



## Department of Family Medicine Policy

<b>Policy Name:</b>	<b>Designated Integrative Medicine in Residency Days</b>
<b>Application/Scope:</b>	All Family Medicine Residents enrolled in the Integrative Medicine in Residency Program
<b>Approved Date &amp; Approved By:</b>	November 27, 2019: Residency Program Committee, Postgraduate Medical Education (PGME) December 18, 2019: Executive Management Committee, Department of Family Medicine
<b>Review Date:</b>	Five years from the approved date
<b>Revised (Date):</b>	December 18, 2024

### 1. BACKGROUND

- 1.1 The Integrative Medicine in Residency (IMR) Program is a 200-hour, self-study program that explores the integration of complementary therapies with conventional family practice. The interactive online curriculum is provided by the University of Arizona Center for Integrative Medicine, and is an optional program that is offered to residents, and completed longitudinally during Family Medicine residency program. Topics include a focus on lifestyle management, nutrition, mind-body therapies, supplements and botanicals, whole medical systems, and integrative approaches to the management of various chronic diseases.

### 2. REASON FOR POLICY

- 2.1 To provide the opportunity for Family Medicine residents enrolled in the Integrative Medicine in Residency (IMR) program to have protected time (during Family Medicine Block time) to complete the online IMR modules, to assist with the overall completion of the IMR program.

### 3. POLICY AND PROCEDURE STATEMENTS

- 3.1 Residents enrolled in the IMR program may request the equivalent of 1 day per month of Family Medicine Block time of protected time to complete the online IMR modules. This protected time is only available to those residents actively enrolled in the IMR program and is in addition to Self-Directed Learning (SDL) time. There is flexibility to how this time is delivered and can be determined by each stream. Some options include 1 day per month during Family Medicine Block time, 2 half-days per month during Family Medicine Block time, or the equivalent number of days grouped together.
- 3.2 The resident's Education Director must approve the request for the designated study time. The Education Director may decline a request if the resident is not routinely meeting the goals and objectives of Family Medicine Block time rotations. The Education Director may seek guidance from the Resident Progress Subcommittee to assist in granting or declining a resident's request.



- 3.3 The Education Director at each site will schedule which date will be the designated IMR day for each block (or equivalent time). Once this date has been chosen, the resident will be notified of the date and will be required to complete the “Integrative Medicine in Residency – Designated IMR Day(s) Form”. This form will show which day(s) are designated as IMR days, and prior to the date residents will be required to state which online IMR modules will be planned to complete during that day (total hours of modules add up to minimum 8 hours/day). This form then will need to be emailed to the Integrative Medicine Faculty Lead for approval prior to the designated IMR day(s).
- 3.4 Upon completion of the IMR day(s), the resident will need to complete the bottom half of the form indicating one the following:
1. modules were completed as planned
  2. alternate modules were completed (including hours)
  3. modules were not completed, and if not, will need to provide a reason why
- 3.5 This completed form will then be sent first to the Integrative Medicine Faculty Lead for approval, and then will be sent to the Education Director for review and approval, and finally sent to the Program Assistant for the resident’s file.

#### **4. REVIEW AND EFFECT ON PREVIOUS STATEMENTS**

- 4.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 4.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

#### **5. POLICY CONTACT**

Please contact the Family Medicine Integrative Medicine Faculty Lead with questions regarding this document.

#### **6. REFERENCES**

- 6.1 [Designated IMR Day\(s\) Form.](#)
- 6.2 [Process Map – Prior to the Designated IMR Day\(s\).](#)
- 6.3 [Process Map – After the Designated IMR Day\(s\).](#)

# Department of Family Medicine

## Integrative Medicine in Residency (IMR) - Designated IMR Day(s) Form

\*\* Residents are required to follow the Department of Family Medicine Policy & Process

### Prior to designated IMR day(s)

<b>Section 1: To Be Completed by Resident</b>		Date Form Submitted:
Resident Full Name:	Residency Year:	Block:
Designated IMR Day(s):		
<b>IMR Modules planned to complete during designated IMR day(s) above with corresponding times (must add up to minimum 8 hours/day)</b>		
Module Name	Hours	
I reviewed with the Site Education Director and received approval for this request: I submitted the form request to the Faculty Lead Integrative Medicine: Resident's Initials:		<b>Total Hours:</b>

<b>Section 2: To Be Completed by Integrative Medicine Faculty Lead after the form is submitted:</b>		
Planned modules approved by Integrative Medicine Faculty Lead:	Yes	No

### After designated IMR day(s)

<b>Section 3: To Be Completed by Resident</b>	
Modules Completed as listed above:	Yes                  No
If No, Alternate Modules Completed (with hours):	
Alternate Module Name	Hours
If modules not completed, please provide reason:	<b>Total Hours:</b>
<b>Resident's Submission:</b> I confirm the above information is correct and submitted to the Faculty Lead Integrative Medicine: Date Form Submitted:    Resident's Initials:	

