September 14, 2016

To: Residency/Fellowship Program Directors
    Residency/Fellowship Program Coordinators

From: Cindy Slaughter, Director
      Office of Graduate Medical Education (OGME)

Cc: Sherry C. Huang, MD
    Acting Associate Dean for Graduate Medical Education and DIO

Subject: UC San Diego Health (UCSDH) Terms and Conditions of Appointment for Trainees in Graduate Medical Education (GME) Training Programs

Please be reminded that pursuant to policies of the ACGME, of the UC San Diego (UCSD) Graduate Medical Education Committee and of the National Residency Matching Program (NRMP), applicants to your training programs **must** receive documentation regarding the Terms and Conditions of Appointment to UCSD GME Training Programs. The attached UCSDH Terms and Conditions of Appointment (T&C) is provided for your use. Normally, this document is updated annually with the only change being the academic year. For everyone’s convenience, the T&C is now generic and going forward will only be updated in the event there are contextual changes in which case you will be notified so you will have the correct version to distribute in accordance with the ACGME requirements. It can be posted to your website or provided in writing to your applicants.

NRMP REGULATIONS MANDATE THAT PROGRAMS MUST PROVIDE A COPY OF THE CONTRACT¹ THAT APPLICANTS WOULD BE EXPECTED TO SIGN IF MATCHED TO THE PROGRAM. To assist you with this policy, we are providing sample documents of the Appointment Letter, Acceptance of Appointment², Resident Physician³ Position Description, and the GME Attestation Form. Incoming trainees are required to complete and sign all documents.

Per NRMP regulations, this information **must** be communicated to interviewees in writing prior to the rank order list deadline. The NRMP recommends that each program obtain a signed acknowledgment of such communication from each applicant who interviews with their program. An acceptable alternative is to post the contract and policies on the institution’s website⁴ and notify interviewees where the information may be found. The signed acknowledgment should include a statement that the interviewee was notified that the information is posted on the website.

¹ Appointment Letter, UC Acceptance of Appointment, Resident Physician Position Description, GME Attestation Form
² A signed Acceptance of Appointment is the UC’s equivalent of a ‘signed contract’
³ The term “Resident Physician” refers to any intern, resident or fellow in an ACGME accredited training program
⁴ The “institution’s website” for this information is the OGME website: [http://meded.ucsd.edu/index.cfm/gme/](http://meded.ucsd.edu/index.cfm/gme/)
Summary

1. The following UCSD application documents should be posted to your program website or be available for your applicants to view at the time of interview:
   - Terms and Conditions of Appointment
   - Appointment Letter and Acceptance of Appointment
   - Resident Physician Position Description
   - GME Attestation Form

2. THE NRMP RECOMMENDS THAT EACH PROGRAM OBTAIN A SIGNED ACKNOWLEDGMENT OF RECEIPT OF THE AFOREMENTIONED DOCUMENTATION FROM EACH APPLICANT WHO INTERVIEWS WITH THEIR PROGRAM.

The training program application (documents listed below) is available to anyone requesting a copy. Please invite interested parties to visit the OGME website for that information.

http://meded.ucsd.edu/index.cfm/gme/

   - Terms and Conditions of Appointment to UCSD GME Training Programs
   - Policies: The House Officer Policy and Procedure (HOPPD) and GME Academic Policies, Procedures and Guidelines contain information regarding:
     - Institutional eligibility, selection and nondiscrimination criteria
     - Hours and working conditions policy
     - Supervision policy
     - Policies regarding Evaluation, Promotion, Corrective Action, and Dismissal
     - The specifics of the house officer group health, life, dental, vision and disability programs
   - Sample Appointment Letter, Acceptance of Appointment, Resident Physician Position Description, and OGME Attestation Form

Please feel free to contact the OGME if you have any questions regarding any of the policies or documents pertaining to the Terms and Conditions of Appointment.
TERMS AND CONDITIONS OF APPOINTMENT

