



House Officer Contract for Resident 2005-2006

Agreement between _____, M.D. and Cincinnati Children's Hospital Medical Center (hereinafter referred to as "CCHMC") with reference to the appointment of the above named physician as a PL _____ Pediatrics Resident for a period to commence July 1, 2005 and terminate June 30, 2006.

- I. An annual stipend of \$_____ will be paid by CCHMC. Benefits provided would be in accordance with CCHMC policies except as otherwise set forth herein.
- II. Following is a brief summary of benefit plans and programs available to residents. Enrollment in certain plans or programs is automatic while some plans or programs require an application to enroll. Upon eligibility for these plans and programs residents will receive more detailed information including any deadlines for enrollment and coverage exclusions. It is the responsibility of the resident to adhere to any enrollment guidelines for the plans or programs. CCHMC reserves the right to amend or terminate, in whole or in part, any benefit plan or program at any time.
 1. All residents must pay an initial deposit of \$15.00 for a matrix ID badge that will be used to access the hospital and parking garage. A \$10.00 (subject to change) parking fee per pay period will be deducted from the resident's paycheck for on-campus parking. The \$15.00 deposit is refundable on return of the ID badge.
 2. A meal allotment of \$5.00 will be placed on your ID badge (Debitek) for each night you are on call, but your Debitek balance shall not exceed \$100.00 at any given time. You may use your ID badge (Debitek) for food anywhere in the hospital.
 3. Health insurance will be offered to all residents, effective the first day of the month coincident with or following date of hire. Please see attached benefits table. Enrollment must be made in accordance with standard procedure.
 4. Group Term Life Insurance in the amount of \$50,000.00, and an equal amount of accidental death and dismemberment coverage, will be provided effective the first day of active employment. CCHMC pays for the entire cost of this coverage and the resident may designate his or her beneficiary. This insurance is convertible to an individual policy when the resident leaves the institution.
 5. Counseling: The Employee Assistance Program provides confidential assessment, short-term counseling, referral and follow-up service and is available to assist employees and members of their households to successfully resolve personal problems. Those problems would include, but are not limited to physical illness, mental or emotional distress, financial hardship, marital or family distress, substance abuse or addiction or legal involvement. This program is available immediately upon date of hire.
 6. Travel accident insurance covering life or dismemberment in an amount of \$100,000 will be provided for employees with a salary of up to \$40,000 and in the amount of \$250,000 for those making \$40,001 to \$74,999. CCHMC pays for the entire cost of this coverage. This coverage applies to all travel while on hospital business, but not for travel to and from work or as a pedestrian in Cincinnati.
 7. Long Term Disability insurance covering disability incurred as a result of either sickness or accident will be provided effective the first day of active employment. CCHMC pays for the entire cost of this coverage. The plan benefit is 60% of base salary before any applicable offsets, up to a maximum benefit of \$2,000.00 per month, beginning after 90 days of disability.

8. Medical Leave of Absence with pay will be granted for short-term illness or injury, including pregnancy, for a period of up to 12 weeks. Paid paternity leave of up to 4 working days will be granted. This time will not count as vacation days. Personal (non-medical) leaves of absence without pay are available for a period of up to one year with the approval of the residency training director. After a leave of absence, the resident will be guaranteed a continuing position in the program at an equivalent PL level. The impact of any leave of absence upon the terms of completion of the residency requirement of the American Board of Pediatrics will be individually determined as governed by GME policy # 11.
 9. Vacation Leave: will be four (4) weeks for all PL 1, PL 2, PL 3, and above level pediatric residents. All CCHMC graduate medical education training programs must have a policy in place that defines how vacation days will be allocated, as outlined in GME policy # 16.
 10. Sick Leave: all residents are entitled to sick leave as outlined in GME policy # 16.
 11. Other benefit plans or programs include medical and dependent care flexible spending accounts, on-site pharmacy discounts, child care referral, 403(b) tax sheltered retirement accounts, paid funeral leave, and tuition reimbursement.
- III. Professional liability insurance will be provided by CCHMC, which will cover all activities, associated with the house staff program. A certificate of such coverage will be provided to each resident. The professional liability insurance provided by CCHMC does not cover any activities, which are not associated with the house staff program, or other activities directed by CCHMC.
 - IV. Work is permitted during off-duty hours as a physician or otherwise, as long as it does not interfere with proper performance of duty as a pediatric resident. Residents must have written permission for off-duty work hours from their Program Director in accordance with GME policy #14. Pursuant to the U.S. Code of Federal Regulations, residents on a J visa are not authorized to work outside their training program ("moonlighting"). Work that is not associated with the trainee's training program or directly with CCHMC will require that the trainee obtain professional liability insurance from the outside employer.
 - V. On-call rooms, which are properly heated and air-conditioned, will be provided. Locker facilities for storage of books, coats, etc. will be provided.
 - VI. For PL 2, PL 3 and above level residents, one special educational meeting will be supported to a maximum of \$1,000. The meeting must be scheduled through the Chief Residents and must be approved by the Program Director and/or Resident Committee. A book/journal allowance of \$205/year will be provided to each PL 1, PL 2, PL 3 and above level resident. Publications supported by this allowance must be suitable to the Program Director. Medical instruments approved by the Director may be purchased. If the resident does not attend a meeting an additional \$200 may be applied to the purchase of approved books and/or educational publications, educational or medical software and hand-held devices not provided by CCHMC. Computers, hardware, peripherals and digital instruments are not covered by this fund. This amount does not carry over to the next academic year.
 - VII. If the resident did not have the opportunity to participate in one of the national educational meetings, some of this allowance could be used to sponsor educational rotations either overseas or in under-served health services rotations with approval of the Program Director.
 - VIII. Junior Fellowship dues in the American Academy of Pediatrics will be paid for each pediatric resident annually.
 - IX. Training Program

The content of the resident's educational program and the determination of the hours of duties will be in accordance with the requirements of the Accreditation Council on Graduate Medical Education (ACGME), the certifying specialty board, and the services to which the resident is assigned. The

curriculum, goals, and objectives of the training program and the clinical and administrative responsibilities of the resident will be provided directly to the trainee by the Program Director or his/her designee. A copy of this information is available upon request by contacting the Program Director. The undesirability of excessive work hours for house staff members and its inconsistency with optimal patient care and high standards of training is recognized and every effort will be made to resolve problems arising from any such excessive work hours. The training program will not be pyramided during the resident's three years of general pediatrics.

