I. SPONSORED ACTIVITIES:

Externally funded programs under which the Institution is obligated to perform a defined scope of work according to specific terms and conditions and within budgetary limitations. These programs are to be budgeted and accounted for separately. Sponsored activities include grants, contracts, cooperative agreements, clinical trial agreements, Intergovernmental Personnel Agreements and other awarding instruments. These agreements fund research, instruction and public service activities supporting the broad mission of the Institution.

II. OTHER UNIVERSITY ACTIVITIES: (Exclusive of Clinical Care and Medical Center activities as defined in Section III below)

Includes the following activities:

A. Instruction: Preparation, evaluation and delivery of teaching and training activities of the Institution, regardless of whether offered on a credit or non-credit basis. Also includes instruction-related activities such as thesis advice and general mentoring of students (except as directly related to an externally funded activity supporting student mentoring/training in Section I above).

B. Administration: Services that benefit common or joint Institution or Department activities. Includes Faculty with administrative appointments (e.g., Deans, Department Chairs, and Center Directors).

C. Non-Sponsored Research: Internally (Institutional/Departmental) funded research regardless of whether the activity is budgeted and accounted for separately. Such activities support research, development and other scholarly duties that are not funded from external sources.

D. Competitive Proposal Preparations: Considered part of general administrative activities, except for sponsored projects specifically awarded for these purposes (e.g., NIH Career Awards).

III. CLINICAL CARE and MEDICAL CENTER –RELATED ACTIVITY

Includes the following activities:

A. Direct Patient Care
B. Instruction and Training for Residents/Fellows/Trainees
C. Administration of Residency/Fellowship Programs
D. Administration and Management of activities that relate to the delivery of patient care within the UVA Health System
TIME ALLOTMENT FOR MEDICARE COST REPORTING

A. Direct Patient Care:

Patient specific activities on behalf of the University of Virginia Health System, including time spent training/supervising Resident/Fellows/Trainees. Examples include:

- Outpatient clinic sessions
- Procedures
- Consults, telephone consults, review of test/diagnostic procedure reports, interpretive reading sessions
- Patient related correspondence, documenting, reviewing and/or signing of documentation, care coordination
- Supervision of care providers
- Time spent “in room” or “on deck,” and active response while on call
- Medical exams and consults
- Team conferences
- Case reviews
- Interpretive reading sessions, and review of reports

B. Instruction for Residents/Fellows/Trainees:

Instruction and training for non-treatment related patient care and other activities such as:

- Case Reviews
- Grand Rounds
- Journal Review
- QC Review, Morbidity and Mortality Conference
- Practice of Medicine
- Telemedicine demonstrations, saw bone demonstrations, cadaveric and other skill labs

C. Administration of Residency/Fellowship Programs:

Oversight and direction of Residency and Fellowship Programs

D. Medical Center -Related Clinical Administration and Management:

Administrative and managerial activities, including planning and preparation, conducted within or on behalf of the Medical Center. Examples include:

- Medical Directorships of units, clinics, services and labs
- Active response while on administrative call
- Clinical Chair activities
- Committees and work groups addressing:
  - Clinical Care
  - Quality
  - Information and Technology
  - Credentialing
  - GME
  - Marketing and/or research development
  - Buchanan Funds