

**UCDHS  
RESIDENT MEDICAL STAFF  
(Resident Physicians and Clinical Fellows)  
PERSONNEL POLICY**

**Notice:**

For questions pertaining to this policy manual, please contact University of California, Davis Health System, Human Resources: Resident Program Office at (916) 734-6387. Based upon delegation of authority from the UCDHS Executive Director - Human Resources, this office provides consultation on all human resources and personnel policy issues relating to Resident Physicians and Clinical Fellows.

**This policy is effective July 1, 2009**

The RMS manual is printed annually - please refer to the most current version at [http://www.ucdmc.ucdavis.edu/hr/hrdepts/resident\\_program/rmsppm.pdf](http://www.ucdmc.ucdavis.edu/hr/hrdepts/resident_program/rmsppm.pdf)

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UCDHS Human Resources  
Residency Program  
2730 Stockton Blvd, Suite 2200  
Sacramento, CA 95817  
Ph# (916) 734-5335, Fax# (916) 734-8829

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## **UNIVERSITY OF CALIFORNIA, DAVIS HEALTH SYSTEM**

### **Resident Medical Staff Resident Physicians and Clinical Fellows Personnel Policies**

The Resident Medical Staff Program is a distinct segment of the UC Davis Health System Human Resources Programs, with unique, benefits, and personnel policies.

The Resident Medical Staff makes singular and valuable contributions to UC Davis's overall mission of education, research, patient care, and public service. It is the purpose of this manual to set forth human resources policies, programs, and practices which recognize the role of residents at UC Davis Health System, which encourage individual initiative, professionalism, and achievement. UC Davis Health System (UCDHS) is comprised of the UC Davis School of Medicine, Medical Center and Medical Group.

UCDHS will provide residents the procedural due process rights. Procedural due process, which includes providing both notice and an opportunity to be heard, provides protection from arbitrary, capricious, or unreasonable action on the part of the University.

Graduate Medical Education training program refers to the second stage of medical education, during which medical school graduates are prepared for independent practice in a medical specialty, subspecialty and/or preparation for academic careers in medicine. The resident is provided training in a hospital and clinical settings. These settings include UCDHS as well as other community health providers with whom UCD has affiliation agreements. The policies set forth in this manual will apply when UCDHS residents are performing duties within the course and scope of their residency training appointments.

### **RESIDENT RESPONSIBILITIES**

The UCDHS Resident Medical Staff must fulfill certain responsibilities toward the University and the ACGME (Accreditation Counsel for Graduate Medical Education) training programs. As delineated in the Essentials of Accredited Residencies, all members of the Resident Medical Staff are to have the opportunity to:

- develop a personal program of learning to foster continued professional growth with guidance from the teaching staff;
- participate in safe, effective and compassionate patient care, under supervision, commensurate with their level of advancement and responsibility;
- participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other residents and medical students;
- participate as appropriate in institutional programs and medical staff activities and adhere to established practices, procedures and policies of the institution;
- have appropriate representation on institutional committees and councils whose actions affect their education and/or patient care; and
- submit to the program director at least annually confidential written evaluations of faculty and of the educational experiences.

## **100 GENERAL PROVISIONS**

### **APPLICATION**

100.1 The University of California, Davis Health System, comprised of the School of Medicine, Medical Center and Medical Group sponsor a number of approved programs of graduate medical education. Although the programs vary to fulfill the particular needs and requirements of their specialties, certain policies are common to all. These policies convey to the UCDHS residents specific rights and benefits which recognize their professionalism and contributions as residents in training.

These policies apply to those individuals with patient care responsibilities who are appointed to the University titles Resident Physician I (title code 2708), Resident Physician II through IX (title code 2724), Chief Resident Physician (title code 2725); Clinical Fellows in an approved ACGME program Resident Physician/Sub-specialist (title code 2726) and Clinical Fellows not in an ACGME approved program Other Post-MD Trainees (title code 2732) for the purpose of obtaining (1) advanced education and training leading to eligibility for licensure and certification in a specialty or subspecialty field or (2) postdoctoral preparation for an academic career in a clinical field.

### **AMENDMENTS**

100.2 This policy manual will be reviewed at least annually. Amendments will be approved by the UCDHS Graduate Medical Education Committee (GMEC) and Associate Dean, Graduate Medical Education, Designated Institutional Official (DIO).

### **EXCEPTIONS**

100.3 Exceptions to these policies may be made only by the DIO unless such authority has been specifically delegated. If the director approves an exception, the parties will be notified.

### **DELEGATION OF AUTHORITY**

100.4 Delegations of authority are to be made in writing. They are to be directed to particular positions rather than to named individuals.

### **PROCEDURES**

100.5 The DIO will ensure the development of procedures necessary to implement these policies.

**110 DEFINITIONS**

**Accreditation**: a voluntary process of evaluation and review Performed by a non-governmental agency of peers.

**Acting Intern**: a medical student (not a resident) who, as a part of the regular course work for the M.D. degree, is assigned for a limited period of time to training activities similar to that of a first-year resident.

**Associate Dean**: the Assistant Dean of the School of Medicine approves clinical fellowship appointments and funding of all clinical fellowship programs.

**Executive Director Human Resources – UCDHS Hospital and Clinics**: the individual responsible for administration of all human resources functions for UCDHS residents, staff, faculty, volunteers, etc. Administration of this Personnel Policy has been delegated to the Human Resources Resident Program Administrator.

**Categorical Resident**: a resident who enters a program with the objective of completing the entire program.

**Chief Resident Physician**: the official University payroll title for a resident specifically appointed to carry out designated administrative responsibilities in addition to the regularly-assigned responsibilities of the post-graduate training program. Typically, a position in the final year of residency (e.g., surgery) or in the year after the residency is completed (e.g., internal medicine and pediatrics).

**Competencies**: specific knowledge, skills, behaviors and attitudes and the appropriate educational experiences required of residents to complete GME programs.

**Designated Institutional Official** (DIO):the individual in a sponsoring institution who has the authority and responsibility for the graduate medical education programs. In the DIO's absence the Executive Associate Dean will be responsible for all Graduate Medical Education activities.

**Fellow**: Informal term used to refer to Resident Physician/Sub-specialist IV-IX or other Post-MD Trainee II-IX pursuing a course of training and/or research in a clinical department beyond that required for primary certification in the specialty. A physician in a program of graduate medical education accredited by the ACGME who has completed the requirements for eligibility for first board certification in the specialty. Such physicians are also termed subspecialty residents. Other uses of the term "fellow" require modifiers for precision and clarity, (e.g., research fellow or clinical fellow).

**Graduate-Year Level**: refers to a resident's current year of accredited GME. This designation may or may not correspond to the resident's particular year in a program. For example, a resident in pediatric cardiology could be in the first program year of the pediatric cardiology program but in his/her fourth graduate year of GME (including the 3 prior years of pediatric residency).

**Housestaff or House Officer**: terms no longer recognized by ACGME, but informally used as a term describing a Resident Physician.

**Institution:** An organization having the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, and educational foundation).

**Sponsoring Institution:** the institution (or entity) that assumes the ultimate financial and academic responsibility for a program of GME.

**Major Participating Institution:** an RRC-approved participating institution to which the residents rotate for a required educational experience. Generally, to be designated as a major participating institution, in a 1-year program, residents must spend at least 2 months in a required rotation; in a 2-year program, the rotation must be 4 months; and in a program of 3-years or longer, the rotation must be at least 6 months. RRCs retain the right to grant exceptions to this formula.

**Intern:** historically, a designation for individuals in the first year of GME, which is no longer used by the ACGME.

**Medical Board of California:** the agency of the State of California charged under the Medical Practices Act with granting to qualified individuals licensure to practice medicine in the State.

**Medical Staff:** a self-governing body of clinicians who are admitted to practice at a medical center or hospital and who have specific privileges for independent care of patients.

The purposes of the UCDHS Medical Staff are to (1) provide quality care to all patients of the hospital and clinics; (2) develop and maintain quality health science educational standards and programs; (3) establish and maintain rules and regulations for the governance of Medical Staff and the resolution of medical administrative matters; and (4) provide an appropriate level of performance by all members of the Medical Staff.

**Postgraduate Year (PGY):** a term indicating the level of relevant post-doctoral experience that a trainee has accomplished. For example, PGY-2 indicates a second-year resident.

**Post-MD:** prior title code description for Resident Physician or Fellow.

**Preliminary Positions:**

**Designated Positions:** positions for residents who have already been accepted into another specialty, but who are completing prerequisites for that specialty.

**Non-Designated Positions:** positions for residents, who at the time of admission to a program have not been accepted into any specialty.

**Primary Teaching Institution:** if the sponsoring institution is a hospital, it is by definition the principle or primary teaching hospital for the residency program. If the sponsoring institution is a medical school, university or consortium of hospitals, the hospital that is used most commonly in the residency program is recognized as the primary teaching institution.

**Program Director:** the one physician designated to oversee and organize the activities for an educational program. The Program Director is responsible for the implementation of the Program Requirements for a specific specialty.

**Resident Physician I - IX:** official University payroll title for an individual formally engaged in an approved postgraduate training program leading to eligibility for licensure and certification in one of the clinical specialties.

**Resident Physician:** A physician in an accredited graduate medical education program. An individual who is formally engaged in a postgraduate training program leading to eligibility for licensure and certification in one of the clinical specialties or subspecialties. The term resident will globally apply to resident physicians, chief residents, clinical fellows (Resident Physician/Sub-specialist or Other Post-MD Trainees).

All residents function clinically under the supervision of members of the medical staff; they do not have independent privileges for the independent care of patients, except possibly Other Post-MD Trainees.

**Resident Medical Staff Committee:** a standing committee of the Medical Staff which is advisory to the Medical Staff Executive Committee; it consists of a resident representative from each clinical department and includes staff representatives from several hospital departments, as well. This committee provides a formal mechanism for residents' participation in the development, review, and evaluation of residents' patient care responsibilities.

**University:** a public corporation officially known as the Regents of the University of California. It comprises ten campuses and five Medical Centers including the University of California, Davis, campus and its School of Medicine and Medical Center, and Medical Group (hereafter referred to as UCDHS - University of California Davis Health System).

**200 NONDISCRIMINATION**

It is the policy of the University to support equal opportunity and to not engage in discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

University Policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment for giving such assistance as the complainant may seek, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment for participating in a way requested by the complainant or the University. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

**201 SEXUAL HARASSMENT**

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy.

The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. The University website for the sexual harassment policy is: <http://manuals.ucdavis.edu/ppm/380/380-12.htm>.

**202 PROFESSIONAL CONDUCT (Policy on Mistreatment)**

The Health System cultivates a learning environment free of harassment, intimidation, disrespect, exploitation, and abuse. Mistreatment is defined as showing a lack of respect or acting in an abusive manner toward another individual (Hospital Policy on Mistreatment, #2917). Instances of mistreatment include disruptive behavior which offends, demeans, humiliates, and interferes with or prevents normal work functions and activities.

The UC Davis Health System is dedicated to ensuring medical students and residents/fellows function in a respectful and abuse-free environment. Mistreatment of any member of our healthcare community will not be tolerated. If you witness or experience mistreatment, please report it to the UCDHS Mistreatment Officer by email

at [mistreatmentofficer@ucdmc.ucdavis.edu](mailto:mistreatmentofficer@ucdmc.ucdavis.edu) or by calling Human Resources at 916/734-2362 and ask to speak to the Mistreatment Officer. Additional information is available on the UCDHS website.

<http://intranet.ucdmc.ucdavis.edu/ucdhs/onthejobresources/mistreatment.shtml>

## **203 REASONABLE ACCOMMODATION**

The University provides reasonable accommodation to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions. Accommodation options will be considered in an interactive process with the appointee. Both the University and the appointee are expected to participate in the interactive process in good faith.

