

Trainee Position Description and Essential Functions

Medical Genetics and Genomics Residency Program

Position Identification: Resident

Position Summary: The Medical Genetics and Genomics Residency Program at the University of Washington provides comprehensive ACGME-accredited training in the diagnosis, evaluation, and management of genetics conditions across the lifespan, including pediatric, adult, cancer, reproductive, biochemical, and laboratory genetics. Residents participate in inpatient and outpatient consultative services, clinic experiences, and multidisciplinary care. Training includes genomic test selection and interpretation, family history assessment, and genetics counseling. Residents engage in scholarly activity and are prepared for independent practice and board certification by the American Board of Medical Genetics and Genomics.

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
- Assisting in surgery
- 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 Program Administrative Functions

Onboarding

The Resident must:

- Comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines
- Other functions/details specific to the program:
 - Complete all UW Medical Center-Montlake, Seattle Children's Hospital, and Fred Hutch Cancer Center credentialing and onboarding requirements, including training agreements, credentialing, Epic training, and required compliance modules
 - Participate in program orientation and review of program specific policies and expectations

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 case or procedure 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 USMLE or COMLEX Step 3, in-training examinations and program-specific guidelines for national board certification
- Attend all required program meetings, including semiannual meetings, mentorship meetings, program retreats, etc.
- Other functions/details specific to the program, including specifics on timeliness:
 - Maintain accurate and up-to-date case logs as required by ACGME and American Board of Medical Genetics and Genomics
 - Document weekly work hours in MedHub with a minimum 90% compliance
 - Participate in division and program evaluation processes to include semi-annual review and milestone assessments, evaluation of faculty in the inpatient and outpatient setting, and peer teaching evaluations. Residents should maintain an 80% evaluation completion rate at minimum, and complete evaluations within 14 days of delivery.
 - Timely response to communications from program leadership, faculty, and staff (typically within 24 hours unless on leave)
 - Comply with program expectations regarding schedule requests and leave and manage professional schedule proactively using program scheduling systems

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)
- Other functions/details specific to the program:
 - Attend all required didactic sessions including:
 - MED 522 (intro to genetics / board preparation course)
 - MED 549 Journal Club and Clinic Conference
 - Friday Medical Genetics Seminar Series
 - Other didactics specific to each clinical rotation
 - Participate in the GME Quality and Safety course
 - Present cases and/or topics at conferences and journal clubs
 - Present scholarly work during a Friday seminar series prior to program completion
 - Engage in self-directed learning using American Board of Medical Genetics and Genomics resources, primary literature, and program educational resources

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.)
- Other functions/details specific to the program:
 - Complete at least one scholarly activity, such as research, quality improvement, or educational/curriculum project
 - Present scholarly work at divisional, regional, or national meetings when appropriate
 - Participate in journal club, case conference, and teaching activities
 - Engage in teaching activities involving junior residents, medical students, and other healthcare learners

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.
- Other functions/details specific to the program:
 - Prepare for clinical encounters through review of medical records, prior genetic testing, and family history

- Develop different diagnoses and preliminary assessment prior to discussion with supervising faculty
- Present patients to faculty and participate in clinical decision-making
- Complete pre-chart and documentation as appropriate
- Ensure safe and structured handoffs during transitions of care

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, 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
- Other functions/details specific to the program, including specifics on timeliness:
 - Complete clinical documentation within program or institutional guidelines (typically within 24 hours for notes)
 - Timely manage EHR inbox responsibilities and follow-up tasks
 - Participate in return-of-results processes when involved in genetics testing
 - Monitor clinic schedules and proactively manage adjustments related to leave

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
- Other functions/details specific to the program, including specifics on timeliness:
 - Include supervising faculty in patient care communication per program expectations and supervision policy
 - Communicate effectively with patients, families, and care teams
 - Clearly explain role, recommendations, and follow-up plans
 - Use interpreter services when appropriate
 - Communicate consult recommendations directly to referring teams (in person, phone, or secure messaging)
 - Provide clear follow-up plans when signing off consults

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
- Other functions/details specific to the program:

- Participate in inpatient and outpatient consultative services across pediatric, adult, and subspecialty genetics settings
- Demonstrate increasing efficiency and autonomy over time
- Maintain case logs to demonstrate breadth and depth of clinical experience

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
- Other functions/details specific to the program, including specifics on timeliness:
 - Direct communication with supervising attending within required timeframes (generally within 24 hours or sooner if clinically indicated)
 - Communicate urgent findings and recommendations promptly to primary teams and supervising faculty
 - Document and communicate recommendations to referring providers
 - Participate in transitions of care and appropriate follow-up planning

Essential Shift and Schedule Functions

Settings

- Complete assigned shifts in settings deemed essential by the program, such as inpatient units, NICU, PICU, emergency department, and outpatient specialty and primary care clinics
- Complete assigned away rotations deemed essential by the program
- Other functions/details specific to the program:
 - Travel between affiliated clinical sites to include UW Medical Center-Montlake, Seattle Children's Hospital, and Fred Hutch Cancer Center.
 - Complete outpatient specialty and interdisciplinary clinics as assigned by the program and rotation directors

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)
- Other functions/details specific to the program:
 - Standard work hours are approximately 8:00am-5:00pm, Monday-Friday

- Additional responsibilities during inpatient consult rotations during nights/weekends/holidays may result in hours worked outside of standard work hours but remain within current ACGME work hour policies
- Report fatigue or potential work hour violations to program leadership promptly

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:
 - Participate in assigned home call and/or consultative responsibilities as required by rotation directors for each clinical rotation
 - Participate in patient care communication and handoffs during call periods
 - Collaborate closely with supervising attending during all call activities

Essential Cognitive Functions

- 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
- Synthesize complex, clinical, genomic, and family history data to develop diagnostic management plans
- Interpret genetics and genomic testing, including uncertain or complex results
- Apply evidence-based medicine and clinical reasoning in rare and undiagnosed conditions
- Integrate multidisciplinary input into patient care decisions

Essential Communication Functions

(including verbal and written)

- 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.
- Communicate complex genetic information to patients and families in an understandable and compassionate manner
- Gather informed consent for genetic testing and counseling regarding results
- Use structured communication for transitions of care

Essential physical functions

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

- Transport self to/from clinical sites
- Maneuver within clinical sites
- Perform clinical procedures and technical aspects of patient care competently to support safe and effective diagnosis and treatment
- Position and control self for physical procedures
- 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

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.](#)

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