours
- Email messages should be monitored daily and responded to in a timely fashion

Patient Care Communication

The Fellow 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
- Respond promptly to clinical communications in a busy, high-demand call environment, including frequent overnight pages and urgent patient care needs
- Remain within the program-designated response range while on call and able to arrive at the hospital within program expectations.
- Respond to pages within 15 minutes when on call
- Document communication with patients, families and other providers appropriately as outlined in the Fellowship Handbook
- Coordinate care across multiple teams and settings
- Assess readiness for transition to adult-oriented care
- Educate patients and families about transition processes and expectations
- Coordinate transitions to adult providers with longitudinal planning and communication before, during, and after transfer

Patient Care Volumes

The Fellow must:

- Manage patient care responsibilities across inpatient, consultative, and outpatient settings consistent with a tertiary-care pediatric hematology-oncology program.
- Progress toward independent management of complex subspecialty patients with appropriate supervision.
- Balance clinical, scholarly, and educational responsibilities throughout fellowship training.
- Meet program expectations for patient volumes and procedural competence.

Consultation

The Fellow must:

- Return consult pages within 15 minutes
- Triage, evaluate, and manage consults in a **time-sensitive, high-acuity environment**, including urgent inpatient and emergency department consults
- Communicate with the requesting service directly (e.g. in-person, phone) in advance of and following the assessment to provide recommendations
- Ensure timely staffing and documentation of consults as well as appropriate follow-up
- Complete consult notes within 24 hours

Essential Shift and Schedule Functions

Settings

- Complete assigned first year rotations as follows:
 - 9 weeks hematology (inpatient and outpatient)
 - 6 weeks inpatient blue (solid tumor, brain tumor) service
 - 6 weeks inpatient bone marrow transplant (BMT) service
 - 6 weeks inpatient orange (hematology, leukemia/lymphoma) service
 - 6 weeks outpatient oncology rotation
 - 3 weeks inpatient gold service
 - 3 weeks outpatient BMT rotation
 - ½ day of continuity clinic weekly
 - 10 or more half procedure days
- Complete required upper year clinical expectations:
 - Half days of weekly continuity clinic or equivalent
 - 4 half days of procedure training per year
 - 4 weeks (28 days) of pre-attending time prior to graduation

Shift length and timing

The Fellow 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 Fellow 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
- Call expectations vary by training year and total number of fellows and are outlined annually by the fellowship program

Essential Clinical Research Functions

Fellows are expected to develop competence in the conduct, interpretation, and ethical implementation of clinical research consistent with the standards of pediatric hematology-oncology practice.

The Fellow must:

- Identify and evaluate appropriate clinical research trials for eligible patients based on diagnosis, disease status, and protocol criteria
- Communicate clinical trial options clearly to patients and families with varying levels of health literacy
- Obtain informed consent and assent for participation in clinical research in accordance with institutional and regulatory standards
- Fulfill all requirements for trial enrollment, including eligibility verification and documentation
- Adhere to study protocols, including treatment administration, data collection, and required documentation
- Recognize, document, and report adverse events in accordance with study and regulatory requirements
- Prioritize patient safety and clinical judgment, including recognizing when deviation from protocol is in the patient's best interest

Essential Cognitive Functions

The Fellow must:

- Analyze, synthesize, and apply knowledge from clinical experience, scientific literature, and didactic learning to support complex clinical decision-making in pediatric hematology and oncology
- Develop and demonstrate advanced clinical judgment in the diagnosis, treatment, and prevention of hematologic and oncologic conditions, including oncologic emergencies
- Interpret laboratory, pathology, imaging, and procedural findings and incorporate those findings into patient care decisions.
- Coordinate care across multiple providers, disciplines, and clinical settings.