SALARY SCALE

UC San Diego Health (UCSDH) Pay Level Salary Scale*

<table>
<thead>
<tr>
<th>Represented House Officer</th>
<th>Non-Represented House Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Code</strong></td>
<td><strong>Position</strong></td>
</tr>
<tr>
<td>2709</td>
<td>Resident Physician 1</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 2</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 3</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 4</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 5</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 6</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 7</td>
</tr>
<tr>
<td>2723</td>
<td>Resident Physician 8</td>
</tr>
<tr>
<td>2738</td>
<td>Chief Resident</td>
</tr>
<tr>
<td>2728</td>
<td>Pharmacy Residents</td>
</tr>
</tbody>
</table>

*Pay Level Salary Scales are/will be posted on the OGME website: [http://meded.ucsdh.edu/index.cfm/gme/house_officer/](http://meded.ucsdh.edu/index.cfm/gme/house_officer/)

LEAVE POLICY

Vacation

House Officers accrue vacation at the official rate of 13.33 hours per month. This provides a total of 20 vacation “working days” per year. Due to the complexities of rotation schedules for House Officers in various training programs, 28 calendar days or one calendar month will be given as leave depending upon the mode of scheduling of a given service.

Sick Leave

House Officers shall accrue sick leave at the rate of 8 hours (one working day) per month, which is the equivalent of 12 working days per year.

Sick Leave – Family Illness

A House Officer shall be permitted to use not more than 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the House Officer’s spouse, parent, child, sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered.

Parental Leave: Pregnancy/Childbearing Disability Leave

A House Officer disabled due to pregnancy, childbirth, or related medical conditions shall be granted a medical leave of absence of up to four months, but not to exceed the period of verified disability.

Pregnancy disability leave may consist of leave without pay and/or paid leave such as accrued sick leave, and accrued and/or advanced vacation leave.

If a House Officer on an approved pregnancy disability leave is also eligible for family and medical leave, (noted below under Family and Medical Leave), up to 12 work weeks of pregnancy disability leave shall run concurrently with family and medical leave under Federal law.

Upon termination of a pregnancy disability leave that runs concurrently with Federal family and medical leave, a House Officer is also entitled to up to 12 work weeks of State family and medical leave (designated as Supplemental Family and Medical Leave).

Parental Leave: Paternity Leave

Parental leave may be granted in accordance with the provisions of

- FMLA /CFRA – for the purpose of caring for the House Officer’s newborn or a child placed with the House Officer for adoption or foster care
**LEAVE POLICY**

**Family and Medical Leave**

Family and Medical Leave (FMLA) is provided for an eligible House Officer’s serious health condition, the serious health condition of the House Officer’s child, spouse, or parent, or to bond with the House Officer’s newborn, adopted, or foster care child in accordance with State and Federal law in effect at the time the leave is granted.

A House Officer is entitled to up to 12 work weeks of FMLA leave during the 12 month leave year, provided that:

- The House Officer has at least 12 cumulative months of University service (all prior University service shall be used to calculate the 12-month service requirement); and
- The House Officer has worked at least 1,250 actual hours during the 12 months immediately preceding the commencement date of the leave.

**Professional Leave**

With the approval of the Training Program Director, House Officers may be granted up to five work days of leave with pay, per academic year, to pursue scholarly activities pursuant to their educational curriculum. Time not taken may not be carried over from one academic year to the next and will be forfeited.

**Effect of Leave on Completion of the Training Program**

Make-up time may be required to meet the educational objectives and certification requirements of the training program and/or the American Specialty Board when a House Officer is required to utilize leave time.

**PROFESSIONAL LIABILITY INSURANCE**

<table>
<thead>
<tr>
<th>TYPE OF COVERAGE</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Self-insured Retention (Fully Funded)</td>
<td>$1,000,000 each occurrence</td>
</tr>
<tr>
<td>Tail Coverage is produced by virtue of the fact that</td>
<td>$3,000,000 aggregate</td>
</tr>
<tr>
<td>the coverage is “per occurrence”</td>
<td></td>
</tr>
</tbody>
</table>

The UC Self Insurance Program (UCSIP) will defend and indemnify House Officers and medical students against any professional or general liability or malpractice claim arising out of the House Officer’s or medical student’s acts or omissions that are within the course and scope of his/her University duties, for work completed during the training period. The UCSIP does not cover: (1) acts/omissions that are not within the course and scope of the House Officer’s University duties, or (2) acts or omissions resulting from fraud, corruption, malice or criminal negligence.