The interactive process is an ongoing dialogue between the appointee and appropriate representative(s) of the University about possible options for reasonably accommodating an appointee with a disability. During the interactive process the University considers information related to the essential functions of the job, functional limitations, possible accommodations, the reasonableness of possible accommodation, and the implementation of reasonable accommodation. The interactive process will also assess whether the proposed accommodation poses an undue hardship to the University. This information will be used by the University to determine what, if any, reasonable accommodation will be made. The interactive process for reasonably accommodating an appointee with a disability, including the reasons for reasonable accommodation, should be documented. (Source: Academic Personnel Manual 711-10, 07/1/08)

**205 ELIGIBILITY AND SELECTION GUIDELINES****Eligibility**

Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited programs at University of California, Davis Health System (UCDHS):

- a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
- b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- c) Graduates of medical schools outside the United States and Canada who meet the following qualifications:
  - 1) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; and
  - 2) Documentation (PTAL) noting eligibility for a full and unrestricted license to practice medicine in the State of California.
  - 3) Permanent resident, refugee or asylee must provide proof of resident alien status and have the legal right to work in the United States.
- d) Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school. \*A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions:
  - 1) Have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school;
  - 2) Have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools;
  - 3) Have completed all of the formal requirements of the foreign medical school except internship and/or social service;
  - 4) Have attained a score satisfactory to the sponsoring medical school on a screening examination; and
  - 5) Have passed Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).
- e) Applicants to UCDCM fellowship programs must have completed a residency in the core program associated with that specialty field either in the US or Internationally. Programs that accept applicants from multiple specialty fields will be exempt from this requirement. (Pain/Sleep Medicine)
- f) Applicants for fellowship positions must be eligible and obtain prior to the start of training a valid California medical license. Exceptions to this policy must be approved by GMEC, the DIO, and CMO.

### **Licensing Requirements**

A requirement for acceptance into a residency program in the State of California is that an applicant is eligible for medical licensure. The Medical Board of California requires all US residents (regardless of their specialty) be licensed **prior** to the start of their 25th month of training; all International Medical Students (IMG) must be licensed **prior** to the start of their 37th month of training.

### **Drug Testing**

Certain required rotations outside the Health System currently require drug testing.

### **Background Check Requirements**

Effective July 1, 2005, the Veterans Administration Hospital requires all residents/fellows rotating to their facility to participate in a background check fingerprinted and obtain a VA-issued ID badge. These additional security requirements are in addition to the background checks performed by Human Resources at UCDHS.

### **Required Forms**

A condition of employment at UCDHS is the signing of the State of California Oath of Allegiance, Patient Policy and Patient Acknowledgment Forms.

### **Selection**

In selecting from among qualified applicants, UCDHS and almost all of its ACGME-accredited programs participate in an organized matching program, such as the National Resident Matching Program (NRMP), where such is available.

UCDHS application forms are universal in nature as exemplified in the ERAS application format.

Resident interview selection criteria in the Department of \_\_\_\_\_ is based on the following:

### **Interview Questions:**

A written position description outlining the responsibilities of the Resident is provided to each applicant.

Interview questions are based upon the position description and specific requirements of the specialty to which the application is made. Programs have established interview questions and desired responses. The same questions should be asked of all applicants.

It is illegal to ask questions regarding: race, color, sex, religion, creed, national origin, disability, birthplace, birth date, citizenship, marital status, children or age.

### **Justification for the rankings:**

Is based on the evaluation forms used at the time of interview and application review. Applicants and their applications are scored based on their academic performance (including their USMLE scores, AOA status, Transcripts), Letters of recommendations, deans letter, research experience and personality (including the personal statement) and interview.

*Departmental questions regarding the selection process may be directed to Cindy Oropeza, Resident Section, Human Resources (916/ 734-8104).*

## **210 APPOINTMENT**

### **ELIGIBILITY**

- 210.1 Eligibility for admission into a Residency Program is outlined in the Graduate Medical Education Directory 2005-2006, page 13, Section III, A.1 under the ACGME Institutional Requirements.

### **INITIATION AND APPROVAL**

- 210.2 Appointments to Resident titles will be initiated on nomination by the Training Program Director and/or the Department Chair. Such appointments will be approved by the DIO.

### **DURATION**

- 210.3 Appointment to a Post-M.D. title will be for no more than a one-year term.
- 210.4 Reappointment to subsequent years will be in accordance with the provisions of RMS Personnel Policy 220, Reappointment and Non-Reappointment.

### **CONFIRMATION**

- 210.5 Letters of confirmation of appointment will be signed by the DIO and sent to each candidate by Human Resources. Candidates will be asked to acknowledge their acceptance of a resident position at UCDHS.

Each confirmation of appointment will provide notice of the terms and conditions of that appointment, including requirement for licensure; requirement for prerequisite residency; salary; length of appointment, including starting and ending dates; level of appointment; and terms for reappointment.

### **PRE APPOINTMENT CONDITIONS**

- 210.6 The appointment will require the successful completion of all residency prerequisites as determined by the Department and Human Resources. The prerequisites may include but are not limited to a medical clearance examination and criminal background investigation.

### **USMLE STEP 3 REQUIREMENTS**

#### **210.7 United States Medical Graduates**

1. PG-1 residents are required to take and pass USMLE/COMLEX Step 3 by the end of the 12th month of residency training.
2. PG-1 residents are allowed two days off with pay to take required examinations on the first try. These two days are not deducted from vacation or sick leave.

3. If necessary to re-take Step 3, re-examination must be completed by the end of the 15th month of training.
4. If necessary to re-take examination, vacation time must be used.

**International Medical Graduates**

1. PG-1 residents are required to take and pass USMLE/COMLEX by the end of the 24th month of residency training.
2. Residents are allowed two days off with pay to take required examination on the first try. These two days are not deducted from vacation or sick leave.
3. If necessary to re-take Step 3, re-examination must be completed by the end of the 22nd month of training.
4. If necessary to re-take examination, vacation time must be used.

Failure to meet the above policy could result in **NONRENEWAL OF THE TRAINING AGREEMENT.**

**220 REAPPOINTMENT AND NON-REAPPOINTMENT****CONDITIONS**

- 220.1 Reappointment to a Resident position for subsequent years is neither automatic nor guaranteed. Reappointment is based upon meeting the UCDHS and ACGME graduate medical education standards and clinical competencies required to advance to the next level of training. These performance standards include clinical and didactic training, instruction of less senior trainees and professional standards of conduct. Reappointment will be recommended by the Training Program Director and approved by the DIO and are contingent upon funding.

**PROGRAM CLOSURE/REDUCTION**

- 220.15 In the unlikely event that the institution reduces or closes a Residency Program, residents/fellows will be informed as soon as possible and the institution will make every effort to allow residents/fellows to complete their program or assist them in identifying another program.

**DURATION**

- 220.2 Reappointment to a subsequent year will be for a one-year term.

**NOTICE**

- 220.3 Written notice of reappointment or non-reappointment will be provided to each resident.
- 220.4 Notification of reappointment will be provided annually to residents who are expected to successfully complete the preceding year of residency and who meet the qualifications and are being recommended for continuation to the next year. Successful completion of the current year is a prerequisite prior to the commencement of the next year. Failure to complete all requirements by the end of the academic year, will void the reappointment offer.

This notification will be signed by the DIO and sent to each resident by Human Resources. Residents will be asked to acknowledge their acceptance of the reappointment. Each notification will provide notice of the terms and conditions of that reappointment, including requirement for licensure; salary; length of appointment, including starting and ending dates; level of appointment; and terms for reappointment.

## **NON-REAPPOINTMENT**

220.5 Notification of Intent of Non-reappointment will be provided no later than the end of the eighth month of the appointment year.

The resident will have eight business days to respond to the notice of Intent of Non-reappointment. After the resident's response or eight business days from the date of issuance of the notice, whichever is sooner, the resident will be notified in writing of the action to be taken.

The resident will have eight business days to respond to the notice of Intent of Non-reappointment. After the resident's response or eight business days from the date of issuance of the notice, whichever is sooner, the resident will be notified in writing of the action to be taken.

If non-reappointment is issued within the four months prior to the end of the contract year, written notice as required by Policy 430, Corrective Action, will be used for termination for failure to meet UCDHS or ACGME performance standards. In this instance, a resident's lack of adequate clinical or didactic training progress or other academic performance deficiencies must be supported by documented evidence in prior performance evaluations and other documentation. In accordance with RMS Policy 440, Grievances, the resident may request a review of a non-reappointment action.

## **NOTICE OF INTENT TO LEAVE PROGRAM**

220.6 It is expected that Residents will provide their Program Directors written notice of their intent to leave no later than 4 months prior to the end of their current agreement.

**230 Salary**

- 230.1 Appointees to Resident titles will be paid a monthly salary in accordance with the current schedule published by the University.
- 230.2 Human Resources will notify the resident medical staff of changes in the salary schedule as they are made by the University. Information regarding salaries will be available at all times from Human Resources.
- 230.3 Appointees to fellowship positions will be paid a monthly salary in accordance with the schedule published by the University. All fellows will be paid at their corresponding PG-level. Fellows may not be paid at a rate lower than the published salary scale. Fellows may be paid above scale at the discretion of their Department and in accordance with established institutional practice.

**232 Employee Recognition Awards**

All Housestaff are eligible to be nominated for employee recognition awards in accordance with UCDHS local award programs. Graduate Medical Education in consultation with the Training Directors are authorized to set award criteria which recognizes excellence in University service, significant achievements and contributions, and outstanding performance.

**235 Professional Liability Insurance**

The University of California is self-insured for professional medical and hospital liability. The coverage provides defense and indemnification to its employees for allegations of negligence arising out of the course and scope of University duties pursuant to the California Tort Claims Act and Business and Finance Bulletin (BUS 9). This defense and indemnification is generally extended to residents and fellows who are employed by the University when they are performing duties within the course and scope of their University training program appointments. In certain cases, defense and indemnification of residents and fellows is contractually tendered by the University to an affiliate training institution and such institution would provide the defense and indemnification. *University defense and indemnification does not extend to any moonlighting employment.*

Any employees, including trainees, who are served with a demand for compensation and/or a summons and complaint alleging negligence arising out of University employment must immediately tender defense of such claim or lawsuit to the University medical center risk management where they performed their training. Employees are also expected to timely notify risk management of any incident that results in unexpected patient injury.

University defense and indemnification is based on the date of the incident or occurrence that gives rise to the alleged negligence regardless of when the claim or lawsuit is filed. "Tail" insurance is not required to cover potential liability exposure arising out of University employment activities.

Inquiries for claims history for University training and employment periods covered by the University self-insurance program must be referred to the risk management office at the medical center where the individual performed his/her training.

**240 RESIGNATION**

**POLICY**

240.1 Residents who voluntarily separate from the residency program are considered to have resigned.

**PROVISIONS**

240.2 **Notice by Resident.** A resident is expected, whenever possible, to give at least thirty calendar days' notice prior to a resignation during the course of an appointment term. If, when offered reappointment, a resident decides not to continue the residency into the next year, this intention should be noted on the reappointment letter. The Training Program Director will, whenever possible, obtain written notice of resignation, including the specific reason for the resignation.

240.3 **Recording of Resignation.** The reason for a resident's resignation will be clearly and fully reported on the separation form. If a resident refuses or fails to provide the reason for resignation, a notation to this effect will be made on the form. (Note: for accounting of vacation leave account, see policy number 330.4)

**300 SCHEDULING AND DUTY HOURS**

Providing residents with a sound academic and clinical education must be carefully planned and balanced with concerns for patient safety and resident well-being. Each program must ensure that the learning objectives of the program are not compromised by excessive reliance on residents to fulfill service obligations. Didactic and clinical education must have priority in the allotment of residents' time and energies. Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Duty hours are defined as all clinical and academic activities related to the residency program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

- 300.1 It will be the responsibility of each department to schedule duty time and off-duty hours, in accordance with the standards set forth below.
- 300.2 Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities.
- 300.3 Residents must be provided with one (1) day in seven (7) free from all educational and clinical responsibilities, averaged over a four (4) week period, inclusive of call. One day is defined as one continuous twenty-four (24) hour period free from all clinical, educational, and administrative activities.
- 300.4 In accordance with ACGME standards, a ten (10) hour time period for rest and personal activities must be provided between all daily duty periods, and after in-house call.
- 300.5 Continuous on-site duty, including in-house call, must not exceed twenty-four (24) consecutive hours. However, residents may remain on duty for up to 6 additional hours to participate in didactic activities, maintain continuity of medical and surgical care, transfer care of patients, or conduct outpatient continuity clinics. At no time shall residents be required to stay longer than thirty (30) consecutive hours. Residents will be required to record their duty hours electronically on a weekly basis.

No exceptions to the above may occur. However, an RRC may grant exceptions for up to 10% of the 80 - hour limit, to individual programs based on sound educational rationale. Prior permission of the institution's GMEAC is required. There is a "no tolerance" policy for duty hour violations. A pattern of duty hour violations will result in an appropriate administrative response.

**ON-CALL ACTIVITIES**

The objective of on-call activities is to provide residents with continuity of patient care experiences throughout a twenty-four (24) hour period. In-house call is defined as those duty hours beyond the normal work day when residents are required to be immediately available in the assigned institution.

