



**UCSF Fresno House Staff  
Appointment Contract 20XX-20XX**

Name:  
Appointment Dates:  
Program Level:  
Program Name:  
Length of Program:  
Program Director:  
Salary:

The following agreement outlines the terms and conditions of your appointment to the University of California, San Francisco Fresno (UCSF Fresno). References herein to "house staff" include "resident and fellow."

House staff are employees of the University of California, San Francisco and as such receive financial support from the University of California, San Francisco. This contract is contingent upon the house staff's timely ability to meet all eligibility requirements as required by law or policy to commence the program on the above noted start date and the receipt of ALL documents that the house staff is required to provide by policy and/or current regulation.

The dates of this agreement are stated above. Appointment and reappointment of your postgraduate training year (PGY) is determined on an academic year-to-year basis and is contingent upon maintenance of academic good standing and satisfactory performance of assigned rotations, exams and duties as determined by your Program Director and faculty in accordance with institutional and program policies and procedures.

UCSF Fresno provides effective educational experiences that lead to measurable achievement of educational outcomes and expectations in accordance with Accreditation Council for Graduate Medical Education (ACGME) competencies and milestones as outlined in the ACGME common and specialty/subspecialty-specific program requirements. Program directors and faculty of UCSF Fresno adhere to responsibility for house staff training and supervision as outlined in the ACGME Institutional Requirements, Common Program Requirements, and Specialty-specific Program Requirements:

- Institutional Requirements  
[https://www.acgme.org/globalassets/pfassets/programrequirements/800\\_institutionalrequirements\\_2022.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements_2022.pdf)
- Common Program Requirements (Residency)  
[https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRResidency\\_2022.pdf](https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRResidency_2022.pdf)
- Common Program Requirements (Fellowship)  
[https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRFellowship\\_2022.pdf](https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRFellowship_2022.pdf)
- Common Program Requirements (One-Year Fellowship)  
[https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPROneYearFellowship\\_2022.pdf](https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPROneYearFellowship_2022.pdf)
- Specialty-specific Program Requirements  
<https://www.acgme.org/specialties/>

House Staff Policies and Procedures

House staff are expected to comply with institutional policies and procedures and employment guidelines. Institutional policies and procedures applicable to house staff are available on the UCSF Fresno House Staff Portal and through the House Staff Handbook.

UCSF Fresno House Staff Portal - [www.fresno.ucsf.edu/housestaff-portal/policies-procedures/](http://www.fresno.ucsf.edu/housestaff-portal/policies-procedures/)

Please note specific policies covering:

- Promotion of house staff
- Non-renewal or non-promotion of contract
- Academic due process (includes grievance)
- Leave policy (including vacation, sick, and other leaves)
- Clinical experience and educational work hours

- Moonlighting
- Impaired house staff
- Residency reduction or closure
- Background checks for house staff

House Staff Handbook - [www.fresno.ucsf.edu/housestaffportal/documents/Housestaff\\_Handbook.pdf](http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff_Handbook.pdf)

Please note specific topics covering:

- General duties/responsibilities
- House staff responsibilities
- Payroll services, salary, benefits

#### Leaves of Absence

House staff are entitled to leave with pay in the form of vacation and sick leave during July 1 through June 30. The maximum time a house staff can be away from training in any given year is determined by the requirements of the specialty board. Time away from training may require the house staff to extend training to meet the requirements of the program. As such, house staff should discuss the effects leaves of absence may have on their training and eligibility for specialty board examination. Leave information can be found in the UCSF Fresno Leave Policy. Additional information regarding board eligibility can be found here: [www.fresno.ucsf.edu/housestaff-portal/board-eligibility/](http://www.fresno.ucsf.edu/housestaff-portal/board-eligibility/)

#### Benefits

Health and disability benefits are provided beginning on your first officially recognized day of employment. Details about benefits can be found at: <https://www.ucresidentbenefits.com/>

#### Professional Liability Insurance

House staff are covered for professional liability insurance as provided by the Regents of the University of California self-insurance program for claims which occur within the course and scope of employment (provided fraud, corruption, tortious acts or malice on the part of the individual is absent). UC malpractice does not cover private professional activity outside the educational program. The dates of coverage correspond with dates of employment. Questions regarding professional liability insurance can be directed to: [Fresno-Risk@ucsf.edu](mailto:Fresno-Risk@ucsf.edu)

#### Credentials

International medical graduates must be in possession of an ECFMG certificate to commence postgraduate training in the United States. Additional information regarding ECFMG certification can be found at [www.ecfm.org](http://www.ecfm.org). House staff must submit proof of earning a M.D., D.O. or equivalent international degree and demonstrate compliance with state licensure requirements by obtaining and maintaining a California postgraduate training license or unrestricted California physician license. UCSF Fresno requires all residents to pass USMLE Step III or COMLEX-USA Level 3 before promotion to their PGY2. Additional licensure information can be found in the UCSF Fresno Licensure Policy.

#### Medical Clearance

As a condition of employment, house staff must complete a pre-placement health statement (with supporting documentations) and provide proof of their COVID-19 vaccinations. Details on how to provide immunization records will be provided via MedHub.

#### Work Authorization

House staff must obtain appropriate work authorization (i.e., J-1 visa, EAD, etc.) if they are not a U.S. citizen or permanent resident prior to the start of their training program. Failure to obtain or maintain valid visa status throughout their training may result in forfeiture of this contract and training position.

#### Other

House staff agrees to accept and abide by the following:

- Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures, and policies of the program and sponsoring institution and policies of all affiliated hospitals, including the timely completion of all medical records.
- Demonstrate responsiveness to patient needs that supersedes self-interest and acknowledge at times this may require transition of care to another qualified and rested provider. Comply with all clinical experience and educational work hours (duty hours) requirements established by ACGME and accurately report them to your program.
- Participate in and cooperate with Quality Improvement/Risk Management activities as directed by the Program Director/program and provide such information as may be required to fulfill the Quality Improvement/Risk Management efforts of the hospital.
- Refer to your program director or program coordinator for program specific requirements, policies and procedures established by your program or department.

## SAMPLE MEDICAL CONTRACT

This offer of training is dependent upon the receipt of all required onboarding documents as required by policy and/or current regulations including the results of your signed attestation statement and background check. After review of your attestation statement and background screening results, this offer may be revoked or revised. If terms and conditions of your contract change, you will be notified in writing or by electronic means.

By signing this contract, you affirm that you have read, understand, and agree to all the terms of conditions of this contract; including review of the UCSF Fresno House Staff Portal and House Staff Handbook, agreement to abide by all policies and procedures established by UCSF Fresno and partnering facilities, and acceptance of this offer.

We look forward to welcoming you to our training program. If you have any questions regarding the above, please contact us at [Fresno.GME@ucsf.edu](mailto:Fresno.GME@ucsf.edu)

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*Resident/Fellow Signature*

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*Program Director Signature*

*Approved by GMEC 9/20/22*