UCSIP coverage for House Officers and part-time, volunteer clinical faculty is limited to specific assignments in specific locations. Work at affiliated or associated hospitals or elsewhere is covered when it falls within the course or scope of the House Officer’s University appointment. However, “moonlighting” is not part of the residency program and is not covered under the UCSIP.

Questions regarding legal issues, including subpoenas should be addressed to the UCSDH Office of Risk Management.

**HEALTH INSURANCE**

House Officers are eligible for enrollment in the UCSDH House Officer health, dental, vision, long term disability, and life insurance plans. Coverage is available for the House Officer, for a spouse, for dependent children or for a domestic partner. Two plans are available:

**Health Coverage**

- PPO Plan
  - 3 tier fee-for-service indemnity plan
  - Insured may seek treatment anywhere from provider of choice
  - Services at UCSDH (tier 1), are generally covered at 100% with no deductible and no co-insurance
  - Services obtained away from UCSDH, within the PPO Network (tier 2), are generally covered at 80%, after satisfaction of a deductible amount
  - Services obtained outside of the PPO Network, (tier 3), are generally covered at 60%, after satisfaction of a deductible amount
  - Co-pays are required at all participating providers including UCSDH for: Routine Exam, Emergency Room (unless admitted) and for Prescription Drugs
  - Maximum annual out-of-pocket expenses
    - In Network: $1,000/Individual, $2,000/Family
    - Out of Network: $2,000/Individual, $4,000/Family
• HMO
  o Insured must select a primary care provider who will manage the care
  o No deductibles
  o Co-pays are required for Routine Exam, Outpatient Psychiatric Care, Prescription Drugs, Home Health Care, Emergency Room (unless admitted)
  o Maximum annual out-of-pocket expenses
    ▶ In Network: $2,000/Individual, $4,000/Family

Vision Coverage
The vision plan provides coverage for eye exams, lenses, frames, medically necessary contacts and cosmetic contacts. There is a deductible amount for services rendered. The plan requires that the insured uses specific participating providers in order to receive full benefits.

Dental Coverage
Our Dental plan pays 100% for Preventative Care, 80% on Basic Care, and 50% towards Major Care.

Life Insurance
Basic Life Insurance coverage is offered as a $50,000 benefit.

Disability Insurance
Long term disability insurance is provided by the University for members of the House Officer.
  • Eligibility – The House Officer is appointed at least 20 hours each week or an average of 20 hours each week during the preceding 12 months.
  • Definition of Disability – During the benefit waiting period and the next 24 months of disability, the House Officer is disabled if unable to perform with reasonable continuity the material duties of his/her own occupation as a resident physician. Benefits will end if the House Officer is working in any occupation and earning more than 80% of indexed pre-disability earnings. Thereafter, the House Officer is disabled if he/she is unable to perform the material duties of any occupation with an earnings test.
  • Monthly Benefit – 60% of the first $5,000 of pre-disability earnings reduced by deductible income. Maximum monthly benefit is $3,000.
  • Benefit Waiting Period – Benefits become payable after the House Officer has been continuously disabled for 30 calendar days.
  • Conversion Insurance – LTD conversion insurance is available under defined parameters.

LIVING QUARTERS
UCSDH has no permanent living quarters at for members of the staff, House Officers or employees.

ON CALL MEALS
Adequate and appropriate food services are provided for House Officers. House Officers who are on call are provided meals according to UCSDH GME On Call Meal Policy (GME – 020) Each meal has a maximum value of $12.00.

