

GME Trainee Information

The information provided below represents a brief summary of current policies and procedures, benefits, and responsibilities. All Trainees will be notified, in writing, of any changes in the following benefits and policies. As a condition of your appointment, you agree to be familiar with the current versions of and abide by all applicable policies and procedures governing your training.

Professional Liability Insurance: All Trainees of the University of Virginia Medical Center are provided malpractice insurance. This policy provides coverage for alleged acts of medical negligence (both commission and omission) only if the alleged negligent act was performed in the scope of employment at the University of Virginia Medical Center or one of its affiliated health care facilities. Coverage is not extended for employment opportunities which you seek or arrange on your own (i.e., moonlighting). An informational certificate of coverage is located at: <http://www.healthsystem.virginia.edu/internet/housestaff/liabilitycert.cfm>

Health Insurance: Medical coverage is provided through Southern Health Point of Service (POS) or Southern Health Preferred Provider Organization (PPO). Effective January 1, 2010. <http://www.southernhealth.com>

Premium Costs: (2012)

POS requires no monthly premium payment.

The PPO requires payment of a monthly premium as follows:

- \$8.42 single coverage
- \$17.61 employee + 1 coverage
- \$23.91 family coverage

Disability Insurance: This is provided for all Trainees at no cost through UNUM. For both partial and full disability, UNUM pays 70% of current salary, up to \$8,000 a month after a 90-day exclusionary period.

Life Insurance: This is provided for all Trainees at no cost through The Guardian, which provides coverage at 1.5 times salary up to \$100,000.

Each individual is responsible for completing the necessary enrollment forms within the required timeframe. There is a 30 day window in which to submit initial application and any subsequent plan changes that are the result of any qualifying events (birth of a child, change in marital status, etc).

Vacations, Parental, Sick and Other Leaves of Absence: Trainees should be allowed three weeks of vacation time (unless otherwise specified by their department chair) and up to fourteen (14) calendar days of sick leave time per year, subject to the approval of the department chair and/or program director. Beyond this, exceptional cases will be considered on an individual basis. In this regard, up to twenty-eight (28) calendar days of additional leave time may be granted only when both the DIO and Program Director and Chair agree that the circumstances are exceptional. The complete policy is available on the GMEO website. The effect of leave(s) on your ability to complete your program or satisfy eligibility for board certification can be found at <http://www.healthsystem.virginia.edu/internet/housestaff/effectofleave.cfm>.

Physician Wellness Program: The pressures and demands of medical training can be stressful to the individual both inside the work environment and outside of it. Evaluation and treatment services are available for Trainees through a number of resources. Should services be desired, contact the GMEO or the Employee Assistance Program, <https://www.healthsystem.virginia.edu/internet/feap>. The GMT Manual contains policies addressing physician impairment.

Sexual and Other Forms of Harassment: The medical center is committed to providing a work environment that is free of harassment, intimidation or retaliation in any form. Insulting words, jokes or actions based on an individual's sex, race, ethnicity, age, religion, sexual orientation, disability or any other legally protected characteristic will not be tolerated. The University of Virginia policy can be obtained in the GMEO or on the web at: <http://www.hr.virginia.edu>.

Conditions for Reappointment and Policy for Non-Renewal: The Policy on Non-Renewal governs the appropriate procedure and guidelines in effect should a Trainee's contract not be renewed. In the event that a trainee fails to meet program requirements for a given academic year, a reappointment contract for the subsequent year, even if fully executed, will not be honored.

Assessment of Performance and Grievance Procedure and Due Process: The Assessment of Performance Policy governs the qualification of trainees to remain in their training programs, and its provisions shall apply in all instances in which such qualification and/or certification is at issue. The Grievance Policy and procedure provide a mechanism for resolving disputes and complaints that may arise between a trainee and his/her program director or other persons involved with the administration of the educational program. Both policies are located in the GMT Manual. Every Trainee has the right to due process.

Closures and Reductions: The Policy on Reduction in Program Size or Closure, in the GMT Manual, governs the appropriate procedures and guidelines in effect should either of these situations occur.

Federal Health Care Program Exclusions: Individuals: 1) who are listed as excluded on the Department of Health and Human Services Office of the Inspector General's "List of Excluded Individuals/Entities" or on the General Services Administration "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" or 2) who have been convicted of a crime related to the provision of health care items or services for which one may be excluded under 42 USC 1320a-7(a) (an "excludable crime", i.e., criminal offenses related to governmentally financed health care programs, including health care fraud; criminal abuse or neglect of patients; or felony controlled substance convictions related to the provision of health care) cannot provide patient care reimbursable under federal health care programs (e.g., Medicare and Medicaid) and are subject to suspension with or without pay and/or dismissal from the UVA residency/fellowship program. Graduate Medical Trainees must immediately notify the GMEO if they receive, or have received prior to enrollment in the program, any notice of exclusion or proposed exclusion.

Disability Accommodation: The Medical Center is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. <http://www.hr.virginia.edu>.

Parking: Reserved parking is available to all Trainees at a monthly cost of \$85.00/month. Lot availability and assignments are made based on clinical responsibilities.

