

## INFORMATION FOR RESIDENCY/FELLOWSHIP APPLICANTS

### **Terms and Conditions of Employment between the Hospital and the House Officer:**

After acceptance by a HH program, residents are appointed contingent upon successful completion of pre-employment substance abuse and physical screening.

### **The House Officer agrees to accept the appointment under the following conditions:**

1. To complete on commencement of appointment certification on Bloodborne Pathogens and TB skin testing.
2. To comply with the policies as outlined in the Policies and Procedures for GME and House Staff Manuals as well as the Institutional and Program Orientations. GME Policies are distributed at the orientation session prior to the start of your training including but not limited to Policy on "Sexual Harassment", Policy on "Residents Evaluation, Promotion and Dismissal", Policy on "Resident Appeals" and Policy on "Impaired Physician". Policies can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)
3. To complete medical records within required designated period to avoid delinquency classification. Delinquency recorded five times within two successive quarters will result in a one-week suspension, charged against vacation time.
4. To not receive fees from patients for services rendered in connection with my responsibilities as a House Officer.
5. To not make a commitment with any other hospital to serve as a House Officer during the contracted period.
6. To obtain the approval of my Program Director for any medical activities contemplated outside my educational program.
7. To fulfill my responsibilities as a House Staff physician which involves a combination of supervised, progressively more complex and independent patient evaluation and management functions as well as formal educational activities.
8. I understand that my level of competence and qualifications for advancement and re-appointment will be determined by my Program Director through regularly occurring performance evaluations by supervisory House Staff and Medical Staff faculty which are recorded and shared with me in confidence.
9. To provide care commensurate with my level of advancement and competence under the general supervision of Medical Staff faculty. This includes: participation in safe, effective and compassionate patient care; development of an understanding of ethical, socioeconomic and medical/legal issues that affect graduate medical education and of how to apply cost containment measures in the provision of patient care; participation in the educational activities of the training program and, as appropriate, assumption of responsibility for teaching and supervising other residents and students, participation in institutional orientation and education programs and other activities involving the clinical staff; participation in institutional committees and councils to which I am appointed or invited; and performance of the above duties in accordance with the established practices, procedures and policies of the institution and its programs, clinical departments as well as other institutions to which I may be assigned; including, among others, state licensure requirements for physicians in training, where these exist.
10. I understand that in the event of an adverse action directed towards me in relation to demonstration of any academic or other deficiencies which could jeopardize normal progress towards completion of my program, my due process rights are protected under Hartford Hospital's Policy on House Staff Appeals.
11. I understand that if the Hospital decides to reduce the size of a residency program, to close a residency program, or the Hospital intends to close, it must inform the GMEC, the DIO, and the residents in the program as soon as practicable. In the event of such a reduction or closure, the hospital shall either (i) permit residents already in the residency program to complete their residency subject to the terms hereof or (ii) assist the residents in their efforts to enroll in an ACGME accredited program in which they can continue their education, the determination as to (i) or (ii) to be made by the Hospital in each case. In conjunction with the Hospital, the GMEC has oversight of all processes related to reductions and/or closures of individual programs, major participating institutions and the sponsoring institution

## Hartford Hospital Agrees to Provide:

### Annual Stipend (paid weekly): Effective 7/01/2012:

Grade:	Annual:
G1	\$54,000.00
G2	\$56,000.00
G3	\$58,500.00
G4	\$61,000.00
G5	\$63,200.00
G6	\$66,000.00

**Vacation:** Three Weeks (based on a 5 day work week) (Scheduled under Program guidelines) Time cannot be accrued. Compensation for days not taken will not be given. This includes the stipend for your orientation period.

**On-Call In-House Meal allowance provided    On-Call Rooms            Lab Coats with Laundry Service**  
**Paid Educational/Professional Leave:** One Week (through arrangement with Program Director)

**Institutional Leave** for the following may be granted by your Program Director in accordance with Hospital policy. If the Leave is for an extended period of time during your contracted year, your requirements may not be fulfilled as defined by the Residency Review Committee and Specialty Board.

**Paid Sick Leave:** Sick leave can not be carried over into new academic year. Depending upon the educational requirements of an individual program, residents may be allowed additional paid leave up to six months with the approval of the program director. In the event of serious injury or prolonged illness additional paid leave may be granted. If the leave is for an extended period of time during your contract year, your requirements may not be fulfilled as defined by the Residency Review Committee and Specialty Board.

**Maternity Leave:** Full salary when medically unable to work, requires physician's affidavit identifying the leave as a "medical necessity".