UNIFORM & UNIFORM LAUNDERING
Three sets of uniforms (lab coats) are provided to the House Officers at the time of initial appointment. The lab coats will be laundered by UCSDH at no charge to the House Officer. Uniforms that deteriorate through normal wear and tear shall be replaced by the UCSDH.

VISA REQUIREMENTS
Non-US citizens may pursue residency and fellowship training at UC San Diego Health while holding permanent resident status or while holding a J1 Exchange Visitor Visa under the sponsorship of the ECFMG.

UCSDH policy reflects that graduate medical education training is not completed by individuals who hold an H visa. An exception to this policy may be requested by the UCSDH GME training program director for an applicant who is in the US under an H visa at the time of application to the UCSDH GME program.

SAMPLE HOUSE OFFICER UCSDH APPOINTMENT LETTER (CONTRACT)
Attached are samples of the initial appointment documents for all new incoming House Officers:
  • UC Appointment Letter (Contract)
  • UC Acceptance of Appointment Form
  • UC Resident Physician Position Description
  • UCSDH GME Attestation Form
April 17, 20XX

Walter E. O'Reilly, M.D.
29 Birchwood Lake Knoll
Ottumwa, IA  52501

Dear Doctor O'Reilly:

We are pleased to learn that you have accepted a first year [categorical/preliminary] Resident Physician appointment at training level RP1, pay level PL1 with the UC San Diego Health in the Department of [department name & division].

The [program name] training [duration of training].

Initial appointment and reappointment are made on an annual basis. Your initial appointment will extend from June 23, 20YY* through June 30, 20XX* and for the period of June 23, 20YY* through June 30, 20YY* you will be paid at the 20YY-YY* pay-scales which are posted on the OGME website. The 20XX-XX* pay rates are effective from July 1, 20XX through June 30, 20XX* and salary scales will be posted the OGME website (http://meded.ucsd.edu/index.cfm/gme/) when available.

Reappointments are made on an annual basis following successful completion of the prior year of training. You may review the specifics on non-renewal of appointments and due process issues in the UCSD House Officer Policy and Procedure Document (HOPPD) available at the OGME website.

Please be advised that your appointment is contingent upon (1) A satisfactory Criminal Background Check (information enclosed) (2) Compliance with the Medical Board of California licensure regulations (3) Federal Immigration laws and (4) Satisfactory completion of your current academic program.

IMPORTANT NOTE: The following documents are among those enclosed. After reviewing, please return completed, signed and dated documents within 10 days of receipt.

1. UC Acceptance Form
2. UCSD Resident Physician Position Description Document
3. UCSD House Officer Attestation Questionnaire

*20YY represents the last week in the current academic year (6/23 – 6/30)
*20XX represents academic year of appointment (7/1 – 6/30)
**OGME Website address: http://meded.ucsd.edu/index.cfm/gme/

1reflects training level and the date of your appointment; receipt of a completed, signed and dated UC Acceptance Form indicates you accept the appointment being offered and the terms and conditions thereof
2Resident Physician refers to any trainee managed through the Office of Graduate Medical Education
1. UCSDH Orientation Program
   The OGME will host its annual orientation and registration program in the main auditorium of the
   UCSDH Medical Center in Hillcrest on:
   *Day, June 23\(^1\), 20YY at 6:30 a.m.
   ATTENDANCE IS MANDATORY
   An Agenda and a map of the Medical Center will be sent out no later than the week prior to orientation.
   *Date and time subject to change