\$1020 Annual Cash Benefit: All Trainees are provided a cash benefit that is intended to be used for reimbursement of UVA parking fees; however, the benefit may be used for reimbursement of other expenses. The cash benefit is added to Trainee earnings via a bi-weekly payroll adjustment. The cash benefit is applied to 24 pay periods and is received as a fixed amount (\$42.50/pay period), which is added to gross income. There are actually 26 pay periods in this time frame, but two pay periods are considered non-deductions, and the benefit is not applied. If the benefit is applied for UVA parking reimbursement, the benefit is not taxed.

Uniforms and Laundering of Uniforms: Two white coats are provided to each trainee at the beginning of training. Laundering of these coats is offered at no cost through Linen Services. Laundering will not be provided for personal coats, or more than the two coats assigned.

On-Call Meal Money: Some Trainees are provided a meal allowance which is a predetermined amount based on total call hours logged into New Innovations. This is reviewed annually by the Housestaff Council.

On-Call Rooms: These are provided to all services based on need/usage. The call room suite is located on the Zero Level of the Main Hospital, East. There are, additionally, some call rooms on the floors assigned to specific services.

Graduate Medical Trainee Lounge: A lounge for Trainees only is located in the Call Room Suite on the Zero Level of the Main Hospital, East.

Gym Facilities: A small gym, with cardiovascular and weight equipment as well as shower facilities, is available to Trainees only and is located in the Call Room Suite on the Zero Level of the Main Hospital, East.

University Intramural Facilities: Trainees are eligible to purchase a University Intramural Pass at a cost of \$260.00 per year. (The normal cost for the annual membership is \$310 per year, less a \$50 subsidy given to University employees.) This subsidy is given only to employees. Spouses are not eligible for the discount, but are able to apply for membership at the annual rate of \$310.

Copy Card: One 350-count copy card is provided to each Trainee per year by the GMEO upon request.

Prescription Pads: Most prescriptions are issued through EPIC, our electronic medical record system. The GME Office can provide generic prescription pads to Trainees reflecting pre-assigned hospital identification number, and DEA number as needed upon request.

Library Resources: The Claude Moore Health Sciences Library provides numerous resources for Trainees, including MEDLINE, Computer Lab, etc. (<http://www.hsl.virginia.edu/>)

Moonlighting: The Graduate Medical Education Committee of the University of Virginia Medical Center believes that moonlighting by Trainees is generally inconsistent with the educational objectives of their training. However, programs may elect to allow their trainees to pursue moonlighting activities on a case-by-case basis. PGY1s are not allowed to moonlight, per ACGME requirements, and the GME Policy on Moonlighting. Moonlighting requires the completion of an application, which must be approved by both the Program Director and DIO. All hours spent moonlighting must be logged into New Innovations and are counted towards the required duty hours limits. Please refer to the Policy in the GMT Manual on the GMEO website.

High Risk/Safety Sensitive Drug and Alcohol Screening: The University of Virginia has a vital interest in providing a safe environment for its students, employees, patients, and visitors. It is the intent and goal of University policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment. This policy authorizes drug and alcohol testing of University personnel performing in safety-sensitive positions when there is reason to be concerned for drug or alcohol use. This policy can be obtained in the GMEO or on the web at: <http://www.hr.virginia.edu>

Duty Hours: The GMEO requires all ACGME and non-ACGME training programs to participate in the documentation of duty hours in New Innovations, to ensure trainees are not being placed at risk for fatigue, and to document compliance with each program's

individual Residency Review Committee (RRC) and all ACGME regulations. Please refer to both the Institution's Duty Hours Policy (in the GMT Manual on the GMEO website) and all relevant program Duty Hours Policies.

Restrictive Covenants: Neither the Sponsoring Institution nor its programs may require Trainees to sign a non-competition guarantee.

STATEMENT OF TRAINEE RESPONSIBILITIES

Trainees agree to demonstrate an understanding and acceptance of their personal role in the following:

- **Assurance of the safety and welfare of patients entrusted to their care;**
- **Provision of patient and family centered care;**
- **Assurance of their professionalism and fitness for duty;**
- **Management of their time before, during and after clinical assignments; recognition of impairment, including illness and fatigue, in themselves and their peers;**
- **Attention to lifelong learning;**
- **The monitoring of their patient care performance improvement indicators; and,**
- **Honest and accurate reporting of duty hours, patient outcomes and clinical experience data.**

Further, trainees will:

- **Participate fully in the educational and scholarly activities of the residency program and, as required, assume responsibility for teaching and supervising other residents and medical students;**
- **Participate in institutional programs, committees, councils, and activities involving the medical staff as assigned by the program director, and adhere to the established policies, procedures, and practices of the sponsoring organization and its affiliated institutions;**
- **Participate in the evaluation of the program and its faculty;**
- **Develop an understanding of ethical, socioeconomic, and medical legal issues that affect the practice of medicine;**
- **Apply cost containment measures in the provision of medical care;**
- **Keep charts, records, and reports up-to-date and signed at all times; and**
- **Adhere to institutional and program policies and procedures and to the requirements of affiliated training sites.**

You will be required to attend UVA Medical Center Orientation (June 17 & 18, 2013 for PGY1 or June 27 & 28, 2013 for PGY2 and above). Your Salary and Benefits will start on the first day of the orientation you attend. Should you be unable to attend Orientation on either of these two dates, you will be required to complete an alternate Orientation experience prior to assuming clinical responsibilities.