- 300.5 On-call requirements may vary from department to department. In-house on-call duty will be scheduled no more frequently than every third night, averaged over a four-week period.
- 300.6 No new patients may be accepted after twenty-four (24) hours of continuous duty, except in outpatient continuity clinics. A new patient is defined as any patient for whom the resident has not previously provided care.
- 300.7 At-home call (pager call) is defined as call taken from outside the assigned institution.
- Frequency of at-home call is not subject to the every third night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for each resident. Residents taking at-home call must be provided with one (1) day in seven (7) completely free from all educationally and clinic responsibilities, averaged over a 4-week period.
  - When Residents are called into the hospital from home, the hours residents spend in-house are counted toward the 80-hour limit.
  - The Training Program Director and the faculty must monitor the demands of a-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demand and/or fatigue.

**COVERAGE AND AUTHORIZED LEAVE**

- 300.8 A resident on vacation or other authorized leave of absence will not be required to make up night or weekend call for that specific period. In the event of a Resident's absence, it is the responsibility of the Training Director to make adjustments for call and rotation coverage.
- 300.9 Residents will be expected to provide coverage for other residents on authorized leave. The Chief Resident will be responsible to arrange such coverage.
- 300.10 The Chief Resident will maintain accurate records of each resident's night, weekend and holiday call. These records will be available for review by the resident.
- 300.11 Residents will be permitted to exchange schedules with each other, provided that proper coverage is arranged. Such exchanges require advance notification to and approval of the Chief Resident and the Training Program Director.

**APPEAL**

- 300.12 Residents may appeal actions taken by the University under this Policy according to the provisions in RMS Personnel Policy 440, Grievances.

**RECORD KEEPING**

- 300.13 The Training Program Director will be responsible for maintaining and reporting the hours of training completed by all residents in that Director's residency program as required by the Graduate Medical Education Advisory Committee.

**310 SUPPLEMENTAL EMPLOYMENT (MOONLIGHTING)**

**310.1 MOONLIGHTING – INSIDE UCDHS**

Because residency education is a full-time endeavor, the Training Program Director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the educational program. If permitted to engage in moonlighting, the resident must obtain written approval from the Training Program Director. All written approvals will be retained in the resident's departmental file. The resident's performance will be monitored for the effect of moonlighting activities in the training program. Any adverse effects may lead to withdrawal of permission to moonlight.

The Training Program Director must comply with the sponsoring institution's written policies and procedures regarding moonlighting which are in compliance with the Institutional Requirements.

**310.2** In exceptional circumstances, a resident who is licensed to practice medicine in the State of California and is at Resident PG III or above may serve as a staff physician in the UCDHS Emergency Department or outpatient clinics, if outside their specialty training area.

Such service must be in accordance with the current Rules and Regulations of the Medical Staff. Moonlighting assignments which occur within UCDHS must be counted towards the ACGME 80 hour work week requirement and cannot exceed 20% of current monthly salary. Exceptions may be reviewed on an individual basis.

**310.3 MOONLIGHTING - OUTSIDE of UCDHS**

Residents wishing to engage in moonlighting outside of UCDHS must obtain prior written approval of the Training Program Director, and are encouraged to discuss their reasons for seeking this approval. Residents are generally expected to refrain from moonlighting.

The Training Program Director may grant or deny permission for external moonlighting after considering 1) the reasons for seeking approval presented by the resident; 2) the impact of such employment on the resident's ability to effectively carry out assigned clinical and educational responsibilities; and 3) the impact on the department's ability to provide safe, effective patient care.

**320 HOLIDAYS****SCOPE**

320.1 The holidays listed below are observed by the University as administrative holidays. Holidays are considered to extend over a 24-hour period. The granting of leave/holidays requires departmental approval from the Program Training Director.

New Year's Day	Thanksgiving
Third Monday in January	Friday after Thanksgiving
Third Monday in February	December 24 (or announced equivalent)
Last Monday in May	Christmas Day
Independence Day	December 31(or announced equivalent)
Labor Day	One administrative holiday
Veterans Day	selected by the Chancellor

**HOLIDAYS ON SATURDAY OR SUNDAY**

320.2 When a holiday falls on a Saturday, the preceding Friday is observed as a holiday unless an alternate day is designated by the President. When a holiday falls on a Sunday, the following Monday is observed as a holiday.

**SPECIAL OR RELIGIOUS HOLIDAYS**

320.3 A resident may observe a special or religious holiday, provided that the work schedule permits and provided that the time off is charged to vacation or is without pay.

**HOLIDAY CALL**

320.4 Holiday call will be distributed by the Chief Resident equitably among residents at the same postgraduate level. The Chief Resident may consider the following factors when scheduling holiday call: continuity of patient care; opportunity for unique educational experience; supervision or education of others; or other special requirements of the resident's particular level of training.

**330 VACATION / EDUCATIONAL LEAVE**

**POLICY**

330.1 Vacation is provided to residents for rest, relaxation, and renewal. Educational leave is provided so residents may fulfill training program requirements and/or enhance their knowledge and skill in their specialties. The granting of leave/holidays requires departmental approval from the Training Program Director.

**SCOPE**

330.2 A full-time resident receives twenty (20) vacation days and four (4) educational days of leave per year. A part-time resident receives the proportionate amount, based on the percent and duration of the resident's appointment. Specialty Board requirements may supersede RMS Policy 330 leave entitlements.

330.3 Vacation/educational leave usage will be reported in one day increments.

The number of days of vacation/educational leave a part-time resident may take per year is proportionate to the percent and duration of the resident's appointment.

Vacation/educational leave will be reported only for Monday through Friday. It will not be reported for Saturdays or Sundays.

330.4 The total amount of vacation/educational leave due a resident will be credited to the resident at the beginning of the appointment. As the resident uses vacation/educational leave, the leave balance will decrease accordingly.

If a resident resigns before the scheduled end of the appointment term, that resident's leave balance will be adjusted to reflect only that amount of vacation/educational leave which would be proportionate to the duration of the resident's actual appointment.

**SCHEDULING**

330.5 The amount of leave scheduled as vacation and the amount arranged as educational leave will be determined by the written policy of the specific training program. Of the 24 days of vacation/educational leave which may be scheduled, no more than four days may be required to be used for educational purposes, subject to the graduate medical education requirements specific to each specialty.

Each resident will be notified in writing of the specific policy of the training program.

- 330.6 Vacation/educational leave will be requested by the resident in writing and scheduled only with the agreement of the Training Program Director.
- Leave may be taken in full or may be split, depending on the requirements of the residency program and the written request of the resident.
- To the extent allowed by the clinical and training requirements of the program, leaves will be granted in accordance with resident requests.
- 330.7 Changes in the leave schedule may be initiated by the Training Program Director when required by department activities. The Training Program Director will endeavor to give advance notice of any change.
- 330.8 Residents wishing to make a change in the posted leave schedule must submit a written request. Approval of such requests is subject to the staffing requirements of the department and the discretion of the Training Program Director and the Chief Resident.
- 330.9 Leave must be taken during the period of appointment unless an exemption is granted to the department by the DIO.
- 330.10 To the extent that requirements of the training program prevent a resident from taking the full amount of vacation/educational leave during the term of appointment, the resident will be compensated for days not taken as soon as practical following the end of the term. Unused Vacation days and unused Education days will revert to vacation status for purposes of payment by department. All unused vacation days are subject to payment to the Resident / Fellow by the Department.

**340 SICK LEAVE**

**POLICY**

340.1 Sick leave is provided to residents in order to continue their salary during illness, disability, medical appointments and, on a limited basis, in the event of death or illness of a family member.

Sick leave is not to be used as additional vacation/educational leave.

**SCOPE**

340.2 A full-time resident receives sick leave of twelve days per year. A part-time resident receives the proportionate amount, based on the percent and duration of the appointment.

Sick leave which remains unused at the end of an appointment year will carry over to the following appointment year if the resident is reappointed. In the event the resident is not reappointed, unused sick leave will be forfeited. Sick leave balances may carry over to a non-resident UCDHS appointment.

340.3 Sick leave usage will be reported in one day increments.

The number of days of sick leave a part-time resident may take per year is proportionate to the percent and duration of the resident's appointment.

340.4 The total amount of sick leave due a resident will be credited to the resident at the beginning of the appointment. As the resident uses sick leave, the leave balance will decrease accordingly.

340.5 Sick leave not used beyond the predetermined date for separation is forfeited.

340.6 **Family Illness.** A resident will be permitted to use not more than 30 days of ***accrued*** sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the resident's spouse, parent, child, sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed are also covered. This provision also covers other related persons residing in the resident's household.

- 340.7      **Family Death.** A resident will be permitted to use not more than 5 days of sick leave when that resident's absence is required due to the death of the resident's spouse, parent, child, sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered. This provision also covers other related persons residing in the resident's household.
- 340.8      **Vacation.** A resident who becomes ill while on vacation will be permitted to use sick leave only if that resident is under the care of a physician and submits a physician's statement. A resident may not use sick leave in the event of a family illness during vacation.

#### **USE/SCHEDULING**

- 340.9      Each resident will immediately notify the Chief Resident, Training Program Director, supervising faculty, or departmental housestaff coordinator of any illness, as required by the department.
- The resident must provide medical certification to document illness lasting three or more days. In the event of excessive sick leave usage, the Training Program Director may inform the resident in writing that medical documentation is required for all sick leave.
- 340.10     Upon exhaustion of the sick leave balance, additional leave without salary may be granted at the discretion of the Training Program Director (see leave of absence Policy 350).
- Make-up time may be required to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing with the Training Program Director.

**CATASTROPHIC LEAVE**

- 340.11 UCDHS faculty, staff or residents will be permitted to voluntarily transfer vacation time to a resident when the resident, or a member of the resident's family, experiences a catastrophic illness or injury requiring the resident to take a leave of absence.
- 340.12 **Definitions**
- a. Catastrophic illness or injury: an illness or injury which is expected to incapacitate the resident or family member and which creates a financial hardship because the resident has exhausted all sick leave and vacation.
  - b. Family member: as defined in section 340.6.
- 340.13 The Training Program Director will be responsible for requesting donations of vacation time to assist a resident experiencing catastrophic illness or injury. The Training Program Director may first request appropriate medical documentation to verify the illness or injury.
- 340.14 The resident must exhaust all sick leave and all vacation time to be eligible to receive donations of vacation time from other residents or employees.
- 340.15 A faculty, staff or residents first donation of vacation time must be a minimum of eight hours. Donations thereafter must be in whole hour increments. All donations will be reflected as hour-for-hour deductions from the vacation balance of the donating resident or employee.
- 340.16 Only that vacation time which is required to maintain the resident on pay status will be transferred to the resident's account. Once transferred, such donations are irrevocable.

**350 LEAVE OF ABSENCE****ADMINISTRATIVE LEAVE WITH SALARY**

**Make-up time may be required** to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the DIO.

350.1 Residents may be granted administrative leave with pay in order to participate in specified University and civic activities.

350.2 **Jury Duty and Grand Jury Duty.** A resident summoned for jury duty may request to be excused by virtue of participation in a graduate medical education program. The resident may also request from the Training Program Director a letter verifying the resident's participation in the program which would be attached to the summons form.

A resident who desires to serve on jury duty will be granted leave with pay for the time spent on jury service and in related travel. Jury Duty Service will not require use of vacation or sick leave. Make-up time may be required to meet the educational objectives and certification requirements of the department or the specialty.

350.3 **Administrative or Legal Proceedings.** Attendance at administrative or legal proceedings on behalf of the University is counted as time leave with pay.

350.4 Leave with pay will not be granted when a resident is the plaintiff or defendant in a proceeding, is called or subpoenaed as a paid expert witness not on behalf of the University, or is called or subpoenaed because of duties for another employer.

350.5 **Voting Privileges.** A resident will be granted leave with pay, up to a maximum of two hours, for voting in a statewide primary or general election if the resident does not have time to vote outside of training hours.

350.6 **Blood Donations.** A resident may be granted leave with pay, up to a maximum of two hours, for donating blood during regularly scheduled hours of work.

350.7 **Committees.** A resident may be granted leave with salary pay to serve on and participate in the activities of UCDHS- and UCD-sanctioned committees.

