

## RESIDENT CONTRACT

date

«First\_Name» «Last\_Name», «Medical\_Degree»  
«Contact\_Address\_1» «Contact\_Address\_2»  
«Contact\_City», «Contact\_State» «Contact\_Zip»

### CONTRACT SUMMARY

Program: «UFCOMJ\_Program»  
Level: «Program\_Level»  
Start Date: «Program\_Start\_Date»  
Stipend: \$«Stipend».00

Dear Dr. «Last\_Name»:

The College of Medicine, University of Florida (hereinafter "the University") is pleased to offer you a position as a resident or fellow at the University of Florida College of Medicine – Jacksonville in the graduate medical education program, «UFCOMJ\_Program», in the Department of «UFCOMJ\_Current\_DepartmentDivision» at the program level «Program\_Level».

This contract describes various aspects of the graduate medical education programs for residents and fellows at the University. Trainees in such programs (residents and fellows) are hereinafter referred to as "residents." The University reserves the right to make changes without notice in the future to any aspect of these programs.

During your residency you will be required to exhibit the qualifications and talents for the specialty to which you have been accepted for graduate medical education training. For each specialty, you must possess and demonstrate critical thinking skills, sound judgment, emotional stability and maturity, empathy for others, physical and mental stamina, and the ability to learn and function in a variety of settings. You must also be able to perform the essential functions of the specialty and meet the academic standards of the curriculum.

### **Duration of Appointment and Conditions for Reappointment**

Your initial appointment will begin on «Program\_Start\_Date» and may continue for a period of up to «Program\_Years» total year(s). Your appointment will be processed by the University after you have accepted this official letter of offer, have met the conditions stated, and completed applicable registration, licensure, and proof of the right to work in the United States as required by law. We anticipate you will remain in the prescribed course of your residency until completion. However, it is understood that appointments are renewed annually and that continued retention in the training program depends on your satisfactory performance/training progress, including your adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program and the best interests of the program as determined by the Senior Associate Dean. A resident's annual reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's educational and professional achievement, competence and progress as determined by the Clinical Competency Committee under the leadership of the program director and evaluation data from teaching faculty. However, no appointment shall create any rights, interests, or expectancies of continuation beyond the term of the appointment itself. At the completion of each academic year, your performance will be reviewed and the recommendations for continuation communicated to you by the Program Director or designee. Unsatisfactory progress or performance may result in probation, non-advancement, dismissal or nonrenewal. Residents may review their evaluations with their advisor, the program director, or University representative.

The primary site of your graduate medical training will be the University of Florida, College of Medicine - Jacksonville with its major teaching hospital and affiliates, but the location of the training for any resident may occur at various additional sites. All assignments and call schedules are made at the discretion of the appropriate program director. In addition, should residency programs be closed or downsized, the University will inform the resident well in advance of such events. Every effort will be made to complete the resident's course of training or to find another site for the resident to complete training.

Residents are not automatically entitled to additional training beyond the prescribed number of years in order

to achieve board eligibility in the designated specialty. Any such extension of the residency and the required funding must be approved by the Program Director and the University's College of Medicine – Jacksonville's Senior Associate Dean for Educational Affairs/Designated Institutional Official (Director of Graduate Medical Education).

A resident who chooses to leave their Graduate Medical Education program prior to the expected date of termination is expected to extend professional courtesy to their current program director by providing no less than six-week notice of their intent to vacate their current training position. The final evaluation will note a professionalism deficiency if the required notice is not received.

Residents are required to take USMLE Step 3 or COMLEX Level 3 during their first year of appointment. Failure to pass will lead to the implementation of a remediation plan. Failure to pass by the end of your second year of appointment will result in non-renewal.

### **University of Florida College of Medicine - Jacksonville Policies and Procedures for Grievances and Due Process, Suspension, Non-renewal, or Dismissal of a Trainee**

The University makes policies and procedures available to all trainees in regards to grievances, suspension, non-renewal or dismissal of a trainee accessible on the Resident Manual on our website: <https://hscj.ufl.edu/resman/>. The Resident Policy and Procedure Manual links to all the policies and processes governing housestaff. Housestaff will find a comprehensive grievance policy and due process policy on the website. The grievance policy is available on the University's website at: [http://www.hscj.ufl.edu/resman/manualpdfs/Grievance\\_Policy.pdf](http://www.hscj.ufl.edu/resman/manualpdfs/Grievance_Policy.pdf) the due process policy is available at: [http://www.hscj.ufl.edu/resman/manualpdfs/Due\\_Process\\_Policy.pdf](http://www.hscj.ufl.edu/resman/manualpdfs/Due_Process_Policy.pdf).