- Participate in clinical research activities and ensure patient safety when patients are enrolled on research protocols.
- Facilitate transitions of care across providers, institutions, and healthcare systems.
- Identify, prioritize, and manage competing patient care and professional responsibilities in a **high-volume, high-acuity tertiary care environment**
- Apply clinical reasoning effectively in situations involving uncertainty, rapidly changing clinical conditions, and evolving treatment plans
- Operate effectively in dynamic clinical environments with frequent interruptions and competing demands (e.g., inpatient care, consults, continuity clinic responsibilities)
- Adapt to evolving clinical environments, including transitions between intensive clinical training (primarily first year) and research-focused training (subsequent years)
- Participate in discussions regarding goals of care, symptom management, serious illness communication, and palliative care needs of patients with life-threatening illnesses.
- Seek guidance and incorporate supervision appropriately to ensure safe and effective patient care
- Reflect on performance and integrate feedback for continuous improvement
- Provide guidance, support, and teaching to junior learners, including residents and medical students
- Gradually increase in autonomy to reach independence by the end of fellowship
- Recognize personal limits and seek attending guidance, supervision, or assistance when patient complexity, uncertainty, or clinical circumstances warrant additional expertise.
- *Integrate psychosocial factors (e.g., family dynamics, financial stress, cultural context) into clinical decision-making and care planning*

Essential Communication Functions (Verbal and Written)

The Fellow must be able to:

- Communicate effectively, respectfully, and professionally with patients, families, faculty physicians, trainees, nurses, advanced practice providers, pharmacists, social workers, research personnel, and other healthcare professionals.
- Obtain and convey complex clinical information accurately and efficiently through verbal, written, and electronic communication
- Engage in patient- and family-centered communication across a wide range of clinical circumstances, including new diagnoses, treatment planning, informed consent, serious illness discussions, palliative care conversations, transition planning, and end-of-life care.
- Educate patients, families, learners, and members of the healthcare team.
- Document clinical encounters, procedures, consultations, and transitions of care accurately and in a timely manner.
- Facilitate safe and effective transitions of care, including handoffs, discharges, and referrals across inpatient, outpatient, and ICU settings
- Communicate care plans and updates in a timely and reliable manner to ensure continuity and quality of care
- Communicate clinical information clearly, compassionately, and in a patient- and family-centered manner, including serious illness conversations

- Collaborate effectively with multidisciplinary teams (e.g., nursing, pharmacy, social work, ICU teams, surgical services)
- Recognize and respond appropriately to the perspectives, needs, and emotions of patients, families, and team members
- Engage respectfully with individuals from diverse backgrounds and contribute to an inclusive and professional care environment
- Engage in shared decision-making with patients and families in situations of clinical uncertainty
- Explicitly acknowledge and manage diagnostic and therapeutic uncertainty with patients and families
- Adapt communication and care plans based on patient/family health literacy
- Fellow to take on progressive autonomy in leading family meetings, provider care conferences and goals of care discussions with goal of independence by the end of training

Essential Physical Functions

The Fellow must be able to:

- Maintain a stationary position and reposition throughout clinical activities, including patient examinations, procedures, rounds, conferences, and documentation.
- Move throughout inpatient units, outpatient clinics, procedural areas, and hospital facilities to provide patient care.
- Determine, identify, assess, and recognize clinical findings through observation, examination, and review of diagnostic information.
- Communicate in person, by telephone, and through electronic communication systems.
- Input, retrieve, and review information using electronic health record systems and other clinical technologies.
- Perform clinical procedures and technical aspects of care necessary for pediatric hematology/oncology practice (e.g., lumbar punctures with intrathecal chemotherapy, bone marrow aspirates/biopsies, bone marrow harvests) with appropriate supervision
- Respond to clinical emergencies and urgent patient care situations in a timely manner.
- Sustain performance of clinical responsibilities over extended and sometimes demanding shifts, including overnight call
- Determine, identify, assess, and recognize clinical findings through observation, examination, review of diagnostic information, and use of available clinical technologies, with or without reasonable accommodation.

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.](#)