X. Evaluation, Re-appointment & Dismissal of Residents

The Residency Program Director or designee is responsible for communicating expectations and performance objectives to each resident early in the training process. The program will evaluate all residents at least semi-annually. These evaluations will be documented in writing, shared with the resident and placed in the resident's file. Program directors will be responsible for complying with Graduate Medical Education Policy # 3, which describes the evaluation, advancement, and program completion processes for trainees. This policy is available from all program directors or the Office of Graduate Medical Education. Each program is responsible for following the rules and regulations of their respective RRC and/or Board regarding the evaluation of residents.

XI. Failure to meet appropriate clinical performance standards may result in the following:

If the resident is not meeting the previously discussed minimum performance objectives, he/she will be counseled and this will be documented in writing.

If performance remains unsatisfactory, the resident will be placed on probation and options for remedial training discussed. Details of the probation process are outlined in Graduate Medical Education Policy #5 (Disciplinary Action/Graduate Medical Education Programs). This will be documented in the resident's file. Copies of this policy are available from the residency training program director, the Office of Graduate Medical Education, and on the CCHMC intranet.

Dismissal will be by the Residency Program Director after consultation with the Chairman of Pediatrics and will follow the procedure outlined in Graduate Medical Education Policy #5 (Disciplinary Action/Graduate Medical Education Programs). Copies of this policy are available from the residency training program director, from the Office of Graduate Medical Education, and the CCHMC intranet.

In addition, dismissal of residents will conform to CCHMC Personnel policy for employee dismissal. This plan is designed to respect the resident/fellow's rights, allow due process and the opportunity for a grievance if appropriate.

XII. Grievance Procedure Regarding Medical or Clinical Disputes

It is the policy of CCHMC to settle disputes and grievances regarding medical or clinical issues quickly. If a grievance regarding a medical or clinical dispute cannot be promptly settled by a resident after discussion with his/her immediate supervisor, the grievance shall be submitted in writing to the Chief Resident. If the grievance is not settled within five days to the satisfaction of the resident, the resident and the Chief Resident shall submit the grievance to the Director of CCHMC Residency Training Program. If, after five days, satisfactory resolution of grievance cannot be made, the grievance shall be submitted to the appeal process as outlined in Graduate Medical Education Policy # 4 (Due Process / Grievance Procedure Regarding Medical or Clinical Disputes). Copies of this policy are available from all training program directors, from the Office of Graduate Medical Education, and on the CCHMC intranet.

XIII. If a grievance is deemed by CCHMC to concern other than a medical or clinical dispute, the grievance will be handled in accordance with normal CCHMC grievance policies and procedures. Complaints regarding sexual harassment and exploitation will be handled in accordance with CCHMC policies.

- XIV. House staff will be asked to provide at least one voting member to various permanent and ad hoc committees that have a direct relation to house staff activities. Such committees shall be identified by the Director, Residency Training Program and President, House Staff Association. Such committees shall include, but not be limited to:

Biomedical Ethics Continuing Medical Education Health Information Management Medication Safety Pharmacy & Therapeutics Graduate Medical Education CPR Committee

- XV. Three medium length white coats with CCHMC logo and embroidered name plus three sets of scrubs will be furnished to each PL-1 resident. PL-2, PL-3 and above level residents will have the option each year of three medium length white coats or three sets of scrubs or any combination totaling three. Laundry services for the white coats are available at the expense of the hospital. Each person is responsible for laundering his/her scrub suits.
- XVI. CCHMC will provide, for personal use by the house staff, a list of available consultant services, patient services, laboratory studies, special procedures and drugs, together with their respective costs (except for consultant fees) to the patient.
- XVII. CCHMC reaffirms its policy of continuously attempting to improve health care services. They will share with appropriate interested individual residents their plans for increasing nurses' involvement and responsibility in direct patient-management consistent with their level of professional training and decreasing nurses' clerical responsibilities. They will also share plans for laboratory support; emergency room facilities and ambulatory care programs.
- XVIII. CCHMC will notify residents of reappointment and non-reappointment for the coming year by November 15th. Residents who are planning to continue their training elsewhere are requested to notify CCHMC by October 15th.
- XIX. The resident hereby agrees to comply with the policies and rules and regulations of the University of Cincinnati College of Medicine, University Hospital, CCHMC, and the CCHMC Graduate Medical Education Committee to consistently strive to add to the quality of medical care within CCHMC. This compliance will include but not be limited to timely completion of medical records. In order to ensure accreditation of the hospital and of the residency-training program, medical records must be completed within fifteen (15) days after discharge.
- XX. Impaired physicians will be managed in accordance with CCHMC human resources policies and GME Policy # 15.
- XXI. The resident further agrees to comply with all personnel policies, procedures, rules and regulations of CCHMC, including but not limited to all policies regarding sexual and other forms of harassment.

**Resident Contract for Resident
2005-2006
Page 5 of 5**

Signed: _____

Print Your Name: _____

Date: _____

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