**Family, Paternal and Medical Leave:** Must have worked for Hartford Hospital for at least 12 months, and must have worked at least 1000 hours (1250 hours for federal FMLA) in the 12-month period immediately preceding the leave. Up to 16 weeks leave in a 12 month period, not to exceed a maximum of 28 weeks in a 24 month period for the following reasons: birth, adoption or foster care of a child, or the serious illness of yourself or a family member.

**Counseling Services:** At Hartford Hospital, House Staff who wish to seek counseling services for themselves and/or immediate family are encouraged to call the Assessment Center at 545-7200 located on the South Campus. The Center responds on a twenty-four hour, seven-day week basis. House Staff may also obtain services through the Employee Assistance Program.

**Medical Support Services:** House Staff are encouraged to select a primary care physician for themselves and their families' medical needs. In emergencies, the House Officer is encouraged to use either the Emergency Department or the Rapid Assessment facility adjacent to the Emergency Department.

### **House Officer Impairment, Including Substance Abuse:**

If a resident/fellow is identified as not fit for duty (see Fit for Duty Policy) and substance abuse or mental health impairment is identified; the resident/fellow will be referred to the HAVEN (Health Assistance InterVention Education Network) which conducts programs for impaired healthcare workers for Hartford Hospital. They will make recommendations about further treatment and will work with our EAP program, the Medical Education Office and the Program Director in identifying whether or not the resident/fellow is fit for return to duty. **Educational Program on Physician Impairment:** House Staff are required to attend the Educational Program on Physician Impairment, including its avoidance and recognition as well as the increased risk of substance abuse. Additional information can be accessed thru:

[www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

**Professional Liability Insurance:** Coverage applies only with respect to providing or failing to provide professional services within the scope of your assigned duties for or on behalf of Hartford Hospital. Coverage for moonlighting or other unofficial activities is not provided. The policy applies only when the claim is based on an act of omission that happened after the retroactive date, 10/1/90; and the claim is first reported to our insurance carrier, CHS Insurance Limited, while the policy is in effect. Coverage limits are \$39,000,000 per

medical incident/\$32,000,000 aggregate. The policy is a claims-made and does not require tail insurance upon completion of your program. CHS Insurance Limited will defend any suit brought against a House Officer even if the suit is groundless or fraudulent. They will pay all costs defending the suit, including interest on that part of any judgment that doesn't exceed the limit of coverage. CHS Insurance Limited will not defend a suit or pay a claim after the limit has been used up in paying judgments or settlements. Any claims made for your actions, which occur after you have completed your program, will not be covered by the Hospital's insurance policy. Coverage begins on the first day and includes tail coverage. Coverage includes legal defense and protection against awards from claims reported after the completion of the program(s) if the alleged acts or omissions of the residents are within the scope of the program(s).

**Long-Term Disability Insurance:** For duration of employment. Disability income is guaranteed at \$2,000/month. Coverage is portable, at your expense; provides guaranteed future benefits; coverage may be increased with no medical evidence of insurability.

**Group Life Insurance:** Coverage commences on the first day of employment, if the first day of employment is the first day of the month. If the first day of employment is a day other than the first day of the month, coverage will commence the first day of the following month.

**Basic Dental Insurance:** Coverage commences on the first day of employment, if the first day of employment is the first day of the month. If the first day of employment is a day other than the first day of the month, coverage will commence the first day of the following month. Details of the Basic Plan, as well as a contributory Preferred Plan, are provided upon commencement of employment.

**Paid and Contributory Health Insurance Plans** (Individual, Ind. plus One, & Family): Choices provided. Paid and Contributory Plans – Coverage commences on the first day of employment, if the first day of employment is the first day of the month. If the first day of employment is a day other than the first day of the month, coverage will commence the first day of the following month. Details of the basic plan, as well as contributory plans, are provided upon commencement of employment.

**Access to information related to eligibility for specialty Board examinations:** The residency program accreditation standards and the board certification standards for all programs are available from several resources. The ACGME has a website at [www.acgme.org](http://www.acgme.org) which contains both program accreditation standards and board certification requirements. Additionally, the individual residency offices have copies of the program accreditation standards and board certification requirements.