## PERSONAL LEAVE OF ABSENCE

**Make-up time may be required** to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the DIO.

- 350.8 A resident may be granted a personal leave without salary pay when other leave balances have been exhausted, for the resident's convenience, but in granting the leave, the best interests of the University will be considered. Personal leaves may be granted for personal needs not otherwise specifically provided for by this policy.
- 350.9 The Training Program Director may approve a personal leave for a period not in excess of six months. The DIO may grant individual exceptions to the six-month limit.

## MEDICAL LEAVE OF ABSENCE

**Make-up time may be required** to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the DIO.

- 350.10 A medical leave of absence is the period a resident is granted leave without pay from the residency program for non-work related medical reasons, including pregnancy/childbearing. A resident may also be entitled to Family and Medical Leave for his or her own serious health condition. See section 350.14.
- 350.11 **Eligibility.** A resident may be eligible for a medical leave of absence without pay when that resident:
- a. is medically incapable of performing essential assigned functions of the residency program due to a non-work related illness, injury, or condition:
  - b. has furnished evidence of disability satisfactory to the University; and
  - c. has exhausted all accumulated paid leave.
- 350.12 **Duration.** Medical leaves of absence are granted for the period of verified disability and are not granted for non-disability purposes. The total period of time off for medical reasons, including sick leave, vacation, and medical leave of absence without pay, will not exceed six months.
- If a resident's verified non-work related disability exceeds six months, a personal leave of absence may be granted in accordance with section 310.8 - 350.9. Such additional personal leave will be subject to approval by the DIO. The aggregate of leave for medical reasons (medical leave plus personal leave) will not exceed twelve consecutive months.

350.13 **Pregnancy/Childbearing Disability Leave.** A resident disabled due to pregnancy, childbirth, or related medical conditions will be granted a medical leave of absence of up to 16 weeks, but not to exceed the period of verified disability.

For residents who have served for at least one year, pregnancy/childbearing disability leave will consist of up to six weeks with full salary pay. If additional time is needed due to disability, the resident may use accrued vacation/educational leave, accrued sick leave, and medical leave of absence without salary pay, up to a total of 16 weeks.

For residents who have served for less than one year, pregnancy/childbearing disability leave may consist of accrued vacation/educational leave, accrued sick leave, and medical leave of absence without salary pay, up to a total of 16 weeks. If a resident, while on pregnancy/childbearing disability leave satisfies the one year requirement, the resident could receive a portion of the paid leave (up to six weeks). In such a circumstance, the resident must receive prior approval from their Training Director as well as a review by Human Resources.

Residents who are disabled from pregnancy, childbirth, and/or related medical conditions who need more than 16 weeks time off may, with adequate documentation, be granted an additional two months of medical leave without salary pay under sections 350.10 - 350.12, for a total aggregate medical leave of six months.

For residents disabled by pregnancy, childbearing or other related medical conditions who meet the eligibility requirements set forth in section 350.14, the University will continue its contribution for the resident's health insurance benefits up to a maximum of 12 workweeks in a 12-month period.

## **FAMILY AND MEDICAL LEAVE**

**Make-up time may be required** to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the DIO.

350.14 Residents who have at least 12 accumulative months of University service and who have trained at least 1250 hours during the last 12 months will be granted up to a total of 12 workweeks of unpaid family and medical leave in a 12 month period. Family and Medical Leave includes parental leave for the birth of the resident's own child, for the placement of an adopted or foster child with the resident or leave for the serious health condition of the resident, or serious health condition of resident, the resident's spouse, child or parent (Family Illness Leave). Family and medical leave includes paid and unpaid absences. Residents may use sick leave, vacation/educational leave, and personal and/or medical leave of absence without salary pay on approval of Training Program Director. (Federal Family and Medical Leave Act of 1993; California Family Care and Medical Leave Act)

- 350.15 **Parental Leave.** Parental leave is leave to care for the resident's newborn or newly placed adopted or foster child. Parental leave will be initiated within one year of the birth or placement of the child. The aggregate total of pregnancy/childbearing disability leave and parental leave for the child bearer will not exceed 28 weeks for each birth.

Parental leave for the non-child bearer will not exceed 12 workweeks including adoption and child placement. For Residents who are non-child bearers and have served for at least one year, "paternity" leave could include five days of paid leave taken at the time of birth or adoption, with the approval of the Training Director.

- 350.16 **Family Illness Leave.** Family illness leave is leave to care for the resident's family member with a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition which warrants the participation of the resident to provide care during a period of treatment or supervision and involves either inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or continuing supervision by a health care provider.

A family member is the resident's biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is under eighteen years, or an adult dependent child; a biological, foster, or adoptive parent, stepparent, legal guardian or individual who stood in loco parentis to the resident when the resident was a child; or spouse.

### **Certification for Resident's Own or a Family Member's Serious Health Condition**

The Training Program Director may, at his/her discretion, require that a resident's request for Family and Medical Leave for his or her own or for an eligible family member's serious health condition be supported by written certification issued by the health care provider of the individual requiring care. The certification will include a statement that the serious health condition warrants the participation of a family member to provide care.

- 350.17 **General Provisions for Family and Medical Leave.**

#### **Time Periods for Parental Leave / Baby Bonding**

The University will grant a parental leave of at least one day but less than two weeks duration on any two occasions during a consecutive 12-month period. Any additional parental leave requested during this same time period must be for a minimum duration of two weeks, or as mutually agreed by the resident and Training Program Director unless otherwise required by law.

When medically necessary, and supported by medical certification, the University will grant a resident, as Family and Medical Leave for his or her own or a family member's serious health condition, a reduced work schedule or leave on an intermittent basis including absences of less than one day. Only the time actually spent on the intermittent or reduced leave schedule will be counted toward the resident's entitlement of 12 workweeks in any 12-month period.

The date of return is determined when the leave is granted. Extensions may be granted in accordance with this policy.

#### **Use of Accrued Paid Leave for Family and Medical Leave**

A resident may, at the discretion of the Training Program Director, elect to use accrued vacation time before taking leave without salary pay. In addition, up to 30 days of accrued sick leave per year may be used as salary replacement for family illness leave granted under this section, pursuant to section 340.6. All paid time off used for Family and Medical Leave purposes will be deducted from the 12 workweek Family and Medical Leave maximum.

#### **Deferral or Denial of Family Care Leave Requests**

1. A resident, whose spouse is a University employee, will be granted Parental Leave to the extent that the total amount of Parental Leave taken by the resident and his/her spouse does not exceed 12 workweeks in any 12-month period.
2. A resident who fails to give 30 days' notice for a foreseeable leave with no reasonable basis for the delay, may have his/her Family Care and/or Medical Leave denied until 30 days after the date on which the resident provides notice.
3. A resident who fails to provide certification or recertification may have his/her request for leave denied or deferred until the requested certification is provided.
4. A resident who fails to provide a required medical release certification to return to work may have his/her reinstatement denied until a medical release certification is provided.

#### **MODIFIED DUTIES – BABY BONDING**

350.18 Periods of modified duties will be granted on request to any resident who has primary responsibility for the care of an infant for the period before and/or immediately following a birth or adoption of a child under age five, in order that the parent can prepare and/or care for the infant or young child. During this period, normal duties will be reduced. Sick leave will be used in proportion to the reduced workload. If sick leave credit has been exhausted there will be a proportionate reduction in salary pay.

Requests for periods of active service-modified duties must include a written statement by the resident certifying that he/she has primary responsibility for the care of an infant or young child. A statement describing the modified duties is subject to approval by the Training Program Director.

The total period of active service-modified duties or pregnancy/childbearing disability leave plus active service-modified duties will not exceed twelve weeks. Extension of such period beyond twelve weeks requires approval by the DIO and will be approved only in exceptional circumstances.

Periods of active service-modified duties run concurrently and will be deducted from the Family and Medical Leave entitlement.

### LEAVE FOR WORK-INCURRED DISABILITY

350.19 A resident who is off salary pay status and receiving temporary disability payments under the Workers' Compensation Act may be granted, at the discretion of the Training Program Director, a leave without salary pay for all or part of the period during which temporary disability payments are received, except that any leave without salary pay which is granted will not extend beyond a predetermined date of separation. Periods of leave for work-incurred disability run concurrently with Family and Medical Leave.

### PROVISIONS

350.20 **Recording of Leaves.** An absence is not considered an approved leave unless the appropriate payroll/personnel form has been submitted.

350.21 Available vacation credit will be used prior to a leave without salary pay unless otherwise requested by the resident and approved by the Training Program Director.

350.22 A resident who has been granted an approved leave of absence will be reinstated to the same or a similar position in the same department upon expiration of the leave, except as provided in Section 350.23. The date of reinstatement is determined when the leave is granted, except as provided in Section 350.19.

350.23 **Make-up time may be required** to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the DIO.

350.24 **Separation.** Any leave of absence without salary pay will not extend beyond a predetermined date of separation or date of end of appointment.

**360 TRAINING-INCURRED INJURY OR ILLNESS** (Workers' Compensation)**POLICY**

360.1 This policy defines the application of sick leave and vacation for residents who are unable to train due to a training-incurred injury or illness compensable under the State of California Workers' Compensation Act and provides extended sick leave for residents when sick leave is exhausted and when residents are still unable to continue training because of such injury or illness.

**SCOPE**

360.2 **Use of Sick Leave and Vacation.** A resident will be permitted to use sick leave and vacation to supplement temporary disability payments received under the California Workers' Compensation Act.

360.3 Sick leave and vacation payments will be the difference between the amount payable to the resident under the Workers' Compensation Act and the resident's regular salary. The additional payment made to a resident to provide the resident with full salary prior to the receipt of disability payments will be deemed an advance temporary disability payment within the Workers' Compensation Act.

360.4 A resident who receives advance temporary disability payment will reimburse the University for such payment. The reimbursement is used to restore proportionate sick leave and vacation credit as appropriate.

**EXTENDED SICK LEAVE**

360.5 A resident who is receiving temporary disability payments and who has exhausted all accrued sick leave will receive extended sick leave payments from the University in an amount equal to the difference between the payments from Workers' Compensation and 80 percent of the basic salary. If such resident returns to part-time University duties, the earnings plus any temporary disability payments, if less than 80 percent of basic salary, will be supplemented to 80 percent by extended sick leave payments, provided the resident continues to be medically authorized for Workers' Compensation temporary disability. Total extended sick leave payments will not exceed twenty-six weeks for any one injury or illness.

360.6 An eligible resident who does not have sufficient accrued sick leave to cover the three calendar days' waiting period for receiving Workers' Compensation payments will receive extended sick leave payment to cover any part of the waiting period not covered by sick leave. Payment will be made only after determination that the injury or illness is compensable under Workers' Compensation.

360.7 A resident who elects not to use all sick leave is not eligible for extended sick leave benefits.

**EFFECT**

- 360.8 **Supplemental Leave.** A resident who is receiving temporary Workers' Compensation disability payments and supplemental sick leave benefits is considered to be on regular salary pay status.
- 360.9 **Extended Sick Leave.** A resident who is receiving temporary Workers' Compensation disability payments and extended sick leave benefits is considered to be on regular salary pay status. If the resident separates without returning to work, the resident will be paid for any remaining vacation credit.

**SEPARATION**

- 360.10 A resident will not use vacation, sick leave, or extended sick leave to supplement Workers' Compensation payments beyond a predetermined date of separation or leave without salary pay. Any vacation credit remaining on the date of separation will be paid.

**370 MILITARY LEAVE**

**POLICY**

- 370.1 The purpose of this policy is to provide for military leave with salary pay and without salary pay and to define a resident's rights and benefits in the event of:
- a. temporary military leave for active-duty training, not to exceed 180 days,
  - b. extended military leave for active-duty service of any length or for active-duty training in excess of 180 days,
  - c. military leave for emergency National Guard duty,
  - d. military leave for physical examination, and
  - e. military leave for defense work
- 370.2 Credit for training is not normally given for periods of military leave.

**TEMPORARY MILITARY LEAVE FOR ACTIVE-DUTY TRAINING**

- 370.3 Temporary military leave for active-duty training will be granted to any resident who, as a member of a reserve component of the Armed Forces (the federally recognized National Guard, the federally recognized Air National Guard, the Officer's Reserve Corps, the Regular Army Reserve, the Air Force Reserve, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve, the Coast Guard Reserve, and the Public Health Reserve when serving with the Armed Forces), is ordered to full-time active military duty for training for a period not to exceed 180 days, including time spent traveling to and from such duty. Such leave is not granted for inactive duty such as regular weekly or monthly meetings or drills required to maintain reserve status.
- 370.4 Eligibility for salary pay. A resident granted temporary military leave for active-duty training is entitled to receive regular University salary pay for up to 30 calendar days, but not to exceed the actual period of active-duty training, provided:
- a. the resident has at least twelve months of continuous University service immediately prior to the granting of the leave (any prior full-time military service will be included in calculating the University service requirement);
- and
- b. such payment, in addition to University payment for extended military leave and for military leave for physical examinations, does not exceed 30 calendar days' salary pay in any one fiscal year.
- 370.5 The University may require verification of a resident's military orders.

