

**SUMMARY OF TERMS AND CONDITIONS OF THE POST GRADUATE TRAINING
AGREEMENT FOR RESIDENT/FELLOW PHYSICIAN HOUSE STAFF OF UPMC
MEDICAL EDUCATION (UPMC ME)**

Each Resident/Fellow Physician appointed and receiving training as a “House Officer” through the UPMCME must sign a contractual agreement that describes the terms, conditions, obligations and expectations concerning such appointment. The following information provides a summary of significant aspects of that appointment and contractual agreement.

Appointment Term: The House Officer is appointed to the position of Resident on the House Staff of a specific Residency Program of the UPMC ME for the maximum term of one year. Reappointment is dependent upon Residency Program determination of the House Officer’s performance during the appointment term as being at least satisfactory.

Policy and Regulatory Compliance: This appointment is subject to and contingent upon compliance with the Graduate Medical Education Policies and Procedures of the UPMC ME, as well as any rules and regulations promulgated under those policies and any applicable federal, state, and local laws and regulations. Please see the UPMC ME website www.upmc.com/gme for more information.

Residency Program: The UPMCME will provide a training program consistent with the "Essentials of Accredited Residencies" adopted by the Accreditation Council on Graduate Medical Education, published by the American Medical Association or similar requirements of the American Osteopathic Association, the American Dental Association or the Council on Podiatric Medical Education, as applicable.

HOUSE OFFICER RESPONSIBILITIES

Program Services: The House Officer will perform the services required by the training program, under the supervision of the Program Director and Residency Program faculty and at a level of achievement consistent with the standards set by the Residency Program.

Licensure Compliance: The House Officer will always act in conformity with applicable federal, state and local laws and regulations applicable to the practice of medicine and operation of medical facilities.

Rotation: While assigned to a rotation at affiliated hospitals, the House Officer will comply with the policies and regulations in effect at the affiliated hospitals, specifically including without limitation HIPAA and other patient confidentiality laws, as well as all UPMC policies.

Medical Records: The House Officer will complete in a timely fashion the medical records that are his/her responsibility.

Defense of Claims: The House Officer agrees to cooperate with the investigation and defense by the UPMCME or its insurance carrier of any incident, claim or lawsuit which may arise in connection with patient care activities taking place during the term of this appointment, whether or not the House Officer is a named defendant. In the event that the House Officer is served with a summons or a subpoena pertaining to the UPMC ME, or any of its affiliated entities or its other respective officers or employers, he/she will promptly notify the UPMCME Graduate Medical Education Office or the UPMC Risk Management Department. These obligations will survive the expiration or termination of the House Officer's appointment with UPMC ME.

Dual Employment/Moonlighting: The House Officer is required to notify his/her Department in advance of any proposed employment outside of the UPMCME, and the number of hours devoted to such employment. The House Officer is prohibited from working additional hours as a physician rendering patient care services elsewhere without prior approval from his/her Department, or if such dual employment would cause him/her to exceed the maximum number of work hours permitted by UPMC ME's policy on Duty Hours and the Accreditation Council for Graduate Medical Education (ACGME) regulation. Any failure to comply with this provision will be deemed a material breach of this Appointment Agreement, and may cause the House Officer to be subject to disciplinary action.

Pre-employment Responsibilities: The House Officer must satisfactorily complete a pre-employment test to rule out the use of non-approved substances under applicable UPMC policies and practices supporting a drug and alcohol free work environment. The House Officer must also satisfactorily complete employment, reference, criminal history and other standard UPMC background checks under applicable UPMC policies and practices.

FINANCIAL SUPPORT AND BENEFITS

PGY- Financial Support: The House Officer's annual financial support can be found on the UPMCME website for the specific PGY appointment each appointment year and will be payable bi-weekly through direct deposit into the House Officer's bank account. If the House Officer accepts an assignment during which he/she is supported financially or paid by another institution, a grant, or a fellowship, etc., he/she will not receive financial support from the UPMC ME for that period.

Health and Dental Insurance: The House Officer is eligible for individual or family health insurance programs offered under the UPMC ME group plans. The health insurance benefit begins on the resident/fellow's first recognized day of training in the residency/fellowship program. The House Officer will pay any applicable premiums by payroll deduction.

Short Term Disability: Benefits are available for a maximum of 180 days of total disability during a 52 consecutive week period.

Long Term Disability: Long-term disability insurance is available after a disability extends beyond 180 days. The program provides a monthly benefit of 60% of basic monthly financial support up to a maximum of \$3,000. Coverage becomes effective on the first day of the month following employment.

Life Insurance: The House Officer is provided basic term life and accidental death and dismemberment (AD&D) insurance coverage equal to his/her base annual salary. (S)he may purchase additional protection for her/himself and eligible family members.