### **Resident Responsibilities**

The position of resident involves a combination of supervised, progressively more complex and independent patient evaluation, management functions and formal educational activities. Among a resident's responsibilities in a training program of the University are the following:

- 1) To meet the qualifications for resident eligibility outlined in the Essentials of Accredited Residencies in Graduate Medical Education in the AMA Graduate Medical Education Directory or the Specialty Guidelines of the American Dental Association's Council on Dental Accreditation;
- 2) To develop a personal program of self-study and professional growth with guidance from the teaching staff;
- 3) To provide safe, effective, and compassionate patient care, commensurate with the resident's level of advancement, responsibility, and competence, under the general supervision of appropriately privileged attending teaching staff in accordance with the specific published supervision policies of the University (as contained in the Resident Policy and Procedure Manual);
- 4) To participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other residents and students;
- 5) To participate in institutional orientation and educational programs and other activities involving the clinical staff;
- 6) To submit to the program director confidential written evaluations of the faculty and the educational experiences;
- 7) To participate on institutional committees and councils to which the resident is appointed or invited, especially those that relate to their education and/or patient care;
- 8) To adhere to established practices, procedures, and policies of the University and of those applicable from affiliated institutions.
- 9) **Licensure:** All residents are required to comply with state licensure requirements for physicians in training. Residents must hold before the start date of training either a valid unrestricted Florida medical or dental license or be registered with the Florida Board of Medicine/Board of Osteopathic Medicine/Board of Dentistry for a Training License or Dental Residency Permit. Failure to meet applicable eligibility requirements without delay and obtain and maintain a training license/permit or a valid unrestricted Florida license may result in one or more of the following, up to and including dismissal from the training program:
  - delay or revocation of appointment
  - preclude advancement to the next program level
  - preclude continuation in the program
  - disciplinary action for non-academic deficiency

An unrestricted Florida license is not required of residents; however, should a resident obtain an unrestricted medical license in Florida, it is solely his/her responsibility to maintain active status with the Medical/Dental Board, including timely renewal and payment of all associated fees.

- 10) USMLE/COMLEX: Individuals entering residency training programs are required to have passed USMLE Steps or COMLEX Levels 1 and 2 (both components) as a condition of appointment. Individuals entering fellowship training

programs are required to have passed USMLE Steps or COMLEX Levels 1, 2 (both components), and 3 as a condition of their appointment.

- 11) Confidentiality: All residents have an obligation to conduct themselves in accordance with the confidentiality policies of the University and its primary teaching hospital, Shands Jacksonville Medical Center d/b/a/ UF Health-Jacksonville. Failure to follow these policies may be cause for immediate dismissal.
- 12) Background Checks: Your acceptance and continued participation as a resident in the graduate medical education program is contingent upon the results of a level II criminal background check with fingerprinting.
- 13) OIG/SAM Checks: Your acceptance and continued participation as a resident in the graduate medical education program is contingent upon your eligibility to participate in Medicare, Medicaid, Tricare or other Federal health care programs. A check will be performed of the U.S. Department of Health and Human Services Office of Inspector General (OIG) list of excluded individuals and the System for Awards Management (SAM), formerly GSA excluded parties list system, as part of your appointment process. If your name appears on the OIG or SAM excluded party lists or if you are at any time excluded from participation in Medicare, Medicaid, Tricare or other Federal health care programs or are convicted of a criminal offense related to the provision of health care items or services, your participation as a resident in the graduate medical education program may be terminated immediately.
- 14) Case Documentation: Documentation of clinical experiences, cases and/or procedures is mandated by the Residency Review Committees. Residents who do not maintain accurate case documentation may not advance to the next level of training or be allowed to complete their program until compliance is achieved.
- 15) To develop competencies in:
  - Patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health
  - Medical knowledge about established and evolving biomedical, clinical, and cognate sciences and the application of this knowledge to patient care
  - Practice-based learning and improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care
  - Interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and other health professionals
  - Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
  - Systems-based practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value
- 16) To comply with duty hours assignments consistent with patient safety, educational requirements and personal development as outlined in departmental and institutional policies.

