

# **RESIDENT CONTRACT**

## **DAVID GEFLEN SCHOOL OF MEDICINE at UCLA**

The SCHOOL OF MEDICINE hereby offers \_\_\_\_\_ an appointment as a postgraduate trainee in \_\_\_\_\_ (training program), postgraduate year \_\_\_\_\_, subject to the following terms and conditions:

### **1. APPOINTMENT AND TERM**

Initial and renewal appointment is for a one-year period commencing July 1, 2005 and ending July 1, 2006. Appointment, advancement and completion are contingent upon maintenance of academic good standing and satisfactory performance of assigned rotations and duties as determined by evaluations by the Program Director and faculty.

Appointment is contingent upon possession of a current and valid license or registration to practice medicine in the State of California, unless otherwise required by law.

### **2. COMPENSATION**

Salary: \$\_\_\_\_\_. Salary increments are made annually at the beginning of the appointment to the next step. Residents are paid monthly on the first of every month.

### **3. ACADEMIC, LICENSURE AND CERTIFICATION REQUIREMENTS**

- A. The resident must be a graduate of an institution accredited by the Liaison Committee of Medical Education or otherwise must meet the eligibility requirements of Part 1, Section 3 of the ACGME Essentials.
- B. Residents who graduated from U.S. or Canadian medical schools must obtain a license to practice medicine from the State of California prior to the commencement of any postgraduate year after the second year of the resident's participation in ACGME graduate medical education. Graduates of foreign medical schools, whether United States nationals or not, must obtain a license to practice medicine prior to the commencement of their fourth year of postgraduate medical education in an ACGME accredited training program.
- C. The resident must at all times maintain in effect and verify, upon request, all legally required permits, licenses, and other relevant documents, including proof of citizenship, naturalization or current and valid visas authorizing the resident to work in the United States.
- D. All residents in first Board programs in the Family Medicine, Internal Medicine, Surgery, OB/Gyn, Emergency Medicine, Pediatrics, and Anesthesia training programs will be offered ACLS or PALS courses. They must present evidence of certification in ACLS or PALS certification by the American Heart Association prior to the completion of their training program.

### **4. UCLA Medical Center will monitor the provision of each of the following:**

- A. **On-Call Quarters:** On-call quarters, serviced by Housekeeping on a daily basis, are provided. A lounge with telephones, computers, TV and VCR is located within the on-call area. Food service will be available 24 hours/day in the house staff lounge.
- B. **Meals:** Meals will be provided as defined by Medical Center Policy 6001, House Officers' Meal Access Card Program. Meal Access Cards are issued to eligible house officers at the beginning of their training. A house officer receives credit for meals when he/she is scheduled and works 9 or more consecutive hours as part of their training and is engaged in patient care activities.

- C. **Uniforms:** At least one long white coat will be issued to each house officer. Ownership will remain with the Medical Center. A one-for-one exchange program is provided for the laundering of these coats.
- D. **Duty Hours:** Program requirements relating to duty hours and on call schedules are based on educational rationale and patient care needs including continuity of care. They will comply with ACGME, specific RRC and University of California guidelines. Each program establishes and publishes its on call and duty hours based on educational goals and clinical responsibilities. Back up support will be provided when patient care responsibilities are especially difficult or prolonged, or if unexpected circumstances create resident fatigue sufficient to jeopardize patient care.
- E. **Communications:** Pagers will be supplied for the year of appointment. The Medical Center will provide email. House staff are provided access to the Internet in all areas of the Medical Center and Clinics and at no cost from home, through UCLA Bruin On Line.
- F. **Libraries:**  
All house staff have full access to the Biomedical and California Digital Library at no cost. Computer facilities are available, including word processing, spreadsheets, databases and presentation software. Medical databases and reference searching is provided both by the Biomedical Library and Medical Center Computing Services, 24 hours daily. Additionally, programs maintain on site libraries and have computer access.
- G. **OSHA and CDC Recommendations:** Compliance is required with OSHA and CDC recommendations which assumes that every direct contact with a patient's blood and other body substances is infectious and requires the use of protective equipment to prevent parenteral, mucous, membrane and non-intact skin exposures to the health care provider. Protective equipment including gloves, masks, face shields and cover gowns are provided by UCLA Medical Center. All residents at the beginning of training must start of have received the Hepatitis B vaccination series or sign and OSHA approved declination form. Annual Tb skin tests are required. MMR and varicela vaccines are highly recommended.

