

Medical Genetics and Genomics and Combined Pediatrics/Medical Genetics Program Handbook

Updated 06/2024

Welcome to Genetics at the University of Michigan! This handbook is meant to serve as a brief overview of training expectations and logistics.

General:

Program Director: Catherine (Katy) Keegan, MD, PhD
Associate Program Director: Amanda Barone Pritchard, MD
Program Coordinators: Nicole Schwartz and Jill Cahill

Rotations:

The following faculty members are responsible for the rotations on the respective services. Residents receive rotation-specific goals and objectives at the beginning of each rotation.

Pediatric Genetics:	Catherine Keegan, M.D., Ph.D.
Biochemical Genetics:	Beth Ames, MD, PhD
MMGL – Molecular/Cytogenetics Lab	Lina Shao, PhD/Chen Yang, PhD/Aiko Otsubo, PhD
MMGL - Biochemical Genetics Lab:	Lidong Zhai, PhD/Shane Quinonez, M.D.
Medical Genetics:	Wendy Uhlmann, MS, LCGC
Cancer Genetics:	Andrea Murad, MS, LCGC/Anthony Scott, MD, PhD
Prenatal Genetics:	Sarah Davis, MD/Jacqueline Isaac, MS, LCGC/Audrey Norby, MS, LCGC
Adult Neurogenetics:	John Fink, M.D./Peter Todd, PhD
Pediatric Genetic Outreach Clinics	Bridget O'Connor, MS, LCGC

Clinic Locations

The clinical rotations in which you will be participating are based at the following locations:

Pediatric Genetics:	6 th Floor C&W Hospital (Pods 1, 2 or 3)
Biochemical Genetics:	6 th Floor C&W Hospital (Pods 1, 2 or 3)

Medical Genetics:	Domino's Farms, Lobby C
Cancer Genetics:	Med Inn
Prenatal Genetics:	(Fetal Diagnostic Center) F4806 Mott Ob/Gyn Clinic
Adult Neurogenetics:	TBD

Clinic Expectations:

On Pediatric Genetics rotations, typically the resident will be covering the consult pager. In addition, it is expected you will participate in **one half-day clinic per week if you are the first call. If you are on the inpatient service as second or third call, you should participate in two half-day clinics per week.** One will typically be with your primary clinic mentor when available. You are encouraged to spend time in clinics with all the different attendings and to have a mix of general genetics, biochemical genetics, and multidisciplinary clinics. Please identify which clinics you plan to attend and inform Nicole Schwartz and Jill Cahill at least one month in advance if possible (ask for access to the shared Google calendar to see available clinics).

On Biochemical Genetics rotations, the resident will cover the inpatient service and biochemical genetics consult pager. In addition, it is expected you will participate in **one half-day clinics per week (whether first or second call). This can be a biochemical genetics clinic or a general genetics clinic.**

After several rotations (6 months or so for categorical residents, typically third year for combined residents), you will begin your "Fellow's Clinic." This is a half-day clinic where the resident takes the lead in preparing and seeing all the patients, and staffs with an attending, similar to a pediatrics continuity clinic. This would count as one of the required half days of clinic.

On your dedicated Outpatient Pediatric Genetics rotation(s) (4th year combined program and/or 2nd year categorical), it is expected you will see 10-12 patients per week across multiple clinics. You should also participate in one to two fellows' clinics per month.

On other rotations, most clinic will be outpatient. For all outpatient clinics, timely documentation of clinic visits is expected. Generally, it is preferred documentation be completed within 1-2 days of the visit, but it absolutely must be completed within 7 days of the visit. If you anticipate your documentation will be delayed, please discuss with your clinic preceptor.

Additional required clinic/training experiences include

- **Pediatric genetic counseling visits-** On your pediatric genetics blocks, **two** of each of the following visit types should be completed with supervision of a genetic counselor. Residents can shadow the first visit then lead the second visit with a genetic counselor supervising. Please keep track of these visits to share with the Program Director.
 - Diagnostic (positive result) from CMA, gene panel, or WES
 - Variant(s) of uncertain significance on CMA, gene panel, or WES
 - Cystic fibrosis counseling
 - Consenting for whole exome/genome sequencing
 - Down Syndrome and/or Turner Syndrome counseling

- **Outreach clinic-** These are clinics that take place in Marquette (4 times per year) and Traverse City (twice per year). Residents are encouraged to attend one to two outreach clinics per year if possible. Bridget O'Connor arranges scheduling and travel for these clinics.
- **Skin biopsies** (often supervised by Dr. Quinonez or Dr. Lee)
- **Buccal swabs**

Call Expectations

Residents will generally be on-call during portions of their Pediatric Genetics and Biochemical Genetics rotations. Occasional night/weekend coverage may be assigned to the resident on Outpatient Pediatric Genetics rotations. Residents may cover call on a weekend at the time of block transitions (e.g. weekend call on Pediatric Genetics rotation leading into Adult Genetics Rotation).