### **Financial Support**

**Stipend:** Each resident is given a stipend to pursue the resident's graduate medical education in an amount appropriate to the resident's level of function in the program. Stipend levels are reviewed annually by the Graduate Medical Education Committee of the College of Medicine - Jacksonville and recommendations for changes are subject to approval by University's Dean of the College of Medicine - Jacksonville. Stipend levels begin on July 1 of each contract year and are paid biweekly. Residents are eligible to defer up to 20% of income in a 403(b) plan via payroll reduction. The current housestaff stipend for program level «Program Level» is \$«Stipend».00.

Living quarters, meals, laundry, and other such expenses are the resident's responsibilities. In some cases and at the discretion of the University, a meal subsidy may be issued to the resident when the resident is assigned in-house call on nights and weekends; similarly, living quarters may be provided during some rotations outside of the primary location of the program.

**Health, Life and Disability Insurance, Worker's Compensation Insurance:** Health insurance is provided at no cost to the resident and his/her family effective immediately upon the first recognized day of appointment; basic life and both short-term and long-term disability insurance are provided at no cost to the resident. If a resident suffers a work-related injury, the resident is generally covered under the workers' compensation program of the University provided the resident complies with the requirements of the worker's compensation program. Additional life and disability insurance is available for purchase by the resident during the initial appointment process or annual benefit enrollment period.

You may be required to report for orientation before the first day of insurance eligibility. Per ACGME institutional requirements, information regarding the purchase of interim health and disability insurance coverage is available to you for purchase. This information can be found in the benefits section of your appointment packet.

#### **Other Benefits**

**FICA Alternative Plan:** As a resident, you are automatically enrolled in the University of Florida's FICA Alternative Plan. Under the provisions of this retirement plan, instead of paying 6.2% social security taxes post-tax, you will contribute 7.5% of your pre-tax wages into an investment account in your name. Medicare contributions at 1.45% will continue to be withheld from your biweekly paychecks and will be matched by the University of Florida. Information regarding this program is available at: <https://benefits.hr.ufl.edu/retirement/fica-alternative-plan/>

**Confidential Counseling/Resident Assistance Program (RAP):** The University has confidential onsite counseling services available through the Center for Healthy Minds and Practice (CHaMP). The CHaMP contact number is 904-244-8332. The Resident Assistance Program through ComPsych is another resource available to trainees. The University also provides an educational program for residents regarding physician impairment, including substance abuse. The Resident Policy and Procedure Manual provide details of coverage for psychological support services that are available including confidential services through the Duval County Medical Society (DCMS). Contact information is available on the University's website at: [http://www.hsci.ufl.edu/resman/manualpdfs/Resident\\_Assistance\\_Counseling\\_Program.pdf](http://www.hsci.ufl.edu/resman/manualpdfs/Resident_Assistance_Counseling_Program.pdf)

**Professional Liability Coverage:** As a participant in a clinical graduate medical education program of the University, a resident is a trainee of the University of Florida Board of Trustees (UFBOT), the State of Florida agency that operates the University of Florida. Under Section 768.28, Florida Statutes, residents are personally immune from civil liability for any injury or damage suffered by a patient as a result of negligence occurring while residents are acting within the course and scope of their appointment. The UFBOT is responsible for any civil claims or actions arising from the negligent acts of its residents, employees and agents, including residents in University graduate medical programs.

The University of Florida J. Hillis Miller Health Center/Jacksonville Self-Insurance Program (SIP), a self-insurance program established by the Florida Board of Governors pursuant to Florida Statutes Section 1004.24, provides professional liability protection to the UFBOT and Shands Jacksonville Medical Center, Inc. (SJMC) d/b/a UF Health-Jacksonville, for incidents in which patients suffer bodily injury, personal injury, or property damage caused by the negligence of UFBOT residents.

SIP also affords residents professional liability protection when residents act in the role of a "Good Samaritan", when involved in community service work that has been pre-approved by the University, and when serving on a University educational assignment outside of Florida. In light of the benefits of immunity provided by law, residents, while performing their duties must identify themselves at all times as UFBOT trainees. Accordingly, residents must wear the University ID badge at all times while participating in the graduate medical education program.

**Institutional Leave Policy:** A comprehensive leave policy is outlined in the Resident Policy and Procedure Manual and includes compensated and uncompensated leave, temporary military duty, absences pertaining to education and training, and maternity/paternity leave. All leave requests must be approved by the program director. The total time allowed away from a graduate medical education program in any given year or for the duration of the graduate medical education program will be determined by the requirements of the specialty board involved. If leave time is taken beyond what is allowed by the University or the applicable specialty board, the resident is required to extend his or her period of activity in the graduate medical training program accordingly in order to fulfill the appropriate specialty board requirements for the particular discipline. The resident will be paid for extended training time if funds are available at that time.