- 370.6 **Part-time Resident.** An eligible part-time resident will receive salary pay in proportion to the average percent of full-time training during the three completed salary pay periods immediately preceding the leave.
- 370.7 **Ineligible Resident.** A resident not eligible for military leave salary pay may have such absence charged to accrued vacation, or the military leave will be without salary pay.
- 370.8 **Benefits.** A resident on temporary military leave for active-duty training who is not on salary pay status will receive length of service credit provided that the resident returns to University service at the expiration of the leave in accordance with employment rights under applicable state and federal laws, but will not receive holiday salary pay or other benefits which are based on salary pay status. If on salary pay status, the resident will receive regular benefits.

#### **EXTENDED MILITARY LEAVE**

- 370.9 Extended military leave will be granted to a resident who enlists or is ordered into active duty in the United States Armed Forces or a reserve component or who is ordered into active Federal military duty as a member of the National Guard or Naval Militia. Such leave will be granted for active-duty service of any length or for active-duty training in excess of 180 days.
- 370.10 **Period of Leave.** A resident will be granted extended military leave for the initial period of enlistment, service, or tour of duty for a period not to exceed four years except as provided in Sections 370.10a and 370.10c. In addition, leave will be granted for a period up to six months from the date of release from duty. The leave will be extended if the resident requests such extension and if:
- a. the period of service is involuntarily extended; or
  - b. the period of service is voluntarily extended by the resident for the purpose of attending Officer Candidate School, obtaining specialized training, or taking family members to a foreign country, but such extension will not exceed three years from the expiration date of the initial period or four years from the initial entry date, whichever comes earlier; or
  - c. the DIO authorizes an extension when the time limitations indicated are unreasonable to a resident because of circumstances beyond the resident's control.

- 370.11 **Eligibility for Pay.** A resident granted extended military leave is entitled to receive regular University salary pay for the first 30 calendar days of leave provided:
- a. the resident has at least twelve months on continuous University service immediately prior to the leave (prior full-time military service is included in calculating this University service requirement); and
  - b. such payment, in addition to University payment for temporary military leave for active-duty training and for military leave for physical examinations, does not exceed 30 calendar days' salary pay in any fiscal year.
- 370.12 The University may require verification of a resident's military orders.
- 370.13 **Benefits.** A resident granted extended military leave will receive a lump-sum payment for earned salary and accrued vacation. Upon written request, a resident may elect to retain accrued vacation on the records for a period not to exceed 180 days. Vacation credits retained on the records for the entire 180-day period will be paid out at the salary pay rate in effect at the time of the payment taking into account any salary increases that may have occurred in the previous 180-day period.
- 370.14 Sick leave credit will be retained on the records.
- 370.15 **Reinstatement.** Following release from active duty, a resident granted extended military leave will have such right to return, and only such right, as may be required by State and Federal law in effect at the time the resident applies for reinstatement.

#### **EMERGENCY NATIONAL GUARD DUTY**

- 370.16 Military leave will be granted to a resident who, as a member of the National Guard, is called to active duty by proclamation of the Governor during an emergency. A resident who, as a member of the National Guard, is called to active Federal military duty at the request of the President of the United States is not eligible for emergency National Guard leave, but will be granted extended military leave as set forth in Sections 370.9 -370.15
- 370.17 **Eligibility for Salary Pay.** A resident granted military leave for emergency National Guard duty is entitled to receive regular University salary pay for a period not to exceed 30 calendar days in any one fiscal year. A resident is eligible for salary pay regardless of the length of University service, and such salary pay is in addition to any University payment for temporary military leave for active-duty training, extended military leave, and military leave for physical examinations.

- 370.18 **Benefits.** A resident on military leave with salary pay for emergency National Guard duty will receive all benefits related to employment which are granted when a resident is on salary pay status. If not on salary pay status, the resident will receive length of service credit, provided that the resident returns to University service immediately after the emergency is over, but will not accrue vacation or sick leave or receive holiday salary pay.

### PHYSICAL EXAMINATION

- 370.19 Military leave with salary pay will be granted to a resident, regardless of length of service, when the resident is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency. The University may require verification of a resident's military orders to report for a physical examination.
- 370.20 Time off for other physical examinations in connection with military service may be charged to sick leave or vacation, or will be without salary pay.

### DEFENSE WORK

- 370.21 Upon approval of the DIO, military leave without salary pay may be granted to a resident who is called or volunteers to serve in scientific research and development under the auspices of the Federal government during a war or comparable period of national emergency. A resident granted such leave will be eligible for the benefits set forth in Sections 370.13 - 370.15 and will have the right to return to University service within six months following termination of such defense work or cessation of the war or period of national emergency, whichever occurs first. However, such a resident will not be eligible for 30 calendar days' salary pay for military leave.

**380 EMERGENCY LOANS AND EMERGENCY PAYROLL PAYMENTS****POLICY**

- 3801.1 It is the policy of University to provide emergency loans to University residents who meet the requirements outlined below as well as to provide payment of salary to a resident on a date other than the resident's regularly scheduled payday, on an emergency basis.
- 380.2 **Emergency Loans.** A resident can apply for an emergency loan if the Resident has an immediate need for funds as the result of an emergency and has no other source of money available within the time necessary to act.
- 380.3 The review of loan applications is made by the UCDHS Emergency Loan Fund Committee, appointed by the Associate Director - Human Resources. The committee consists of at least four members. At least two members of the committee must approve a request before a loan is granted.
- 380.4 Applications and additional information is available from the Human Resources Resident Program Office.
- 380.5 **Emergency Check.** The Accounting Office will issue a temporary emergency check to a resident who did not receive a salary check on her/his regularly scheduled payday because of delays in submission of a personnel or payroll form, on the part of UCDHS. A temporary emergency check will be issued for two-thirds of the delayed gross salary pay due the resident. The remainder of the gross salary less payroll deductions applicable to the resident's entire gross salary will be paid by regular payroll check on the next Payroll/Personnel System computer check-write.
- 380.6 **Advance Check.** The Payroll Office will issue a salary advance check to a resident to cover an unavoidable, bona fide financial emergency. The amount of the check is limited to two-thirds of a resident's earned net salary pay for services already rendered in the salary period. The full amount of the advance will be deducted from the resident's next regular payroll check. A resident may receive no more than one payroll advance during a calendar year.
- 380.7 This emergency payroll payment policy will be consistent with current UCDHS Hospital accounting and payroll policy.

**400 PROFESSIONAL DEVELOPMENT**

**POLICY**

- 400.1 It is the policy of the University to provide assistance and support to residents to enhance their professional growth and development.
- 400.2 To the extent that the University has established accredited graduate medical education programs, the University will use its best efforts to continue the accredited status of the programs throughout the period of a resident's appointment.

**RESPONSIBILITY**

- 400.3 The resident will develop a personal program of self-study and professional growth with guidance from UCDHS faculty.
- 400.4 The resident will participate fully in institutional programs and activities involving the medical staff of training institutions and will adhere to established practices, procedures and policies of such institutions.

**410 PERSONNEL RECORDS****POLICY**

- 410.1 The University will establish and maintain records pertaining to residents as personnel of the University only to the extent necessary for and relevant to official University purposes. Those records will be maintained with accuracy, relevance, timeliness, and completeness, and appropriate and reasonable safeguards will be established to ensure security and confidentiality.

**CONTENTS OF RESIDENT PERSONNEL RECORDS**

- 410.2 Personnel records of residents will include information pertaining to: appointment; salary and benefits; training; education, honors, and awards; duties and job classification; performance evaluations; corrective and dismissal actions; attendance; and other relevant or necessary information specified by the President or the Chancellor.
- 410.3 All personal information in personnel records will be collected, to the greatest extent practical, from the resident who is the subject of the information and from information that has been provided to the resident. If the source of the information is not the subject resident, a record of the source will be maintained on the pertinent record. As determined pertinent by the Human Resources Administrator and the DIO, a resident may add material to the resident's personnel records. The resident may file a statement of disagreement with the Human Resources Administrator or DIO's determination of pertinence in conformance with Sections 410.9 - 410.11.

All summary performance evaluation documents will be placed in the residents personnel file and will be available to the resident.

**LOCATION OF RECORDS**

- 410.4 Personnel records are maintained in the UCDHS Human Resources: Resident Program Office, which is designated the Office of Record for all records except Resident Medical Staff evaluations. For evaluations, the Clinical department will be the office of record. Clinical departments may maintain files which duplicate, in total or in part, the official file maintained in the Human Resources Office. HR Resident Program staff will conduct surveys and on site audits of clinical department personnel files.

**PROTECTION OF RIGHT TO PRIVACY: ACCESS TO INFORMATION IN PERSONNEL RECORDS**

- 410.5 A resident will have the right to inquire and be informed as to whether the University maintains a record about that resident and to review the notices of personnel records systems which refer to that resident and which are submitted to the State Office of Information Practices.
- 410.6 To protect a resident's right to privacy, access to personnel records will be made in accordance with the following provisions.
- 410.7 **Access by Resident.** A resident's records will be accessible for inspection by that resident; however, records protected by recognized legal privilege and records excepted from disclosure by law may be withheld from the resident. A resident will be notified in writing whenever a requested record about the resident is determined to be "confidential information" as defined in University of California Legal Requirements on Privacy and Access to Information. A resident may request a review by the DIO of a determination that particular information is confidential and may be informed in writing of the findings of such a review within thirty calendar days. This is the sole review process for a confidential determination. In disclosing information contained in a record to a resident, the University will not disclose any information relating to another individual other than that which may be released under Section 410.12.
- 410.8 As soon as practical, but not later than five training days from the date of request, a resident will be provided copies of the resident's own personnel records or be notified that the requested material is withheld from access pursuant to Section 410.7 or is no longer retained. No information will be modified, transferred, or destroyed to avoid complying with a request for inspection. Copies of records will be available to the resident at the location where the records are maintained or will be mailed to an address provided by the resident.
- 410.9 **Requests for Correction or Deletion.** A resident may request correction or deletion of a record under RMS Personnel Policy 440, Grievances, and under this Policy.
- 410.10 A resident may request correction or deletion of a record under this Policy by submitting a written request to the chair of the department where the records originated and by sending a copy of the request to the Office of Record. Within thirty calendar days of receipt of a written request to amend a record, the Department Chair either will make the amendment as requested and inform the resident in writing, or will inform the resident of a refusal to amend the record as requested. The refusal will be in writing and state the reason for the refusal and that the resident may request the DIO to review the refusal.

- 410.11 Within thirty calendar days of the Department Chair's response, the resident may request that the DIO review a refusal to correct or delete a record. The Director of Graduate Medical Education will respond in writing to the resident within thirty calendar days from receipt of the request. For good cause, the DIO may extend the review period by thirty calendar days. A copy of the DIO response will be placed in the resident's record only if the request is denied. If the DIO refuses to amend or delete the record, the resident will have the right to enter into the record a statement setting forth the reasons for the resident's disagreement.
- 410.12 **Access by the Public.** As required by law, the following information will be released to members of the public upon request: the resident's name, current position title, salary, organizational unit assignment, and current job description. If it is impractical to inspect or to copy the record, an extract of the record of the above terms of a resident's employment relationship with the University may be provided.
- 410.13 Personnel record information, the disclosure of which would constitute an unwarranted invasion of personal privacy of the resident, will not be released to members of the public unless specifically authorized by the resident in writing (see Section 410.17). The disclosure of information which would constitute an invasion of the resident's personal privacy includes: the resident's home address and telephone number; spouse's or other relatives' names; birth date; social security number; citizenship; prior non-University employment; salary; income tax withholding records; medical records; copies of performance evaluations or letters of commendation or corrective action; and any of the information which may be excepted from disclosure in Section 410.7.
- 410.14 Personnel record information, other than that referred to in Sections 410.8 - 410.15, may be released to members of the public provided that a determination is made that disclosure would not constitute an unwarranted invasion of personal privacy of a resident. Questions as to whether release of such information might constitute an invasion of personal privacy will be referred to the UCDHS Assistant Director -- Human Resources.
- 410.15 **Access Required by Subpoena and Other Laws.** Personnel information must be released pursuant to a subpoena or in other circumstances when the University is required by law to release the information. Any questions concerning release of information under such circumstances or concerning records which may be subject to legal privilege will be directed to the Office of the General Counsel for The Regents. (A record of disclosure is required; see Section 410.20.)