<b>Section 4: To Be Completed by Integrative Medicine Faculty Lead after Section 3 of the form is submitted:</b>		
<b>Reviewed &amp; Approved by Integrative Medicine Faculty Lead:</b>	Faculty Lead's Initials:	Review Date:

Reviewed & Approved by Site Education Director:  
Site Education Director's Initials:

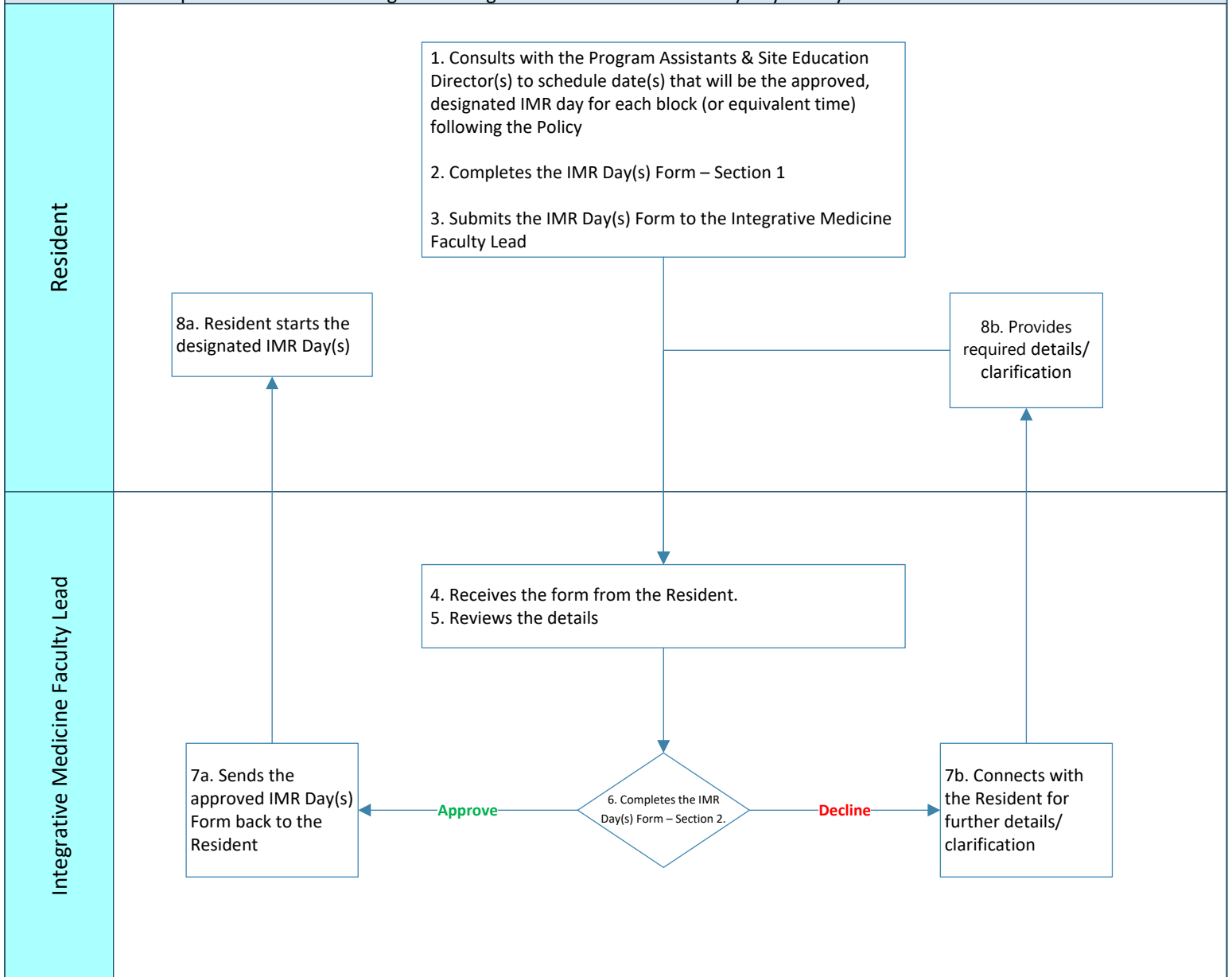
Program Assistant Received approved Form & Saved on Resident's File:

## Designated Integrative Medicine in Residency (IMR) Days

### Prior to the Designated IMR Day(s)

**Purpose:** This process is to provide the opportunity for Family Medicine residents enrolled in the IMR program to have protected time (during Family Medicine Block time) to complete the online IMR modules, to assist with the overall completion of the IMR program.