2. House Officer Policy and Procedure Document
   GME Academic Policies, Procedures and Guidelines
   These documents are available on the OGME website [http://meded.ucsd.edu/index.cfm/gme/](http://meded.ucsd.edu/index.cfm/gme/)
   They contain the UCSDH policies and procedures for each of the following topics. Please refer to
   the HOPPD and the GME Academic Policies, Procedures and Guidelines for details on the 20 points
   noted below:
   ‣ Vacation Policy
   ‣ Policies on Gender or Other Forms of Harassment
   ‣ Policies on Housestaff Duty Hours and Working Environment
   ‣ Policies on Professional Activities External to the Educational Training Program Designated as Moonlighting
   ‣ Policies on Effect of Leave for Satisfying Completion of Program
   ‣ Leave of Absence Policy
   ‣ Policies on Physician Impairment and Substance Abuse
   ‣ Professional Liability Insurance (Tail Coverage)
   ‣ Disability and Health Insurance
   ‣ Professional Leave of Absence Benefits
   ‣ Parental Leave of Absence Benefits
   ‣ Sick Leave Benefits
   ‣ Counseling, Medical Psychological Support Services
   ‣ Conditions for Living Quarters, Meals, Laundry
   ‣ Residents’ Responsibilities
   ‣ Duration of Appointment
   ‣ Conditions for Reappointment
   ‣ Grievance Procedures
   ‣ Residency Closure/Reduction
   ‣ Restrictive Covenants

3. Bylaws of the Medical Staff – UCSDH
   This document is located on the UCSDH Medical Center intranet at:
   [http://www-UCSDHealthcare.ucsd.edu](http://www-UCSDHealthcare.ucsd.edu)

4. Center for Occupational & Environmental Medicine (COEM) & TB Control
   Compliance is a condition of employment, all required documents have been submitted as
   instructed.

\(^1\)Intern Orientation is always held on June 23 unless it falls on a weekend. If June 23 is a Saturday, Orientation
will be held on Friday, June 22. If it falls on a Sunday, Orientation will take place on Monday, June 24.

The enclosed memo provides a description of the medical, dental, vision, life and long term disability plans offered by UCSDH for the period June 23, 20YY* through June 30, 20XX*. A more detailed description is posted to our website http://meded.ucsd.edu/index.cfm/gme/.

The UCSDH covers the premium cost for coverage and there will be no charge for coverage to you. This includes single coverage, coverage for your spouse, your dependents and/or domestic partner.

Review the enclosed document to familiarize yourself with the plans. Online enrollment instructions are included in this document. You will not be able to access the online enrollment website until Orientation day.

When the 20XX-XX* insurance package is finalized, the revised descriptive material will be distributed at orientation and posted to the OGME website http://meded.ucsd.edu/index.cfm/gme/.

6. Specialty Board Examination

Information related to eligibility for your specialty board examination can be obtained through your training program. The list of specialty board contracts is also available on the OGME website http://meded.ucsd.edu/index.cfm/gme/.

If you should have any questions or if we may be of assistance prior to your arrival, please do not hesitate to contact either the Office of Graduate Medical Education or your training program directly.

Welcome to UCSDH! I hope that the year ahead will be one of much learning, many new friendships and great personal and professional satisfaction.

Sincerely,

Sherry C. Huang, MD, FAAP
Clinical Professor of Pediatric Medicine
Associate Dean of Graduate Medical Education and DIO

Enclosures
cc: Clinical Department
Acceptance of Appointment by:

Walter E. O’Rielly, M.D.

I hereby acknowledge and accept appointment to UC San Diego Health

[Department/Division]

as a Resident Physician (RP1) for the period:

June 23, 20YY through June 30, 20XX

Signature     Date

1. Lab Coats are provided by UCSDH for New Appointees
   - [ ] I would like to order lab coats
   - [ ] I do not wish to order lab coats
   - [ ] My program has ordered coats for me

<table>
<thead>
<tr>
<th>Women Sizes</th>
<th>Men’s Regular</th>
<th>Men’s Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 8 14 34 42 52 42 50</td>
<td>4 10 16 36 44 54 44 52</td>
<td></td>
</tr>
<tr>
<td>6 12 18 38 46 56 46 54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 48 48 56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Do you have a California Medical License?
   - [ ] Yes  [ ] No
   - If you are an unlicensed International Medical Graduate
     do you have a California issued PTAL?
     - [ ] Yes  [ ] No