A resident will accrue fifteen (15) days of annual leave each academic year, or in proportion to their expected participation in the training program. Residents may carry over up to ten (10) unused annual leave days to a new academic year, as consistent with the academic departmental policy of the University; however, such carry-over must be approved by the program director and annual leave accrued may not exceed twenty-five (25) workdays per academic year. Unused annual leave is considered non-reimbursable. Residents taking a non-medical leave of absence from the training program are not automatically guaranteed re-entry into the training program.

A resident will accrue ten (10) days of sick leave each academic year, or in proportion to their expected participation in the training program. The resident may use sick leave for death, or in special cases, serious illness in the immediate family (spouse, parents, brothers, sisters, children, grandparents, and grandchildren of both resident and spouse). Residents may carry over up to five (5) unused sick leave days to a new academic year, as consistent with the academic departmental policy of the University; however, such carry-over must be approved by the program director and sick leave accrued may not exceed fifteen (15) workdays per academic year. Unused annual leave is considered non-reimbursable.

**Medical Requirements:** Prior to your appointment as a resident, you are required to complete a University pre-

appointment health screening questionnaire. In addition, screening of the resident for infectious diseases, prophylaxis/treatment for exposure to communicable disease, and immunizations will be provided by the University or through arrangements with other health providers. The resident will have documentation of immunity to measles, mumps, hepatitis B, rubella and varicella (chicken pox); the resident will be required to have periodic tuberculosis skin tests. The resident must comply with the infection control policies and procedures of the institutions where the resident is assigned. A resident must meet the technical standards set by the College of Medicine and his/her respective program.

**Americans with Disabilities Act:** The University of Florida, under the guidelines of ADA and 504 Federal Legislations, is required to make reasonable accommodations for known physical or mental limitations of otherwise qualified individuals with disabilities. For more information or assistance, contact the ADA Office at (352)273-1094 or online at <http://www.ehs.ufl.edu/programs/ada/>.

**Policies Regarding Sexual or Other Forms of Harassment:** Complaints of sexual or other forms of harassment will be handled in accordance with the specific published policies of the University of Florida and the College of Medicine (as contained in the Resident Policy and Procedure Manual). These policies are available on the University's website at: <http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/>.

**Physician Impairment and Substance Abuse:** The University of Florida is a Drug Free Workplace, as defined on the University website <http://hr.ufl.edu/manager-resources/policies-2/drug-free/>. Violations can result in disciplinary action up to and including termination. A violation may also be reason for evaluation and treatment of a drug and/or alcohol disorder or referral for prosecution. In addition to any disciplinary action, residents identified as such will be referred to the Professionals Resource Network (PRN). The Florida Medical Practice Act (F.S. 458) rule calls for all licensed practitioners to report to the appropriate authority any reasonable suspicion that a practitioner is impaired to practice. The legislation provides for therapeutic intervention through the Professionals Resource Network (PRN). This organization works closely with the State Board of Medicine and is recognized as the primary method of dealing with physician impairment in the state. Faculty, staff, peers, family or other individuals who suspect that a resident is suffering from a psychological or substance abuse problem are obliged to report such problems. Reporting can be directly to the PRN or to the program director, Chairman, or Senior Associate Dean for Educational Affairs. Residents suspected of impairment will be relieved of all patient care responsibilities. Early involvement of the PRN is essential. All referrals are confidential. If the PRN feels intervention is necessary, they handle the situation and provide for treatment and follow-up. Residents can only return to clinical duties with the approval of the PRN. Reentry into the Program is not automatic. The PRN maintains contact with the program director about residents in the program of recovery.

**Disclaimer or Resident Assertions; Intellectual Property Agreement:** The resident agrees that, unless approved by the University's Chair, all materials compiled or published by the resident relative to training and experiences received at the University and its affiliated hospitals, or arising from participation in training, patient care, or research pursuant to this agreement, will clearly state that the opinions or assertions contained therein are those of the resident and not those of the University. Pursuant to the University's rules, the resident must execute the University's Intellectual Property Agreement during the appointment process.

