

**USF Health – Morsani College of Medicine
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

Title: Resident Contract	No.: GME-203
Effective Date: 1/1/99	Approval Date: 4/2017

Policy Statement

All Residents and Fellows (hereinafter “Residents”) enrolled in residency training programs at the USF Health Morsani College of Medicine are employed as Temporary employees with the University of South Florida. This is a non-typical employment category in that it provides salary, but no benefits or rights to Residents. To cover these issues, the Morsani College of Medicine Office of Graduate Medical Education (GME) creates a separate contract that provides for benefits and rights, and addresses the policies and procedures that apply to all Residents.

The Resident Contract provided to each Resident outlines the terms and conditions as listed below:

- financial support
- duration of appointment, conditions for reappointment, and promotion to subsequent PGY level
- professional liability protection including a summary of pertinent information regarding coverage
- hospital and health insurance benefits for Residents and their eligible dependents
- disability insurance for Residents
- leave policies, including vacation, sick, maternity/paternity, bereavement and military
- counseling and psychological support services
- resident responsibilities
- grievance and due process procedures
- Institutional policies and procedures regarding duty hours and moonlighting
- policy on gender, sexual and other forms of harassment
- Timely notice of effect of leave on ability to satisfy program completion and ABMS and AOA requirements for certification

Procedure

On an annual basis, the GMEC will review and approve the Resident contract, with salaries established at a market-based appropriate rate.

The Office of GME ensures that a sample contract is available for review by the residents, programs, and potential applicants on the GME website.

Once a Resident is selected for a training program, completes a contract specific to each Resident, ensuring that PGY level is "level appropriate" in accordance with ACGME requirements. Sends electronically to Education Coordinator for Program Director and Resident signature.

The Education Coordinator obtains Resident and Program Director signature, returning a fully executed electronic copy to 1) GME, and 2) the Resident, and uploads in New Innovations.

APPROVED:



Vice Dean, GME

c:p&p\resident contract

REVIEWED, APPROVED – 7/15/99; 9/2011; 4/2017