   **Due**
   - CA Medical License
   - 7/1/PGY2
   - Expiration/Due Date

3. What is your NPI Number?
   - [ ] Yes  [ ] No

   To apply for an NPI number:
   - [ ] Yes  [ ] No

   **Due**
   - CA Medical License
   - 7/1/PGY2
   - Expiration/Due Date

   To apply for an NPI number:
   - [ ] Yes  [ ] No

   **Due**
   - CA Medical License
   - 7/1/PGY2
   - Expiration/Due Date

   To apply for an NPI number:
   - [ ] Yes  [ ] No

   **Due**
   - CA Medical License
   - 7/1/PGY2
   - Expiration/Due Date
April 17, 20YY

Benjamin Franklin Pierce, M.D.
412 Black Point Road
Crabapple Cove, ME 04440

Dear Doctor Pierce:

We are pleased to learn that you have accepted a Resident Physician appointment with UC San Diego Health at Training Level [FEL1] in the [Department/Division]. [Program Name] training is [duration].

Your initial appointment will extend from July 1, 20XX through June 30, 20XX. The 20XX-XX pay rates are effective from July 1, 20XX through June 30, 20XX and salary scales are posted the OGME web site at http://meded.ucsd.edu/gme/.

Reappointments are made on an annual basis following successful completion of the prior year of training. You may review the specifics on non-renewal of appointments and due process issues in the UCSD House Officer Policy and Procedure Document (HOPPD) available on the OGME web site.

Please be advised that your appointment is contingent upon (1) A satisfactory Criminal Background Check (information enclosed) (2) Compliance with the Medical Board of California licensure regulations (3) Federal Immigration laws and (4) Satisfactory completion of your current academic program.

**IMPORTANT NOTE:** The following documents are among those enclosed. After reviewing, please return completed, signed and dated documents within 10 days of receipt.

1. UC Acceptance Form
2. UCSD Resident Physician Position Description Document
3. UCSD House Officer Attestation Questionnaire

---

1 Reflects training level and the date of your appointment; receipt of a completed, signed and dated UC Acceptance Form indicates you accept the appointment being offered and the terms and conditions thereof.

2 Resident Physician refers to any trainee managed through the Office of Graduate Medical Education.
1. UCSD Medical Center Orientation Program
The OGME will host its annual orientation and registration program in the main auditorium of the UCSD Medical Center in Hillcrest on:

[Day], July 1\textsuperscript{1}, 20YY at 5:30 a.m.
ATTENDANCE IS MANDATORY

Agenda and a map of the Medical Center will be emailed no less than one week prior to orientation.

*Date and time subject to change

2. House Officer Policy and Procedure Document
GME Academic Policies, Procedures and Guidelines
These documents are available on the OGME website http://meded.ucsd.edu/index.cfm/gme/
They contain the UCSDH policies and procedures for each of the following topics. Please refer to the HOPPD and the GME Academic Policies, Procedures and Guidelines for details on the 20 points noted below:

- Vacation Policy
- Policies on Gender or Other Forms of Harassment
- Policies on Housestaff Duty Hours and Working Environment
- Policies on Professional Activities External to the Educational Training Program Designated as Moonlighting
- Policies on Effect of Leave for Satisfying Completion of Program
- Leave of Absence Policy
- Policies on Physician Impairment and Substance Abuse
- Professional Liability Insurance (Tail Coverage)
- Disability and Health Insurance
- Professional Leave of Absence Benefits
- Parental Leave of Absence Benefits
- Sick Leave Benefits
- Counseling, Medical Psychological Support Services
- Conditions for Living Quarters, Meals, Laundry
- Residents’ Responsibilities
- Duration of Appointment
- Conditions for Reappointment
- Grievance Procedures
- Residency Closure/Reduction
- Restrictive Covenants

3. Bylaws of the Medical Staff – UCSDH
This document is located on the UCSDH Medical Center intranet at:
http://www-UCSDHealthcare.UCSDH.edu

4. Center for Occupational & Environmental Medicine (COEM) & TB Control
Compliance is a condition of employment, all required documents have been submitted as instructed.

\textsuperscript{1} Resident/Fellow Orientation is always held on July 1, regardless of the day of the week on which it falls.