- 410.16      **Access by Public Authorities.** Release of information to public authorities will be in conformance with Sections 410.12 - 410.15.
- 410.17      **Release Pursuant to Authorization.** Upon written authorization of the resident, information from the personnel records of that resident, other than material which is accepted from disclosure pursuant to Section 410.7, will be released. The authorization will be valid for thirty calendar days from the date of the signature of the authorization or within a written time limit specified by the resident, whichever is later.
- 410.18      **Prospective Non-University Employers.** A prospective non-University employer has access rights to personnel records as a member of the public (see Sections 410.12 - 410.14). Information other than that provided to the public may be released only upon the oral or written authorization of the resident (see Section 410.17).
- 410.19      **With Proper Resident authorization** a Training Program Director may provide an oral evaluation of a resident in response to specific job-related questions by a prospective non-University employer who, in the judgment of the Training Program Director, has a legitimate interest in receiving such information. Such evaluation will be based on personal knowledge.
- 410.20      **If pursuant to subpoena or other law (see Section 410.15),** a record will be maintained and the resident will be notified of each disclosure of information which identifies that resident and is made. That notification will be prior to disclosure, if possible. The record will show the name, title, and business address of the person to whom the disclosure was made, the date of the disclosure, the information disclosed, and the purpose of the disclosure. A record of disclosure is not required for release pursuant to Sections 410.12 - 410.14, and 410.17.
- 410.21      The University will retain any records of disclosure for three years after the disclosure or until the original record is destroyed, whichever occurs first. Disclosure records will include information concerning any unresolved disputes about the accuracy of the records (see Sections 410.9 - 410.11). If a record is corrected within three years of disclosure, and if the name is known of a person to whom uncorrected information was disclosed, a notice of correction will be sent to that person.

#### **CIVIL REMEDIES AND PENALTIES**

- 410.22      Civil remedies and penalties are provided by law.

#### **CHARGES FOR COPIES OF RECORDS**

- 410.23      In accordance with Office of the President or UCDHS procedures, fees may be charged for making copies of personnel record information or extracts thereof; however, there is no charge for the first copy of a resident's own records.

## **415 SUPERVISION**

### **POLICY**

415.1 It is the responsibility of the Graduate Medical Education Program to ensure and provide supervision of all residents. The Department Training Program Director (or Designee) will provide adequate supervision appropriate to each level of training, recognizing that graduate medical education is based on a system in which the level of resident responsibility increases with years of training.

The resident shall be supervised in a manner that promotes the development of progressive responsibility for patient care. Progressive responsibility shall be assessed by the supervisor according to the resident's level of training, ability, and experience. The resident while on duty shall have access to supervision requiring an on-call schedule for teaching staff. Faculty schedules must be structured to provide residents with continuous supervision and consultation. All patient care must be supervised by qualified faculty. The Training Program Director must ensure, direct, and document adequate supervision of residents at all times. Residents must be provided with rapid, reliable systems for communicating with supervising faculty.

Faculty and residents must be educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

### **DEFINITION**

415.2 A supervisor is defined as teaching staff identified by the Department Training program Director or Designee.

### **METHODOLOGY**

415.3 The components of supervision shall include:

- The supervisor's assessment of the skill level of the trainee;
- The supervisor's judgment regarding independent action;
- The supervisor's assessment of resident progressive independence of performance functions. The supervisor starts with close supervision leading to progressive encouragement of independent functioning as skills are assessed;
- The supervisor's written evaluation and verbal feedback throughout the progression levels. The supervisor will provide advice and direction to the trainee at all times.

**420 EVALUATIONS, SEMI-ANNUAL**

- 420.1 The Training Program Director (or Designee) will provide each resident with a written summary evaluation at least twice per year.

For the first year in a UCDHS residency program, the first evaluation will occur by the end of the fifth month of the appointment term. Non-reappointment can occur in any year of residency (RMS 220.5) but must be noticed before end of the eight month of the appointment year. If non-reappointment is being considered due to unsatisfactory performance; the second written summary evaluation by the Training Program Director (or Designee) will occur by the end of the seventh month.

For subsequent years of residency training, the Training Program Director (or designee) will provide each resident with a written summary evaluation at least semi-annually.

More frequent evaluations and sharing of all individual faculty evaluations with the resident may be required to maintain ACGME accreditation for a specific specialty.

The Training Program Director will provide a final evaluation for each resident who completes the program. The evaluation must include a review of the Resident's performance during the final period of education and should verify that the resident has demonstrated sufficient professional ability to practice competently and independently. The final evaluation must be part of the Resident's permanent record maintained by UCDHS.

**DEFINITION**

- 420.2 This summary evaluation consists of a summary prepared by the Training Program Director (or Designee) which is based upon individual evaluations or incident reports submitted by faculty members, residents, nursing staff or other professional staff to the Training Program Director (or Designee).

**REVIEW**

- 420.3 The Training Program Director (or Designee) will review the written summary evaluation with the resident and will request the resident's signature as verification that the personal review took place.
- 420.4 If the resident refuses to sign the evaluation, the Training Program Director (or Designee) will indicate the refusal in writing.
- 420.5 A resident who disagrees with the evaluation may submit a written response or request a review under RMS Personnel Policy 440 Grievances.

**ACCESS**

420.6 Upon request, the summary evaluation will be made available for review by and/or copied for the resident.

If the resident files a complaint, the individual faculty evaluations may be subject to review as a part of the grievance process.

**METHODOLOGY**

420.7 Evaluations will contain an accurate and complete assessment of the resident's performance of assigned clinical and didactic duties as reflected on the resident's written job description. They will be based upon the observations of the faculty members, residents, nursing staff or other professional staff involved in supervising and/or training of the resident.

420.8 Aspects of a resident's job which were not performed or observed during the review period will not be evaluated. The written evaluation will document any aspects of performance which were not reviewed.

420.9 Deficiencies in performance of assigned clinical or didactic duties will be described in detail in the performance evaluation. The Training Program Director may recommend a course of remediation to the Resident.

Human resources will be notified of less than satisfactory performance which may lead to corrective action or non-reappointment.

**EFFECT**

420.10 The written evaluations may be used to complete future recommendations requested and authorized by the resident.

420.11 Written evaluations will be used as the basis for determining the resident's suitability for reappointment and for certification of completion of training.

**425 INVESTIGATORY LEAVE**

- 425.1 A Training Program Director or Department Chair may place a resident on investigatory leave, without prior written warning, in order to review or investigate allegations of lack of academic progress, inappropriate behavior or serious misconduct of a nature which, at the discretion of the University, requires temporary removal of the resident from patient care duties.
- 425.2 Upon conclusion of the investigation, if no dismissal action is taken, the resident will be paid for the leave period. If a suspension or dismissal action is taken against a resident, up to fifteen training days of the investigatory leave may be without salary, provided the notice and response provisions of this policy have been followed before the final decision is made to take such action.
- 425.3 Make-up time may be required to meet the educational objectives and certification requirements of the department or the specialty. Funding for make-up time extending beyond the period of appointment cannot be guaranteed unless confirmed in writing by the Training Program Director.

## **430 CORRECTIVE ACTION**

### **POLICY**

- 430.1 Appropriate corrective action may occur because of misconduct, failure to maintain established performance standards or failure to make expected academic progress.
- 430.2 Corrective actions are usually issued by the Training Program Director. Corrective actions under this policy will require consultation with Human Resources. Certain actions may require the approval of the Department Chair and the DIO.

### **REASONS FOR CORRECTIVE ACTION**

- 430.3 Corrective action will be used to notify residents of concerns relating to the resident's failure to meet the UCDHS and ACGME graduate medical education standards. These standards include clinical and didactic training activities, instruction of other medical trainees and professional conduct.

In addition, corrective action may be necessary to address problems related to a resident's adherence to the rules, regulations, policies, or procedures governing that resident's participation in the residency program.

### **TYPES OF CORRECTIVE ACTION**

- 430.4 Corrective action may or may not be progressive. If progressive, corrective actions may occur in sequence to include letters of expectation; warning; and dismissal. Principles of due process will be applied prior to dismissal from the program. Below standard performance evaluations, failure to make expected academic progress or a particular incident can serve as the foundation for the issuance of a letter of expectation, letter of warning or intent to dismiss.
- 430.5 Specific sanctions for non-completion of medical records are defined in, and will be carried out in accordance with, UCDHS Hospital Policy 2509.

### **LETTER OF EXPECTATION**

- 430.6 Corrective action may begin with a letter of expectation.
- 430.7 A letter of expectation may be based upon deficiencies addressed in evaluations or incidence reports.

430.8 The letter of expectation will describe failure to meet UCDHS or ACGME performance standards, including any pertinent supporting documentation; the improvement expected including any remedial training recommendations; and the probable action which may be taken if immediate and sustained improvement is not achieved. The letter of expectation will also state the resident's right to request review of the action under RMS Personnel Policy 440, Grievances.

### **LETTER OF WARNING**

430.12 A letter of warning may be a step in the progressive corrective action process if the resident has failed to correct minor deficiencies described in a letter of expectation.

A letter of warning may be the first step if corrective action is not progressive.

The letter of warning will describe failure to meet UCDHS or ACGME performance standards, including any pertinent supporting documentation; the improvement expected including any remedial training recommendations; and the probable action which may be taken if immediate and sustained improvement is not achieved.

The letter of warning will also state the resident's right to request review of the action under RMS Personnel Policy 440, Grievances.

### **RECORDS**

430.17 Records of letters of expectation and warning may be destroyed after three consecutive years during which there has been no further corrective action. The training program director would initiate this action following consultation with Human Resources. Consideration of the length of the residency program will be factored into such a decision.

### **PROBATION**

430.18 A resident may be placed on probation as a step in the progressive corrective action process. A resident may be placed on probation as the first step if corrective action is not progressive.

A resident may be placed on probation with or without salary from the residency program for period of time not to exceed 10 days for misconduct or serious violation of University policy, including, but not limited to failing to maintain established performance standards, a breach of University policy, or failure to make expected academic progress, including, but not limited to, those outlined in Section 430.18. The letter of probation shall state the reason for probation and shall include any pertinent supporting documentation. The letter of probation shall advise the resident the effective start and end date of the probation and whether the probation shall be with or without pay. The letter of probation shall advise the resident of his/her right to request review of the action under RMS Personnel Policy 440, Grievances.

**DISMISSAL**

- 430.19 A resident may be dismissed from the residency program because of serious misconduct, failure to maintain established performance standards or failure to make expected academic progress, including, but not limited to:
- a. failure to achieve or maintain satisfactory progress in the training program;
  - b. failure to rectify academic and/or clinical deficiencies addressed in a letter of expectation or warning;
  - c. performance constituting clear compromise to acceptable standards of patient care;
  - d. unprofessional, unethical or other behavior that is otherwise considered unacceptable in the training program; or
  - e. a material omission or falsification of: a GME training program application, a medical record, or any other official document.
- 430.20 **Authority.** Dismissal will require consultation with the Department Chair and the DIO of the School of Medicine. The DIO may extend the time limits specified below.
- 430.21 Dismissal will be reported by the DIO to the Medical Board of California or other appropriate oversight agency, if required by law.
- 430.22 At least one written letter of expectation, letter of warning, or probation will **usually** precede dismissal. If the corrective action is not progressive, dismissal may be the first step of corrective action for very serious academic and/or performance deficiencies or breach of University policy. Dismissal will be the first step when the resident is absent without approval for five consecutive assigned training days.
- 430.23 **Letter of Intent to Dismiss.** A written notice of intent to dismiss will be given to a resident prior to the final decision regarding dismiss. The notice will:
- a. state the reason for the intended dismissal and the intended effective date;
  - b. include a copy of the charges and materials upon which the intention to dismiss is based;
  - c. state that the resident has the right to respond either orally or in writing within eight business days from the date of issuance of the notice of intent; and
  - d. if the resident is on investigatory leave, state whether it is intended that such leave will be with or without salary.