**\*\* Residents are required to follow the Designated Integrative Medicine in Residency Days Policy.**



Effective Date: December 18, 2019

Section: Postgraduate Medical Education (PGME)

Contact: Integrative Medicine Faculty Lead / DFM PGME

Reviewed/Approved By: November 27, 2019: Residency Program Committee, PGME

December 18, 2019: Executive Management Committee, Department of Family Medicine

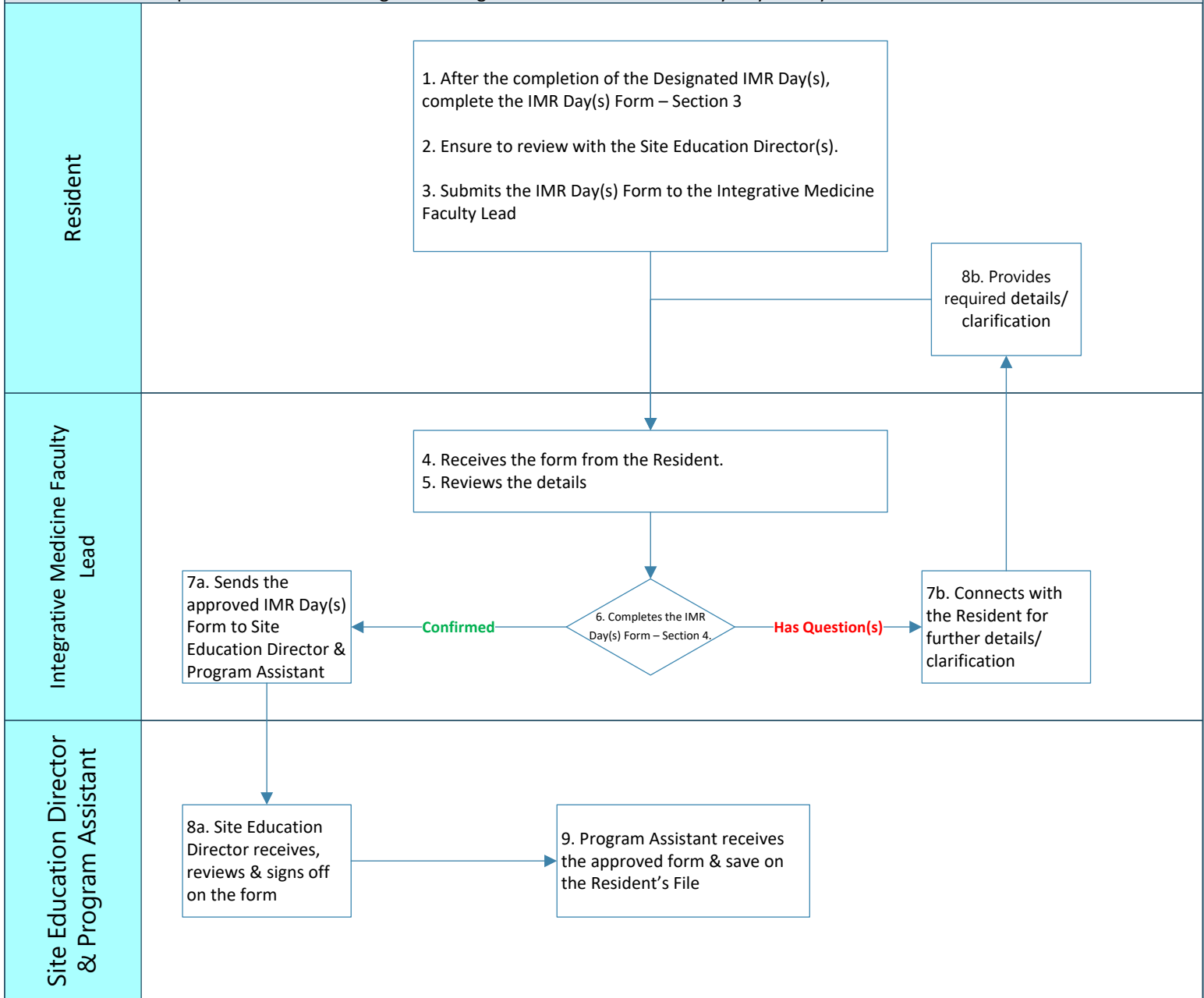
Scheduled Review Date: Five years from effective date

## Designated Integrative Medicine in Residency (IMR) Days

### After the Designated IMR Day(s)

**Purpose:** This process is to provide the opportunity for Family Medicine residents enrolled in the IMR program to have protected time (during Family Medicine Block time) to complete the online IMR modules, to assist with the overall completion of the IMR program.

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