**Accommodation for disabilities:** Hartford Hospital's Graduate Medical Education Office is committed to achieving equal educational opportunity and full participation for all residents. It is the policy that no qualified person, on the basis of discrimination, be excluded from participating in any program. ADA policy can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

**Policy on Sexual Harassment Involving Residents and Fellows:** To affirm that sexual harassment, like racial, physical or any other forms of harassment, is inconsistent with the goals and objectives of our graduate medical education programs at Hartford Hospital, and will not be tolerated amongst residents, fellows or faculty in these programs. Hartford Hospital Medical Education has established an effective program of orientation for new house staff on issues of sexual harassment in the medical and education workplace and creates a network of counselors for residents and fellows who are victims of sexual harassment. To formalize information-sharing and sanctions against serious and/or repetitive offenders in the area of sexual harassment. All new residents and fellows are required to participate in a mandatory session to discuss issues of sexual harassment, to be held at the Hartford Hospital Housestaff orientation. Failure to document participation in such a program may result in withholding vacation leave or other sanctions until the orientation program has been successfully completed. Formal policy can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

#### **House Staff Discipline, Due Process and Appeals**

When a resident/fellow receives notice of any action by the Program Director which would prevent him/her from normal progress in completing the full term of a residency or fellowship program, he/she shall have the right to appeal such action. As described in section 5.2 of the Hartford Hospital Policy on House Staff Evaluation and Promotion, placement of a resident/fellow on remediation cannot be appealed, although an adverse decision at the conclusion of the remediation period can be appealed. Policies on discipline, due process and appeals can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

## **Moonlighting**

General Program Policy: Each Program Director, in consultation with the Hartford Hospital Vice President for Academic Affairs, shall determine whether moonlighting is to be an available option for Residents in that Program. Rules for Residencies Where Moonlighting Is An Available Option. Policy for moonlighting can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

## **Duty Hour Requirements**

The duty hour policy has been developed to support the physical and emotional well-being of the residents, promote an educational environment and facilitate patient care at this institution. Each residency and fellowship program must develop a duty hour policy consistent with this Institutional policy and provide duty hour assignments and faculty availability to promote both patient safety and education. There is an anonymous hotline which should be accessed to report violations of the 80-hour work week. All programs will have individual program duty hour policies which will be reviewed by the medical education office, DIO and GMEC. Duty hours will be monitored monthly by the Medical Education office, DIO and GMEC. Institutional Duty Hour policy and Duty Hour monitoring policy can be accessed thru: [www.harthosp.org/ResidenciesFellowships](http://www.harthosp.org/ResidenciesFellowships)

**Complaints and Grievances:** Below is the protocol for addressing resident issues:

1. Chief Resident or Acting Chief: If the above individual cannot rectify the problem, the Program Director or Department Chairman can be addressed. The order of contact for the Program Director or Department Chairman is to be contingent on the nature of the problem. It is strongly suggested to speak with both of these individuals before moving to the next step.
2. Hartford Hospital Resident Organization: If the Chief is unable to resolve the problem within the residency, the problem is to be addressed with the Hartford Hospital Resident Organization. The Organization will then make suggestions to help find a solution to the problem. If a satisfactory resolution cannot be obtained with the input of the Resident Organization, the Chief and/or Resident Council President may then either address the Hartford Hospital Graduate Medical Education Committee or the Vice President, Academic Affairs.

**Conditions of Reappointment/Promotion:** Re-appointment, promotion and graduation are contingent upon satisfactory compliance with the defined goals and objectives of the House Officer's residency/fellowship program and the Hartford Hospital Policies and Procedures for GME. The conclusions of the Program Director, in consultation with the Education Committee of that program, based on individual evaluations, semi-annual progress reports and all other available information will provide the basis for determining whether a resident/fellow is ready for advancement to the subsequent year of the program or for graduation from the program. The specific criteria for resident/fellow evaluation and promotion must be consistent with guidelines of the Residency Review Committee (RRC), the Specialty Board, or the agency that promulgates educational standards for certification in that discipline. Residents/Fellows who matriculate to a residency program must take the USMLE Step 3 exam within the first 15 months of post-graduate training. Residents/Fellows must achieve a passing score prior to entry into the final year of their training program.

## **Contract**

House Staff are given a yearly contract outlining the terms and conditions of their employment and benefits including financial support, vacations, professional leave, parental leave, sick leave, professional liability insurance, hospital and health insurance, disability insurance and other insurance benefits for the residents and their family, meals and laundry or their equivalent are to be provided. A House Staff Manual which is published annually is available on the institution's intranet site.

## **Non-renewal appointment or non-promotion Policy**

Programs will provide a resident with a written notice of intent not to renew a contract or when a resident will not be promoted to the next level of training no later than four months prior to the end of the resident's current contract. However, if the primary reason(s) for the non-renewal or non-promotion occur(s) within the four months prior to the end of the contract, residents will be given as much notice of the intent not to renew or not promote, as the circumstances will reasonably allow, prior to the end of the contract. Residents will be allowed to implement the grievance procedures when they have received a written notice of intent not to renew their contract or of intent not to renew their agreement(s) but not to promote them to the next level of training.