- 430.24 **Written Notice of Dismissal.** After the resident's response or eight business days from the date of issuance of the notice of intention to dismiss, whichever is sooner, the resident will be notified in writing of the action to be taken. If it is determined that dismissal is appropriate, the notification will:
- a. specify the effective date of dismissal;
  - b. State the reason for dismissal;
  - c. if the resident is on a investigatory leave, state whether such leave will be with or without salary; and
  - d. state the resident's right to grieve the action under RMS Personnel Policy 440.
- 430.25 **If dismissal is not appropriate,** the Training Program Director will inform the resident of this fact and state what other action, if any, will be taken.
- If the resident's response is a letter of resignation,** the Training Program Director may choose to accept the resignation. If the resignation is accepted, no letter of dismissal will be issued.
- 430.26 When appropriate, the DIO may approve up to fifteen calendar days' salary pay upon dismissal.

## 440 **GRIEVANCES**

### **POLICY**

440.1 It is the policy of the University to encourage and facilitate the resolution of resident grievances arising from employment with the University.

### **SCOPE**

440.2 A grievance is defined as:

- a. any complaint by an individual resident regarding a specific University act which adversely affects the resident's existing terms or conditions of employment; or
- b. a claim that the University has violated a provision of RMS Personnel Policies.

Actions taken under the Rules and Regulations or the Bylaws of the Medical Staff, or under Hospital Policy, may be appealed only under the process set forth in, and to the extent allowable by, those Rules and Regulations, Bylaws, or Policy.

### **ELIGIBILITY**

440.3 Any resident who is covered by RMS Personnel Policy is eligible to have a grievance reviewed under this Policy.

### **RESPONSIBILITY**

440.4 The UCDHS Human Resources Resident Program Administrator will administer this Policy and will determine whether a complaint is timely and whether it qualifies for review at any step of this Policy. If the complaint has been filed within established time limits, the Human Resources Administrator will grant up to fifteen calendar days in order to permit a technically flawed but timely complaint to be corrected and resubmitted.

### **INFORMAL REVIEW**

440.5 **Step I.** A resident who has a complaint will attempt to consult in a confidential manner with the appropriate administrator for assistance in possible resolution of the problem prior to filing a formal grievance. If the complaint cannot be resolved through informal discussion, the resident may pursue the formal review process. Attempts at informal resolution of the complaint do not extend the time limits for filing a formal grievance unless a written exception is granted by the Human Resources Administrator in advance of the expiration of the time limits.

A resident with a complaint about the application of RMS Personnel Policy 300, Scheduling and Hours of Training, may consult in confidence with the DIO. The DIO may consult with the resident's Training Program Director, maintaining the confidentiality of the resident's identity, to assist in rectifying the problem.

- 440.6 When a complaint alleges sexual harassment, a resident may elect to substitute the UCDHS Sexual Harassment Complaint Resolution Procedure for Step I of this Policy. If the Sexual Harassment Procedure is substituted, and the complaint is timely filed under that procedure, the final date for filing a formal grievance under this Policy will be ten calendar days from the date a decision is issued under that procedure. When both parties mutually agree, a grievance previously filed under the Sexual Harassment Procedure may proceed directly to Step III of this Policy.

#### FORMAL REVIEW

- 440.7 **Step II.** A grievance that is not resolved at Step I may be presented in writing to Human Resources for review and written response by the Department Chair. If the Department Chair is also the immediate supervisor, the grievance will be presented to the next higher authority in the grievance hierarchy (Director of Graduate Medical Education).
- 440.8 The grievance must be received within thirty calendar days after the date on which the resident knew or could reasonably be expected to have known of the event or action which gave rise to the complaint, or within thirty calendar days after the date of separation from the residency training program, whichever is earlier.
- 440.9 The grievance must be presented in writing. A form is available from the Human Resources Administrator. The grievance must:
- a. identify the specific University act(s) to be reviewed;
  - b. specify how the resident was adversely affected;
  - c. list the section(s) and specific provision(s) of the RMS Personnel Policy alleged to have been violated, if any, and how the provisions were violated;
  - d. specify the remedy requested; and
  - e. provide the date(s) of attempts at informal resolution and the name of the person(s) contacted.
- 440.10 The Department Chair or DIO will respond in writing to the resident within fifteen calendar days after the date the formal grievance is provided by Human Resources to the department for processing.

- 440.11 **Step III.** A grievance that is not resolved at Step II may be appealed in writing to the Human Resources Administrator for a review and written decision by the DIO or Associate Dean of the School of Medicine. If the DIO was the reviewer at Step II, the opposite party will review and respond to the Step III grievance.
- 440.12 The appeal to Step III must be received by Human Resources within ten calendar days of the date on which the written response to Step II was issued or, if not issued, was due.
- 440.13 The DIO / Associate Dean will provide a written decision to the resident within thirty calendar days following receipt of the appeal to Step. The decision of the DIO is final and binding for all issues except alleged violations of 430.23 Dismissal.

## HEARING

- 440.14 **Step IV.** A grievance not satisfactorily resolved at Step III, which alleges violation of RMS Personnel Policy Section 430.23, may be appealed in writing to Human Resources for a final and binding hearing, within ten calendar days of the date the Step III decision was received or due. The appeal will set forth the issues and remedies remaining unresolved.
- 440.15 Eligibility and Scope of Step IV. A resident may submit alleged violations of RMS Personnel Policy Section 430.23 Dismissal.
- 440.16 Except by written mutual agreement of the parties, only issues that were accepted for review in the formal grievance may be introduced at the hearing. In addition, the parties will stipulate in writing a statement of the issues at least fifteen calendar days prior to the hearing.
- 440.17 **Election of Hearing Officer or Hearing Committee.** The resident may elect that the grievance be heard by: (a) a University-appointed hearing officer or (b) a committee. Election by the resident will be in writing. Election of a University hearing officer or committee is final.
- 440.18 The hearing officer or committee may be selected by mutual agreement of the parties. In the absence of such an agreement, the Assistant Director, Human Resources will select the hearing officer or hearing committee.
- 440.19 **Hearing.** The hearing officer or hearing committee will convene a hearing in which each party will have the opportunity to present evidence and cross-examine witnesses. Evidence may be oral or documentary. The hearing officer or committee will have broad discretion regarding the admissibility and weight of evidence, and will be guided by generally accepted standards regarding admissibility of evidence. Offers of settlement of the grievance or statements made in the course of settlement discussions will not be admissible.

- 440.20 Each party will, upon request, provide the other with copies of material to be introduced at the hearing and names of witnesses who will testify on the party's behalf. To the extent possible, such materials and names of witnesses will be exchanged at least ten calendar days prior to the hearing.
- 440.21 The hearing will be closed unless both parties agree in writing to an open hearing. In the absence of such an agreement, the hearing will be closed to all persons other than the principal parties to the grievance, i.e., the Training Program Director, the resident, and one representative for each party. In addition, a representative of Human Resources may be present to provide assistance. Witnesses will be in attendance only for the duration of providing testimony.
- 440.22 The hearing will be recorded by the University if no stenographic record is agreed to by the parties in advance.
- 440.23 **Hearing Officer's or Hearing Committee's Authority.** The hearing officer or committee will provide the parties with a written decision within thirty calendar days of the close of the hearing. The hearing officer or committee will not add to, delete from, or otherwise modify the provisions of RMS Personnel Policies. The hearing officer or committee does not have the authority to issue subpoenas or order a stenographic record.
- 440.24 **Fees.** There will be no cost to the resident for a University-appointed hearing officer or committee. Expenses for stenographic services will be borne by the party requesting such services unless both parties agree otherwise in advance. Copies of stenographic reports may be provided to a party only upon receipt of payment of one-half of the total cost of stenographic services.
- 440.25 **Remedy.** If the grievance is sustained in whole or in part, the remedy will not exceed restoring to the resident the salary, benefits, or rights lost as a result of the violation of the policy, less compensation from residency salary or awards arising from this issue. Unemployment payments and Workers' Compensation payments from permanent disability, however, are not considered as compensation when determining the amount of the remedy. No interest will be earned or paid on any amount restored to the resident. Compensation will not be granted for any period of time resulting from an extension of time requested by or on behalf of the resident.
- 440.26 **Reprisal.** No resident will be subject to reprisal for using or participating in the grievance process.
- 440.27 **Jurisdiction.** A resident is subject to the UCDHS hearing procedure.
- 440.28 **Representation.** A resident who files a grievance may be self-represented or may be represented by one other person at any stage of the grievance process, except that supervisory residents will not participate in the handling of grievances on behalf of non-supervisory residents, and non-supervisory residents will not participate in the handling of grievances on behalf of supervisory residents.

- 440.29 **Time Limits.** Prior to expiration of a time limit, extensions may be granted for cause by the DIO / Associate Dean upon written request by either party.
- 440.30 Grievances not appealed within the time limits at any step will be considered resolved on the basis of the preceding University response. Failure of management to respond within the time limits will be a basis for the resident to appeal to the next step. Time limits which fall on a Saturday, Sunday, or University-observed holiday will be automatically extended to the next University business day.
- 440.31 **SALARY Pay Status.** Upon advance request, the resident who filed the grievance and the resident's representative, if any, will be granted leave with salary pay to attend hearings and meetings convened by the University. Except as specified in this section, time spent by residents in investigation and preparation of a grievance will not be on salary pay status. **Educational make-up time may be required.**
- 440.32 Time spent by University resident-witnesses in meetings and hearings convened by the University within or outside the witnesses' regularly scheduled training work hours will be leave with salary pay. **Educational make-up time may be required.**
- 440.33 **Combining Grievances.** Grievances of two or more residents, or two or more grievances on the same incident, issue, or course of conduct, may, at the sole discretion of the DIO, be included in one review.

**500 VOCATIONAL REHABILITATION / REASONABLE ACCOMMODATION****POLICY**

- 500.1 The University will provide special assistance to residents who become disabled when such disabilities substantially limit their performance of assigned clinical or didactic activities related to their residencies. This assistance will include information about vocational rehabilitation services and reasonable accommodation.
- 500.2 A resident who becomes disabled will be informed of the availability of vocational rehabilitation services as soon as such services are appropriate.
- 500.3 The Human Resources Administrator will assure that the position held at the onset of the illness or injury, if still available, is analyzed to identify essential functions (critical and important tasks) and conditions of the work environment to aid in determining if reasonable accommodation can be made.
- 500.5 The resident is responsible for providing medical documentation to assist in understanding the nature of any restrictions due to a disability. Such a statement will relate specifically to the job analysis information provided by the Human Resources Administrator and will be subject to confirmation by a University-appointed physician.

**501 PHYSICAL IMPAIRMENT AND SUBSTANCE ABUSE**

Medical Staff Health Committee: The Medical Staff Health Committee is comprised of at least five members of the Medical Staff. The Committee educates members of the Medical Staff about physician health, well-being and impairment; about appropriate responses to different levels and kinds of distress and impairment; and about appropriate resources for prevention, treatment, and rehabilitation. The committee also assesses, assists, and monitors physicians that have been referred for substance abuse related matters. The Committee shall serve as a resource where information and concerns about the health of a physician can be referred for confidential consideration. The Committee provides advise, recommendations, and assistance to individual physicians and to groups or committees who request assistance or recommendations. Contact information for the current Chair of the Committee is at (916/734-2777). If a resident or fellow demonstrates behavior consistent with possible substance abuse (e.g., alcohol, drugs, and prescription controlled substances) or another medical or mental illness leading to impairment of the ability to safely and competently practice medicine, he/she may be required to meet with the Chair of the Medical Staff Health Committee. Depending on the circumstances, the resident or fellow may be required to come before the Committee and follow a specified plan, which may include, but is not limited to, assessment in a specialized chemical dependency evaluation and treatment facility, undergoing mental health or chemical dependency treatment as recommended, and/or participating in a monitoring agreement with the Medical Staff Health Committee. This is a highly confidential service provided by the Medical Staff Health Committee, intended to help the Physician continue his/her professional activities, while at the same time, protecting patients and staff.

**510 MEDICAL SEPARATION**

**POLICY**

510.1 Residents who are unable to perform fully their essential, assigned clinical and didactic duties due to disabilities or other medical conditions may be separated.

**BASIS FOR SEPARATION**

- 510.2 A medical separation will be based on:
- a. a statement by the Department Chair describing the essential duties the resident is not performing; and
  - b. a review by a vocational rehabilitation counselor
- 510.3 A medical separation will be effected by the Department Chair after review and agreement by the Human Resources Administrator.