## 5. RESIDENT RESPONSIBILITIES

The goals of the residency program are to provide residents with experience in the art and science of medicine in order to achieve excellence in the diagnosis, care, and treatment of patients. To achieve these goals, the resident agrees to do the following:

- A. Develop and participate in a personal program of self-study and professional growth with guidance from the School's teaching staff
- B. Training the next generation of healthcare providers is a critical part of the mission of UCLA Healthcare. Trainees recognize that over the course of their training, they will obtain new skills and competencies. In their capacity as a trainee, they recognize that they will work with their attending physicians in caring for their patients. They will participate in the care as is appropriate to their level of training and abilities under the supervision and direction of their attending physicians.
- C. Participate fully in the educational activities of the residency program and assume responsibility for participation in the teaching of more junior physicians and medical students.

- D. Develop an understanding of ethical, socioeconomic and medical/legal issues that affect the practice of medicine.
- E. Apply cost containment measures in the provision of patient care.
- F. Comply with all University, School and Medical Center rules, regulations, practices, procedures and policies.
- G. Adhere to the call schedule and schedule of assignment in a prompt and timely fashion.
- H. Attend and participate in the standing committees of the GMEC and Medical Staff, especially those that relate to patient care educational activities, as assigned by the program director or elected by your peers.
- I. Keep charts, records and reports signed and up to date as per Medical Staff policy. All notes and orders should be appropriately authenticated (printed name and pager number).
- J. Adhere to ACGME, RRC, Program, and Board requirements, including meeting duty hours policy and appropriately addressing rest and fatigue issues.
- K. Participate in the evaluation of the training program and its faculty using the mechanisms provided by your training program.
- L. Comply with Program, School and ACGME policies regarding moonlighting. Obtain permission of the program director prior to any moonlighting activities (if applicable).
- M. The special nature of residency programs requires ongoing communication between the residents, the training programs, administrators and others at UCLA Medical Center, and affiliated institutions.

The general policy of the School of Medicine requires residents be available by email. Residents are required to have a UCLA Mednet account, which is provided without cost. Outside email accounts may be forwarded to the UCLA Mednet account. Residents are expected to check their Mednet\_email at frequent intervals (not less than every three days) unless they are on approved leave.

- O. Function as teachers and supervisors to those junior to them, including house staff and medical students. In this regard, they need to be knowledgeable of the goals and objectives of the program, rotation and/or clerkship.
- P. Complete evaluations on faculty and other trainees in a timely manner. Provide feedback to those individuals who they supervise.

## 6. **BENEFITS/LEAVE**

- A. **Leave:** Residents are entitled to four (4) calendar weeks of paid vacation time per year, which shall be scheduled by mutual agreement with the chief resident, department chairperson, or residency program director. Sick leave, maternity/paternity, or family leave may be taken according to written policy as noted in the House Staff Manual. Approval of educational or personal leave is at the noted discretion of the program director.

For all non-vacation leaves, the program director/designee will determine the training experience necessary to satisfy American Board requirements. Any make up time or experience is the responsibility of the resident. The pay status and benefits of the time spent in making up training must be determined prior to the approval of leave. Information on leaves can be found in the House Staff Manual or on the GMEC website ([www.medsch.ucla.edu/residencies/](http://www.medsch.ucla.edu/residencies/)).

- B. **Liability Insurance:** The Medical Center shall include house staff under the University's self-insurance program with limits of up to \$7.5 million per occurrence for the liability of the resident while acting in the performance of his/her duties or in the course and scope of his/her assignment. Claims made after termination of training will be covered if based on acts or omissions of the house officer within the course and scope of her/her assignments during training. Liability coverage will be provided for the house officer on rotations outside UCLAHealthcare System, provided such rotation or activity has been approved or mandated by the program.
- C. **Health Insurance:** The house officer and eligible members of his/her immediate family are provided with health, dental, life, and vision care insurance. Mental health services are part of the health insurance plan. In addition, house officers are provided life and disability insurance. UCLA offers a Mental Health Program for Physicians in Training. Impaired physician services and evaluations are offered confidentially through the UCLA Medical Staff Health Committee. Information on these plans can be found in the House Staff Manual, or on the GME website [www.medsch.ucla.edu/residencies/](http://www.medsch.ucla.edu/residencies/). There is no charge to the house officer for these insurance premiums.
- D. **Parking:** The University provides parking access and sets monthly parking fees. If parking is purchased, pre-tax deductions may be made from the monthly paychecks.

## 7. PROFESSIONAL ACTIVITIES BEYOND THE SCOPE OF THE RESIDENCY

Residents are discouraged from engaging in compensated medical professional activities beyond the scope of this Agreement since the resident's primary responsibility is to their education. University liability insurance or other indemnity does not cover a resident who participates in unapproved clinical activities outside of the UCLA Training Program (moonlighting). Each residency program has a policy on moonlighting. All residents must comply with the institutional and program policies on moonlighting.