**Outside Professional Activities:** The Resident Policy and Procedure Manual provides residents with links to all the policies and processes governing housestaff. Housestaff will find a comprehensive outside activities policy and moonlighting policy on the website. The outside activity policy is available on the University's website at: [http://www.hscj.ufl.edu/resman/manualpdfs/Outside\\_Activities\\_Policy\\_COMJ.pdf](http://www.hscj.ufl.edu/resman/manualpdfs/Outside_Activities_Policy_COMJ.pdf) and the moonlighting policy is available on the University's website at: [http://www.hscj.ufl.edu/resman/manualpdfs/Moonlighting\\_Policy\\_Procedure.pdf](http://www.hscj.ufl.edu/resman/manualpdfs/Moonlighting_Policy_Procedure.pdf).

**Certificate of Completion:** A certificate of graduate medical training will be issued to a resident on the recommendation of the University's appropriate Chair and Program Director only after satisfactory completion of service, educational requirements, and fulfillment of all other obligations and debts. Access to information about Board eligibility and examinations may be found on the American Board of Medical Specialties website at: <http://www.abms.org/>.

**Medicaid Credit Balance:** Your signature below affirms that you have diligently inquired and to your knowledge you have no outstanding Florida Medicaid credit balances that you incurred prior to your appointment with the University of Florida that would in any way bar or delay Florida Medicaid reimbursement for your services rendered with the University of Florida. If any such credit balances are revealed at any time and results in the University of Florida being unable to collect from Florida Medicaid reimbursement for services you render on behalf of the University of Florida, you will be considered to have failed to effectively maintain eligibility with that program, which is a condition of your appointment. Should such an event occur and should you fail to promptly resolve the credit balance issue to

the satisfaction of the University of Florida, you will be subject to immediate termination of your appointment with the University of Florida.

Florida Medicaid Provider Services  
(877) 254-1055

Website: <https://ahca.myflorida.com/medicaid/Operations/assistance/index.shtml>

**Federal Levy Program:** The Taxpayer Relief Act of 1997, Section 1024, authorized the Centers for Medicare and Medicaid Services to reduce certain federal payment, including Medicare and Medicaid payments, in order to allow collection of an employee’s overdue federal debts. Please be aware that if any such overdue federal debts are revealed at any time during your appointment with the University of Florida resulting in the university being unable to collect Medicare or Medicaid reimbursement for your services, you will be considered to have failed to effectively maintain eligibility with that program, which is a condition of your appointment. Should such an event occur and should you fail to promptly resolve the personal overdue debt issue to the satisfaction of the University of Florida, you will be subject to immediate termination of your appointment with the University of Florida.

**HIPAA Statement:** All University of Florida Health Science Center employees are required to sign a statement agreeing to maintain the confidentiality of protected health information. Enclosed is a copy of the University of Florida’s confidentiality statement. Please read, sign and return the confidentiality statement with your appointment packet. All University of Florida Health Science center employees also are required to complete specialized training regarding privacy and security that involves HIPAA general awareness and Principal Investigator training, as applicable. Arrangements will be made to assist you with accessing this on-line training following your arrival at the university. Please be aware that all Health Science Center employees are required to complete the confidentiality statement and on-line privacy and security training on an annual basis.

**Appointment Eligibility:** This offer and your active appointment status are contingent upon your eligibility to work under the provisions of all applicable immigration laws and regulations including the Immigration Reform and Control Act of 1986, as amended, and you’re providing the necessary documents to establish identity and employment eligibility to satisfactorily complete U.S. Citizenship and Immigration Services’ Form I-9. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of appointment, you must complete Section 1 or Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law; your appointment will be terminated until you can provide such documentation. A list of acceptable documents to establish identity and employment eligibility can be found online by following this link <http://hscj.ufl.edu/college-of-medicine/administrative-affairs/FrequentlyUsedForms.aspx> and clicking the I-9 form.

This contract is contingent upon the completeness and accuracy of the appointment documents prepared and submitted by you. Falsification of any of the appointment documents, or failure to meet eligibility requirements constitutes cause for non-appointment or termination. This contract, in conjunction with University rules, policies and procedures, governs the relationship between the University and you. This contract constitutes the entire agreement between the parties and supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties.

Incorporated herein are policies that govern University of Florida College of Medicine - Jacksonville residents. In signing this resident contract, you agree to fully comply with all such policies and provisions, and indicate your acceptance of this position. Please retain a copy of this document for your records and return the original, signed by you, to the Program Director with your appointment packet materials by the requested deadline. We welcome you to the University of Florida College of Medicine - Jacksonville.

Sincerely,

Accepted:

_____	_____
«Program_Director_First_Name» «Program_Director_Last_Name», «Program_Director_Credentials»	Date
«First_Name» «Last_Name», «Medical_Degree»	Date
Program Director	Resident/Fellow