

GRADUATE MEDICAL EDUCATION

POLICY: AGREEMENT OF APPOINTMENT/CONTRACT

GME Policy and Procedure Manual

Department Responsible Graduate Medical Education	Created 3/2/2016	Effective Date July 1, 2016	Next Review/Revision Date April 2021
Title of Person Responsible Designated Institutional Official	Approved Council: Graduate Medical Education Committee		Date Approved by Council June 1, 2016

POLICY

The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment.

GUIDELINES

The contract/agreement of appointment will provide a reference to the following items:

1. resident/fellow responsibilities
2. duration of appointment
3. financial support for residents/fellows
4. conditions for reappointment and promotion to a subsequent PGY level
5. grievance and due process
6. professional liability insurance, including a summary of pertinent information regarding coverage
7. hospital and health insurance benefits for resident/fellows and their eligible dependents
8. disability insurance for residents/fellows
9. vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws;
10. timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion
11. information related to eligibility for specialty board examinations; and
12. Institutional policies and procedures regarding resident/fellow duty hours and moonlighting.

Non-Discrimination

No person seeking an appointment as a resident in an ACGME approved training program shall be discriminated against because of race, color, religion, marital status, national origin, ancestry,

sex, sexual orientation, physical or mental disability, medical condition as defined by the California Fair Employment and Housing Act, status as a Vietnam-era veteran or disabled veteran, or within the limits imposed by law or Hospital regulations, because of age or citizenship.

Terms and Conditions of Employment

In accordance with “*Long Beach Memorial Medical Center Policies for Residents*” all trainee appointments are for a period of one academic year and must be renewed annually. In addition to the monthly stipend, the hospital provides a comprehensive benefits program including \$50,000 life insurance, \$50,000 accidental death insurance, long-term disability insurance and professional liability insurance for all residents. Hospital benefits will begin the thirty-first day of employment. Resident shall be required to maintain his/her own comprehensive hospital and health care insurance coverage for the first thirty (30) days of employment and will be reimbursed by Graduate Medical Education.

Restrictive Covenants

In accordance with policy, no hospital residency or fellowship program director will require their trainees to sign a letter of restrictive covenants.

DOCUMENTATION

Appointment to a hospital training program is contingent upon verification of the following **original** documentation:

1. Three (3) current letters of recommendation (within the past 12 months).
2. Proof of passing United States Medical Licensing Examination (USMLE) Steps 1, 2 & 3.
3. Proof of medical school graduation (**Original Diploma Required**).
4. Valid Advanced Cardiac Life Support (ACLS) card.
5. Verification of background Check – conducted by hospital.
6. Verification of attendance at orientation
7. Verification of employee health screening
8. Proof of medical license status:
 - a. If applicable, copy of valid California medical license, original to be verified by staff prior to starting your residency at LBMMC).
 - b. In accordance with the California Medical Practice Act, Chapter 2065, all trainees who have completed 24 months of postgraduate training, in any medical specialty, in any state, regardless of whether or not academic credit was awarded, must be licensed.
 - c. Graduates of U.S. medical schools, who have 12 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
 - d. International Medical Graduates must have 24 months of postgraduate training in an ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, to be eligible for licensure in California.

- e. International Medical Graduates, who have 24 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
9. Proof of current ECFMG Certificate
- a. International Medical Graduates must have a current ECFMG Certificate and must have a J-1 Visa or provide proof of permanent residence status.

DEFINITIONS

- A. **The hospital** - a public not-for-profit corporation officially known as Long Beach Memorial Medical Center/Miller Children's/Women's Hospital.
- B. **Post-MD I-VI**- official hospital payroll title for an individual formally engaged in an ACGME accredited graduate training program leading to eligibility for certification in one of the clinical specialties. Such individuals may be referred to as interns, residents, housestaff or clinical fellows.
- C. **Chief Post-MD Officer of (e.g., Internal Medicine and Pediatrics)** - official hospital academic payroll title for a house officer specifically appointed to carry out designated administrative and other responsibilities in addition to the assigned graduate training program.