## 8. EVALUATION, COUNSELING AND ADVANCEMENT

- A. A written evaluation of each house officer shall be made by the attending physician(s) on each house officer's rotation(s). An annual written composite of all evaluations shall be made and a copy of the composite must be provided to the individual house officer. The house officer shall be given the opportunity to discuss their performance with the program director or designee at least semi-annually. The house officer shall be notified within a reasonable time if an evaluation for a given rotation indicates unsatisfactory performance. Both annual and rotational evaluations shall be included in the house officer's records.
- B. The records of each house officer shall be maintained as confidential, and the consent of the individual shall be required before access is allowed to such records except where permitted or required by law, or where directly or routinely required in the administration of the training program. House officers may review their composite evaluations and other administrative materials upon request and in accordance with applicable University and federal policies. Evaluations of individual performance are part of the training evaluation and per Medical Staff policy, are maintained as confidential.

- C. Program appointment, advancement and completion are not assured or guaranteed to the resident, but are contingent upon the resident's satisfactory demonstration of progressive advancement in scholarship and continued professional growth. Unsatisfactory house staff evaluation can result in required remedial activities, temporary suspension from duties, or termination of appointment and residency education. This and any periods of absence may result in the extension of the training program.

## **9. DUE PROCESS**

House officers have the right to appeal adverse actions through the Due Process policies, as found in the House Staff Manual. Residents initiate this process through contact with their program's Clinical Competency Committee. The House Staff Manual is distributed to all new house officers at the House Staff Orientation. Additional copies are available in the House Staff Office. The Manual is also available on the GME website at [www.medsch.ucla.edu/residencies/](http://www.medsch.ucla.edu/residencies/).

The Ombuds Office is available for consultation to all house staff. A local Ombudsperson is located in the School of Medicine. Details can be found on the GME website. All information is fully confidential.

## **10. COMMITTEE PARTICIPATION**

The following committees address house staff issues

- o The Resident Action Committee (RAC) is a resident organization created to communicate and exchange information on the house staff working environment and educational programs. It is a subcommittee of the GMEC and is open to house staff from all programs. The frequency of meetings is set by the RAC, but is not less than quarterly. The meeting dates and agendas are available on the GME website.
- o The Graduate Medical Education Committee (GMEC) is the institutional oversight committee which reviews all accredited training programs at UCLA. The GMEC addresses specific issues related to the academic training programs, and is a School of Medicine Committee. Committee members perform internal reviews of all residency programs as mandated by the Accreditation Council for Graduate Medical Education. All training programs must be approved by the GMEC. The Committee also works closely with individual programs to assist them with their RRC site visits. This Committee meets monthly and is composed of Residency Program Directors, administration, faculty and house staff. House staff who are interested in serving on either Committee may contact Rose Ziff, Graduate Medical Education Office, for details.
- o Medical Staff Committees. Residents are appointed to serve and participate on a variety of Medical Staff Committees which involve house staff training.

## **11. NONDISCRIMINATION**

The University of California does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

## **12. SEXUAL HARASSMENT AND OTHER ABUSE**

The School and Medical Center are committed to creating and maintaining a community in which students, faculty and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation, including sexual. The University is

strongly opposed to sexual harassment and such behavior is prohibited both by law and University policy. The University's policy on sexual harassment may be found on the GME website: [www.medsch.ucla.edu/residencies/](http://www.medsch.ucla.edu/residencies/). The David Geffen UCLA School of Medicine Statement on Supporting an Abuse-Free Academic Community may also be found on this website. Appointments for consultations can be made by contacting the Chair of the Gender and Power Abuse Committee.

**13. ACCREDITATION STATUS**

UCLA School of Medicine will inform residents of adverse accreditation actions taken by the ACGME in a reasonable period of time after the action is taken. Should UCLA begin the process of closing a residency training program for accreditation reasons or for other reasons, the residents will be kept in the institution for the remainder of the academic year and UCLA will do everything within its power to assist the house officers in finding a program for completion of the specialty, in order to be eligible for board requirements.

**14. MISSION STATEMENT**

The mission of the Graduate Medical Education Program is to maintain a scholarly environment which is committed to excellence in education, medical care and biomedical research to support the graduate medical education programs of the UCLA School of Medicine.

**I HAVE READ AND AGREE TO THE ABOVE AND HAVE RECEIVED A COPY.**

\_\_\_\_\_  
House Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Program Director

\_\_\_\_\_  
Date

Resident Contract.doc

Reviewed and revised by the GMEC on 10/27/03