Professional Liability Insurance: The House Officer will be covered on an occurrence basis, with total limits of \$1million per occurrence \$ 3 million aggregate under the insurance program of the UPMCME and the Pennsylvania catastrophic fund for claims arising out of duties performed within the scope of training in the UPMC ME.

Savings Plan: The House Officer is permitted to contribute to the Savings Plan on a pretax and/or after-tax basis up to the annual IRS limits. UPMCME matches a portion of your contributions.

OTHER BENEFITS

The Resident and Fellow Assistance Program (RFAP) provide a confidential resource to House Officers who may be experiencing personal problems. The RFAP will help to identify and explore alternative solutions to problems that may be emotional, financial, legal, and marital or substance related.

While on a regularly scheduled 24-hour call at hospitals within the UPMC ME, a subsidy for evening meals will be provided along with availability of an on-call room with housecleaning services.

Tuition Assistance

UPMC provides full-time and flexible full-time staff up to \$3,000 per academic year for programs offered at an accredited college or university, provided studies are relevant to a career within the UPMC system. This benefit is subject to taxes including federal, state, and local.

VOLUNTARY BENEFITS

- AFLAC Personal Accident, Personal Recovery, and Personal Cancer Protection
- Permanent Universal Life Insurance (UNUMProvident)
- ARAG Legal Insurance Plan (Professional legal help to protect yourself and your family from legal difficulties)

LEAVE OF ABSENCE POLICY

Each Program Director serves as the key resource on specialty board examinations and materials for application and preparation. Therefore the Program Director should be contacted by the House Officer to confirm the effect that a leave of absence, for any reason, will have on their ability to satisfy criteria for completion of the residency or fellowship program.

Paid Time Off (PTO):

UPMC recognizes the need for staff members to receive time off for vacation, sickness, holiday or personal time. In order to ensure the delivery of quality patient care, UPMC requires advance scheduling of time off whenever possible. To meet these objectives, UPMC provides staff members based in domestic locations with paid time off (PTO) by UPMC policy. PTO does not include bereavement time, jury duty, or military leave.

Vacation Leave (PTO): The House Officer may receive up to a maximum of three weeks leave time (21 days, including weekends) per academic year, to be scheduled by agreement with the Program Director. (varies by department)

Sick Leave (PTO): Sick leave may be arranged at the discretion of the Program Director, in accordance with applicable law.

Professional Leave: The House Officer may receive time off to attend a professional conference to be arranged at the discretion of the Program Director.

Family and Medical Leave of Absence: The House Officer is eligible for Family and Medical Leave of Absence (FMLA) as set forth by the Federal government. All leave requests must be approved by the House Officer's Program Director to ensure all program requirements can be met to satisfy completion of the program.

RESIDENCY PROGRAM GENERAL POLICIES OVERVIEW

Residency Program Credit: Credit for completion of the program year and certification of completion of a terminal program year is contingent upon satisfactory performance, in accordance with the requirements of the House Officer's Residency Program.

Disciplinary Action/Probation Suspension or Termination: The House Officer may be placed on probation, suspended or have his/her appointment terminated by the UPMC ME, for breach of the terms of this Agreement by the House Officer. Any such suspension or termination will be carried out in accordance with UPMCME procedure.

Grievances Appeals and Discipline: If a House Officer feels that he/she is being treated in a manner that is inconsistent with the treatment of other house officers, and he/she feels that the matter cannot be resolved within the structure of his/her department, he/she may elect to seek assistance through the UPMC ME Graduate Medical Education Office.

Physician Impairment and Substance Abuse Education: It is the policy of the UPMCME that the unlawful manufacture, distribution, sale, dispensing, possession or use of an illegal drug or alcoholic beverage is prohibited in the workplace/classroom. The UPMCME will provide the House Officer with an educational program regarding physician impairment, including substance abuse. Assistance for physicians with substance abuse issues will be made available through the UPMCME RFAP and the Professional Health Monitoring Programs of the Pennsylvania State Board of Medicine. Under some circumstances, UPMCME is required by law to report substance abuse to the Pennsylvania State Board of Medicine.

Residency Closure/Reduction: If the UPMCME should decide to eliminate or reduce the size of any Residency Program, House Officers affected by the decision will be so informed prior to the start of the new academic year to the extent possible. The UPMCME will then make reasonable efforts to allow completion of the current residency year and, if practical, the remainder of training as planned.

Sexual Gender Racial and Other Forms of Harassment:

Any House Officer who believes he/she is being harassed by an employee of the UPMCME, or on UPMC or affiliated hospital or healthcare facility premises, should report such harassment to his/her immediate supervisor or to the UPMCME Graduate Medical Education Office. Any person who is found by the UPMCME to have harassed a house officer, employee, student or applicant will be subject to corrective action, up to and including discharge. The UPMCME policy on harassment is found at the UPMCME website.