The enclosed memo provides a description of the medical, dental, vision, life and long term disability plans offered by UCSDH for the period July 1, 20XX* through June 30, 20XX*. A more detailed description is posted to our website http://meded.ucsd.edu/index.cfm/gme/.

The UCSDH covers the premium cost for coverage and there will be no charge for coverage to you. This includes single coverage, coverage for your spouse, your dependents and/or domestic partner.

Review the enclosed document to familiarize yourself with the plans. Online enrollment instructions are included in this document. You will not be able to access the online enrollment website until Orientation day.

When the 20XX-XX* insurance package is finalized, the revised descriptive material will be distributed at orientation and posted to the OGME website http://meded.ucsd.edu/index.cfm/gme/.

6. Specialty Board Examination

Information related to eligibility for your specialty board examination can be obtained through your training program. The list of specialty board contracts is also available on the OGME website. http://meded.ucsd.edu/index.cfm/gme/

If you should have any questions or if we may be of assistance prior to your arrival, please do not hesitate to contact either the Office of Graduate Medical Education or your training program directly.

Welcome to UCSDH! I hope that the year ahead will be one of much learning, many new friendships and great personal and professional satisfaction.

Sincerely,

Sherry C. Huang, MD, FAAP
Clinical Professor of Pediatric Medicine
Acting Associate Dean of Graduate Medical Education and DIO

Enclosures
cc: Clinical Department
Acceptance of Appointment by:

Benjamin Franklin Pierce, M.D.

I hereby acknowledge and accept appointment to UC San Diego Health:

[Department /Division]

as a Resident Physician [RP# / FEL#] for the period:

July 1, 20YY through June 30, 20YY.

Signature     Date

1. Lab Coats are provided by UCSDH for New Appointees

☐ I would like to order lab coats
☐ I do not wish to order lab coats
☐ My program has ordered coats for me

2. Is the license information shown correct?  ☐ Yes ☐ No
   a. Are you an International Medical Graduate?  ☐ Yes ☐ No
   b. If Yes, do you have a PTAL?  ☐ Yes ☐ No

CA Medical License   Expiration/Due Date

3. Is the DEA information shown correct?  ☐ Yes ☐ No
   a. Is your DEA a “Fee Waived” certificate?  ☐ Yes ☐ No

DEA Certificate   Expiration Date

Authorized to prescribe the following schedules of controlled drugs:  ☐ ALL listed or check applicable:

☐ 2  ☐ 2N  ☐ 3  ☐ 3N  ☐ 4  ☐ 5

4. Is the NPI information shown correct?  ☐ Yes ☐ No

If you do not have an NPI number, you will need to have one issued. Step by step instructions to apply:

https://meded.ucsd.edu/assets/6/File/NPI_Binder.pdf
The goal of the graduate medical education training program is to (a) provide trainees (interns, residents, and fellows) with an extensive experience in the art and science of medicine in order to achieve excellence in the diagnosis, care, and treatment of patients and (b) to establish trainee’ eligibility to participate in the relevant ABMS\textsuperscript{2} Specialty Board examination. To achieve this goal, the trainee agrees to do the following for the duration of his/her graduate medical education (GME) training at UC San Diego Health:

1. Develop and participate in a personal program of self-study and professional growth with guidance from the Medical School’s teaching staff.
2. Under the supervision of the Medical School’s teaching staff, participate in safe, effective and compassionate patient care, consistent with the trainee’s level of education and experience.
3. Participate fully in the educational activities of the residency/fellowship program and assume responsibility for participation in the teaching of more junior physicians, of medical students and students in allied health professions.
4. Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures and policies of the institution.
5. Participate in the standing committees of the Medical Staff and institutional committees, as assigned by the program director, especially those that relate to patient care review activities.
6. Develop an understanding of ethical, socioeconomic and medical/legal issues that affect graduate medical education and the practice of medicine. Learn cost containment measures in the provision of patient care.
7. Perform all duties in accordance with the established practices, procedures and policies of the institution, its programs, clinical departments and other institutions to which the resident/fellow is assigned.
8. Strict adherence to the moonlighting policies of UCSDH and to the program in which the resident/fellow is appointed.
9. Comply with the duty hour and working condition policies of UCSDH and the ACGME\textsuperscript{3} Program Requirements for the specialty in which the resident/fellow is in training.
10. Adhere to the program’s call schedule and schedule of assignment.
11. Document patient care in the medical record in a timely fashion as per Medical Staff policy.
12. Adhere to the ACGME Institutional Requirements and to the ACGME-RRC\textsuperscript{4} Program Requirements for the specialty in which the resident/fellow is in training.
13. Participate in the evaluation of the training program and its faculty.
15. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her training. These requirements may include, but are not limited to, criminal background checks, substance abuse testing, health screenings, providing additional paperwork/information, etc.
17. Adhere to UCSDH Office of Graduate Medical Education Resident Use of Email policy

