

Nephrology Fellow Position Description and Essential Functions

Position Identification: Nephrology Fellow

Position Summary: A Nephrology Fellow is a physician in advanced subspecialty (of Internal Medicine) training who provides comprehensive care for patients with kidney disease under faculty supervision. Responsibilities include the evaluation and management of acute and chronic kidney disorders, hypertension, electrolyte and acid-base disorders, and the management of acute and chronic dialysis therapies. Nephrology fellows provide care in inpatient and outpatient settings as members of multidisciplinary care teams. Fellows also participate in the education of residents and medical students and engage in scholarly and quality improvement activities consistent with Nephrology fellowship training objectives.

General Overview of the Fellow Role

A Nephrology fellow'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 fellow 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 fellows 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 fellows must comply with [GME Policieshttps://sites.uw.edu/uwgme/policies/%5bLINK%5d](https://sites.uw.edu/uwgme/policies/%5bLINK%5d), including the Fellow and Fellow Position Appointment Agreement (RFPAA)

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

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

A fellow 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 fellow, 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 fellow 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 Nephrology Fellowship Program Administrative Functions

Onboarding

The Fellow must:

- comply with all Nephrology Fellowship Program, GME, VA Puget Sound, Northwest Kidney Center, 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 medical students, peer fellows, faculty or other members of the team
- complete MedHub clinical and educational hour logs
- complete case or procedure logs
- complete the annual ACGME Fellow Survey
- complete the Nephrology Fellowship program's annual confidential rotation evaluations
- complete required annual American Society of Nephrology (ASN) In-Training Exams (examination preparation and testing requirements)
- attendance at all required Nephrology Fellowship program meetings, including semiannual meetings with the Fellowship Program Director, mentorship meetings, Nephrology Fellowship program retreat, etc.

Essential Program Core Educational Functions

Didactics

The Fellow must:

- Comply with all standards for attendance at weekly didactics, Summer hands-on trainings, Nephrology Grand Rounds, and other core educational activities
- Adhere to the preferred mode of attendance (in-person, virtual, hybrid)

Scholarship

The Fellow must:

- Comply with all Nephrology requirements for research or scholarship, quality improvement, national or regional conference presentation, publication or scholarly writing or teaching and presentations internal to UW Nephrology. This includes participation in UWMC Montlake, Harborview, and VA Journal Clubs, Professor Rounds, didactics, case conference, M&M, etc.)
- In their 2nd year of Nephrology fellowship training, fellows must complete a Scholarly Project focused on a specific Nephrology topic. Fellows will pair up and collaborate with a Nephrology faculty member on this project, and present their project at a June Nephrology Grand Rounds conference

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
- 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 Fellow 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, operative or procedure notes, perioperative records)
- 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
- complete dialysis orders and communicate regarding details of dialysis administration with other members of the multidisciplinary team on the schedule prescribed by the program or medical center

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

Patient Care Volumes

The Fellow 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 Nephrology procedure certification standards

Consultation

The Fellow 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

Essential Shift and Schedule Functions

Settings

- complete assigned shifts in settings deemed essential by the program, such as inpatient units, outpatient specialty care clinics, and outpatient dialysis facilities

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*

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
- complete assigned shifts of jeopardy call, as deemed essential by the program

Essential Cognitive Functions

Functions/details specific to the program:

Essential Communication Functions

(including verbal and written)

Functions/details specific to the program:

Essential physical functions

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

Functions/details specific to the program:

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

University of Washington School of Medicine
Graduate Medical Education (GME) Office

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