GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 08

A. SUBJECT: Employment

B: EFFECTIVE DATE: April 16, 2014 (R)

C: POLICY: Policy on Conditions of Employment

The University of Virginia Health System and the Office of Graduate Medical Education hereby establish as a condition of appointment for graduate medical trainees, the following provisions regarding both an initial appointment and reappointments.

Initial Appointment
1. All candidates for programs (applicants who are invited for an interview) must be informed, in writing or electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations, parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the graduate medical trainee and their families; and the conditions under which the Sponsoring Institutions provides call rooms, meals, laundry services, or their equivalents (IR IV. A.3)

2. The Sponsoring Institution and the program directors must assure that trainees are provided with a written agreement of appointment/contract (i.e. GME Contract) outlining the terms and conditions of their appointment to a program (IR IV. B. 1).

Appointment Renewal
1. Trainees will be reappointed based on successful completion of level-appropriate program requirements as determined by the Program Director and program faculty.

2. All programs must submit the appropriate reappointment documents as regulated by the GME Office.
3. All graduate medical trainees being reappointed must complete the appropriate reappointment paperwork and contract, NetLearning Modules, and obtain TB Testing (by the end of their birth month).
4. Instances of trainee non-renewal are governed by GMEC Policy No. 04.
5. Additionally, all trainees must abide by Medical Center Policy No. 0283-
Behavioral Code of Conduct and HR Policies 701-Employee Standards of
Performance and 104-Conditions of Employment.

6. All appointments and reappointments must be in compliance with GME
Policy #7, passing USMLE Steps 1, 2, 3.

The Graduate Medical Education Office and the Graduate Medical Education
Committee will review and revise this policy contingent upon any revisions to the
Medical Center Policies and/or the Accreditation Council for Graduate Medical
Education (ACGME).

Reviewed/Approved:

Graduate Medical Education Committee: May 31, 2007
GMEC Policy Subcommittee Reviewed: February 10, 2011
GMEC Policy Subcommittee Reviewed: April 12, 2011
GMEC Reviewed / Approved: April 20, 2011
GMEC Policy Subcommittee Reviewed: April 08, 2014
GMEC Reviewed / Approved: April 16, 2014