Consult Expectations:

When completing consults on the Pediatric Genetics and Biochemical Genetics services, there is a 24 hour consult rule at the institution. All consults must be completed (including documentation) within 24 hours of the consult order being placed. If the full consult cannot be completed in that time frame (e.g. patient in surgery all day and unable to be examined) it is acceptable to have an initial "brief consult note" within the 24 hour time frame, and a full note completed later. There is a MiChart dot phrase to pull into your note that allows you to specify full or brief consult note- ".pgenconsultlinks." Please discuss with your attending if you have circumstances that will not enable documentation completion in the 24 hour period.

Conferences, Seminars, and Didactic Courses

Weekly conferences are as follows with **required conferences in bold:**

Required conferences should be attended on **all genetics rotations** *unless in direct conflict with a clinic or Adult/Cancer/Prenatal/Neurogenetics conference on those rotations.* The rotation director for each for each rotation will be able to provide you any additional required conferences.

Monday:	Pre-clinic Conference and Journal Club 12-1P
Tuesday:	Biochemical Genetics Didactics 9-10A (1 st , 3 rd , and 4 th weeks, required for MBG fellow, encouraged for others)
	Genetics Didactics 12-1P
Thursday:	Pediatrics Grand Rounds 12-1P
Friday:	Post- Clinic Conference 11:30-12:30 (except third Friday, when it is 11-11:30)
	Medical Genetics Grand Rounds (third Friday, fifth Friday) 11:30-12:30

Didactic Courses

During Genetics rotations, genetics trainees are required to attend Tuesday Genetics Didactics sessions from 12-1P. These generally occur weekly and in-person attendance is encouraged, but a Zoom/hybrid option is available for those not on campus. **Trainees should forward the pager**

to the on-call attending during this time. If the resident desires, other courses may be audited (such as Human Genetics courses 541/542 and/or HG 650, genetic counseling courses).

Meetings/Conferences

The Medical Genetics Residency Program provides funds for travel to professional meetings and to support other academic activities. Please see the Educational Fund Policy for additional details.

Residents/Fellows are provided with funding of up to \$2000 annually to attend the American Society of Human Genetics (ASHG) or American College of Medical Genetics and Genomics (ACMG) meeting. Alternative meetings may be considered upon request. We also purchase membership for each resident in the ACMG or ASHG during their enrollment as Medical Genetics Residents. Residents attending meetings are expected to submit abstracts for poster or oral presentations. Expenses for papers and abstracts to be presented can also be reimbursed. The \$2000 funding does not carry over and is allotted per academic year.

We also encourage residents to attend the NAMA meeting once during their residency. It is held annually in the fall. Travel to this meeting will be paid for by the program.

Research/Scholarly Activity Rotations

During the second year (fourth year for combined residents), generally the last 6 blocks of training are dedicated to scholarly activity. This timeline can be adjusted if needed. Residents are encouraged to consider a project early in training and ideally have any IRB application (if required) submitted before beginning the research blocks. The PD/APD can help you identify potential research mentors.

While on these rotations, attendance at division case conferences (see above) is required. The trainee should also participate in two clinics per month during these rotations, with a minimum of one fellow's clinic.

In-training exam

There is a nationally administered in-training exam (ITE) for Medical Genetics Residents. It is given in the winter each year, usually in February. Residents are excused from clinical and research duties to take this exam each year. The exam helps residents and the program director monitor progress toward preparation for the ABMGG certification exam.

Logbooks

The logbook is a requirement of the American Board of Medical Genetics and Genomics to qualify to sit for the Board exams. It is important to initiate the logbook at the beginning of residency training, residents need to document 150 cases in a variety of categories (including different ages, diagnostic evaluation, genetic risk assessment, prenatal, medical management cases) and roles. Some trainees keep patient lists in MiChart to aid in keeping the logbook. The latest guidelines and Excel sheet are on the ABMGG website. Logbooks are reviewed by the Program Director prior to graduation. In addition, residents will need to enter a simplified logbook to ACGME in an online portal (typically a summary of cases).

Policies

The Medical Genetics Residency Program has several policies in place, which residents are encouraged to review. These policies, listed below, are approved by the Graduate Medical Education office, the Department of Pediatrics at The University of Michigan, and the Program Evaluation Committee. These can be found at

S:\Peds_Shared\Shared\Genetics\DIVISION\Resident policies folder\Combined & Categorical on the shared drive.

1. Educational Fund Policy
2. Leave of Absence Policy
3. Moonlighting Policy
4. Vacation Paid time off Policy
5. Grievance Policy
6. Well-Being Policy
7. Clinical and Educational work hours policy
8. Disaster or Interruption in Patient Care Policy
9. Evaluation/Promotion/Retention/Dismissal of Residents Policy
10. Resident Eligibility and Selection Policy
11. Supervision Policy
12. Transition of care policy

I have read the above policy.

Signature _____ Date: _____

Print Name _____