\textsuperscript{1}Resident Physician – any trainee managed through the Office of Graduate Medical Education
\textsuperscript{2}ABMS – American Board of Medical Specialties
\textsuperscript{3}ACGME – Accreditation Council for Graduate Medical Education
\textsuperscript{4}RRC – Residency Review Committee
The attached appointment letter for a training position at UC San Diego Health is contingent upon the results of the signed attestation questionnaire and completion of a criminal background check. A “Yes” answer to any question other than number 1 requires a detailed explanation (attach separate pages if necessary). After review of the explanation to “Yes” answers, the offer of appointment may be withdrawn or the conditions of the offer revised.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you able to perform all of the duties and services (including procedures) required by your training program and meet all applicable programmatic standards? (If you require a reasonable accommodation please attach a separate sheet with explanation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you been treated for or had a recurrence of a diagnosed addictive disorder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you been diagnosed with an emotional, mental, or behavioral disorder that impairs your ability to practice medicine safely or to meet the programmatic standards of your specialty?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you ever been diagnosed with a neurological or other physical condition that impairs your ability to practice medicine safely or to meet the programmatic standards of your specialty?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do you have any other condition (including communicable health condition) which impairs your ability to practice medicine safely, to meet the programmatic standards of your specialty, or that poses a risk to your patients?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Do you use drugs illegally or use prescription medications not under the supervision of a licensed healthcare professional?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Regardless of the final outcome (dismissal, expunged, conviction, etc.) have you ever been charged with, convicted of, pled guilty or nolo contendere to any state or federal crime (other than minor traffic offenses)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Have you been named as a defendant in any criminal complaint or is there any criminal investigation pending in any state or foreign country against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Have you ever been convicted of any sex offense, including but not limited to any offense involving a child?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have you ever been terminated, dismissed, expelled, resigned, placed on probation, disciplined or placed under investigation, or have any limitations or special requirements been placed upon you for any reason in a prior educational experience or training program (including undergraduate, medical school, or graduate medical education)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Have you ever had a license to practice medicine or allied health profession denied, revoked, limited or placed on probation, or subject to any other disciplinary action?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Has your Drug Enforcement Administration (DEA) registration ever been denied, limited, restricted, revoked, not renewed, or subject to any probationary conditions, or have you voluntarily or involuntarily relinquished it or have you ever been notified you are the subject of an investigation that is still pending?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Have you ever been denied certification or re-certification by a specialty board?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Have any malpractice claims been filed or judgments entered against you or another entity on your behalf in a professional liability case or is a case pending?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Have you ever been enrolled in, required to enter into, or participated in a drug or alcohol treatment or recovery program or impaired practitioner program?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By my signature below, I attest that I have provided complete and truthful information and answered these questions to the best of my knowledge. I give permission to UC San Diego to verify the information provided above, or request further information or documentation. I understand that failure to comply with a request for further information may result in withdrawal of the offer of appointment or that the terms and conditions of the offer may be revised.

Signature  Date
Printed Name  Program
Provided for detailed explanation to all “Yes” answers in the UC San Diego Health House Officer Attestation Questionnaire. Please attach a separate pages as needed to fulfill this disclosure requirement.

Name

Question #
Explanations

Question #
Explanations