**NOTICES**

- 510.4 A Resident will not be separated under this Policy while the resident is drawing accrued sick leave or while the resident is receiving extended sick leave. However, the resident may be separated for medical or other reasons if the date of separation (end of current year's appointment) was set prior to the commencement of sick leave or extended sick leave.
- 510.5 **Notice of Intent.** A resident will be given advance written notice of the intention to separate the resident. The notice will:
- a. state the reason for the medical separation;
  - b. include copies of the Department Chair's statement and any other pertinent material considered; and
  - c. state that the resident has the right to respond, either orally or in writing, regarding the separation, within eight calendar days from the date of issuance of the notice.
- 510.6 **Notice of Separation.** After the resident's response or eight calendar days from the date of issuance of the notice of intention to medically separate, whichever is sooner, the resident will be notified in writing of the decision. If it has been determined that separation is appropriate, the resident will be given advance written notice of medical separation. The notice will:
- a. specify the effective date of separation; and
  - b. state the resident's right to grieve under RMS Personnel Policy 440, Grievances

510.7 **Effective Date.** The effective date of separation will be at least ten calendar days from the date of issuance of the notice of separation or eighteen calendar days from the date of issuance of the notice of intention to separate, whichever is later.

**520 DEATH PAYMENTS**

**POLICY**

520.1 Section 103.8 of the Standing Orders of The Regents provides that upon the death of an eligible resident of the University a sum equal to the salary of the deceased for one month will be paid to the surviving spouse, or if there is no surviving spouse, the deceased's eligible dependent(s), or if there is neither a surviving spouse nor eligible dependent(s), to the beneficiary designated in the deceased's University-paid life insurance policy.

**ELIGIBLE RESIDENT**

520.2 For the purpose of the death payment, an eligible resident is one who has completed six continuous months on salary pay status at 50 percent time or more without a break in service prior to death.

**ELIGIBLE DEPENDENT**

520.3 For the purpose of the death payment, an eligible dependent is one receiving the majority of support from the deceased resident in accord with Internal Revenue Service standards.

**RESIDENT EARNINGS**

520.4 The Department Chair will initiate the necessary action in order that payment of any vacation, salary, or other monies due to the deceased resident can be made. Such payment is made in accordance with Accounting Manual Section P-196-25 (Payroll: Resident Death Payments). Payment will include the deceased resident's salary for the day of death, unless the resident was on leave without salary pay on the day of death.

**NOTICE**

520.5 When advised of a resident's death, the Department Chair will immediately notify the Chancellor of the date and, if known, the cause of death.

**530 MEAL PROGRAM****I. PURPOSE**

This section outlines the policy and procedures for administering the meal program for residents required to provide in-house, on-call service as required by their residency training programs.

**II. DEFINITIONS**

Resident – For the purpose of this section, resident is defined as a graduate medical education trainee, e.g. intern, resident of fellow

**III. POLICY**

A. It is the intent of UCDHS to provide a meal program for:

- 1) Residents who serve on-call and stay overnight in the Hospital.
- 2) Residents who are required to stay exceptionally late or are called back to the Hospital for patient care purposes after completion of their scheduled work shift.

This program is not compensatory, since residents/fellows benefiting from the program are required to be at UCDHS.

B. Eligibility for the meal program shall correlate with the on-call schedule for services when the resident is required to take in-house calls from the Hospital, and/or when the resident is not scheduled for on-call, but returns to or remains at the Hospital for unscheduled patient care hours.

C. Residents/Fellows who meet the requirements as indicated above are eligible to receive meals. Faculty, staff, students, family, friends, or any other guests may not participate in this program.

D. Calculations for meal card money is based on the following:

- 1) \$5.00/meal
- 2) Resident's on-call Monday-Friday is entitled to 2 meals/call.
- 3) Resident's on-call Saturday, Sunday and Holidays are entitled to 3 meals/call.
- 4) Shifts between 10-12 hours long are entitled to 1 meal /shift.
- 5) Residents on home call are entitled to meals if called back to the Hospital or are required to stay late. Calculations are determined for each Department separately.

**IV. PROCEDURE RESPONSIBILITY**

A. Graduate Medical Education Program Manager

- 1) Provide general direction for the meal program.
- 2) Establish and implement an efficient, cost-effective mechanism for customer access to the meal program.
- 3) Assume accountability for financial administration of the program.

B. Department Housetaff Coordinators

- 1) Provide an annual Resident rotation schedule at start of year with regular updates.

C. Residents/Fellows

- 1) Present UCDHS identification badge/meal card to the cafeteria cashier when using the meal program. If the appropriate identification badge is not available, the cashier will not process the meal as part of the program, and the resident will be held responsible for the cost of the meal.
- 2) Accept responsibility for the price of any meals in excess of the limit set forth by program policy.

D. Dietary Department/Cafeteria Cashier

- 1) When residents present appropriate UCDHS identification badge/meal card, process meals as part of the meal program. Do not process any meal without appropriate identification. A voucher may be signed in lieu of using meal card when system is down.
- 2) Recharge UCDHS cost center "Interns and Residents" up to the maximum allowable amount as determined by program policy.
- 3) Accept responsibility for inappropriate costs recharged to the program.

**540 CALIFORNIA MEDICAL LICENSE****1. PURPOSE**

The purpose of this policy is to define the procedure for applying for and using California Medical License certificate.

**2. POLICY**

- A. Resident physicians who prescribe and administer pharmaceuticals are required to obtain a California Medical License as soon as they meet the requirements for licensure in the State.

Eligibility: Graduates of US and Canadian medical schools are eligible for licensure following satisfactory completion of 12-months of clinical training. During this 12-month period, the resident physician must complete 4-months of general medicine rotations. These resident physicians must be licensed prior to the start of his/her 25th month of training.

International Medical Graduates (IMG) is eligible for licensure following satisfactory completion of 24-months of clinical training. IMG resident physicians must be licensed prior to the start of his/her 37th month of training.

- B. Resident physician enrolled in an accredited ACGME program and a member of the active UCDHS Resident Medical is eligible for fee-paid status when applying for license.
- C. Renewal of California medical licenses will not be paid by the GME Office but will be the responsibility of the individual resident and/or Department.
- D. In the event a Resident physician should leave their training program prior to their first license renewal, they will be required to reimburse the University for the license cost if they **do not** give at least a four months notice of departure. At the time the license fee is paid by UCDHS, the Physician will be asked to sign a document authorizing the university to debit any money owed (prorated or full amount) upon departure from any salary due the individual Resident.

**3. PROCEDURE****A. Application:**

1. In order to be eligible for fee paid status, the resident physician must complete the appropriate medical license application and follow the specific timetable outlined by the Graduate Medical Education Office.
2. The address provided by the physician must be the address of the University of California, Davis Medical Center, 2315 Stockton Blvd., Sacramento, CA 95817

- B. Circumstances when the fee-paid application does ***not*** apply.
1. Resident physicians who complete 1-year of training at UCDHS and transfer to another institution for further residency training. Resident physicians with prior training, which required them to obtain a California medical license, prior to entering a program at UCDHS.

**550 DRUG ENFORCMENT ADMINISTRATION (DEA) CERTIFICATE****1. PURPOSE**

The purpose of this policy is to define the procedure for applying for and using a fee-exempt Drug Enforcement Administration (DEA) certificate.

**2. POLICY**

- C. Resident physicians who prescribe and administer controlled substances are required to obtain a DEA certificate immediately following professional licensure and must maintain current registration with the DEA at all times.
- D. As employees of a government agency, members of the UCDHS active Resident Medical Staff qualify for fee-exempt status in applying or reapplying for DEA certification [Code of Federal Regulations, 21§13091.21(a)(2)].
- E. The fee-exempt DEA certificate may only be used in the course and scope of the resident physician's UCDHS employment/training program, and may not be used for any activities outside of the UCDHS employment/training program.
- F. When a resident physician with a fee-exempt DEA certificate is no longer an employee or trainee with UCDHS, the physician will immediately notify the DEA of the change and will submit to the DEA the necessary paperwork to change the status of the DEA.

**3. PROCEDURE****G. Application**

- 3. In order to claim exemption, the resident physician must complete the appropriate DEA application form.
- 4. The address provided by the physician must be the address of the University of California, Davis Medical Center, 2315 Stockton Blvd., Sacramento, CA 95817

**H. Circumstances when the fee-exempt DEA certificate may not be used**

- 2. Resident physicians who moonlight outside UCDHS *may not* use the fee-exempt DEA certificate in those settings. Resident physicians who moonlight have the option of obtaining a second DEA certificate.

**560 RESIDENCY EMERGENCY MANAGEMENT PLAN****I. DEFINITIONS**

The following defines emergency and disaster management as it applies to the Residency program.

**Disaster** – any natural or human-made event that causes major disruption such as damage to the organization's building or grounds from severe weather, earthquakes, other natural phenomena or loss of utilities (power, water, telephones), acts of civil disobedience, accidents or emergencies within the organization or in the surrounding community.

**Code Green** – a code notifying all residents that an emergency event has occurred and UCDHS operations will be immediately shifting to its emergency management mode. Disasters occurring outside the Main Hospital facility are considered a CODE GREEN – EXTERNAL. For incident occurring within the Main Hospital this is considered CODE GREEN – INTERNAL.

**External Disasters** – those disasters taking place in the community or region or in UCDHS facilities other than the Main Hospital, Davis Tower, Trauma Nursing Unit, or Children's Surgery Center.

**Internal Disasters** – those disasters taking place within the Main Hospital, Davis Tower, Trauma Nursing Unit or Children's Surgery Center.

**II. EMERGENCY PHASES**

Four phases are used to describe a comprehensive emergency/disaster management.

**Mitigation** – actions taken to lessen the severity and impact of a potential emergency.

**Preparedness** – actions taken to build capacity and identify resources.

**Response** – actions taken to address the direct effects of an incident or disaster.

**Recovery** - -- actions taken to restore the area/organization to pre-event condition.

**III. EMERGENCY OPERATIONS**

Utilizing the four phases above and dependent upon the incident and/or disaster the Designated Institutional Official (DIO) and Associate Dean for Graduate Medical Education will access the event to determine the following:

- a. Temporary transfer of residents to programs at local affiliated institutions.
- b. Temporary transfer of residents to programs at sister UC campuses.
- c. Temporary transfer of residents to programs throughout Northern California.
- d. Permanent transfer of residents to programs throughout the country.

**APPENDIX A**  
**BENEFITS, SUPPORT AND SALARY**  
**SUBJECT TO CHANGE**

**Resident Medical Staff Benefits,  
Support and Personnel Policy Summary**

\*Note: Salary and support services are subject to annual review and approval. Benefits are subject to periodic negotiations, and therefore, subject to change.

*APPROVED LEAVE OF ABSENCES AND / OR OUT OF SERVICE AREA ASSIGNMENTS OR DOMICILES MAY DETERMINE RESIDENT / DEPENDENT(S) BENEFIT COVERAGE.*

<b>HEALTH INSURANCE</b>	The group health insurance is provided for residents/fellows and is effective upon date of hire. UCDHS currently pays 100% of the premium for all residents and all enrolled dependents. Approved Leave of Absences and/or out of service area assignments or domiciles may determine resident/dependent (s) benefit coverage. Domestic partners (same or opposite gender) are also covered.
<b>DENTAL INSURANCE</b>	The group dental insurance is provided for residents/fellows. UCDHS currently pays the premium for all residents/fellows and all enrolled dependents. Domestic partners (same or opposite gender) are covered
<b>VISION INSURANCE</b>	The group vision insurance is provided for residents/fellows. UCDHS currently pays the premium for all residents/fellows and all enrolled dependents. Domestic partners (same or opposite gender) are covered.
<b>LIFE INSURANCE</b>	The group life/accidental death and dismemberment insurance is provided for residents/fellows. The plan provides \$50,000 of coverage. UCDHS currently pays the premium for all residents/fellows.
<b>DISABILITY INSURANCE</b>	A group long-term disability insurance plan is provided to residents/fellows and paid by UCDHS.
<b>PROFESSIONAL LIABILITY INSURANCE</b>	The University of California is self-insured for professional medical and hospital liability. This coverage provides defense and indemnification to its employees for allegations of negligence arising out of actions of residents and fellows when they are performing duties within the course and scope of their University training program appointments. Defense and indemnification are based on the date of the incident or occurrence that gives rise to the alleged negligence regardless of when the claim or lawsuit is filed. <b><u>University defense and indemnification does not extend to any moonlighting employment.</u></b>
<b>MEDICAL LICENSE AND ADDITIONAL BENEFITS</b>	UCDHS pays for the first Medical License application; Housestaff gymnasium is available; One time no interest Dean's Loan and low interest mortgage loans may be available at local financial institutions.
<b>DEFINED CONTRIBUTION PLAN (DCP)</b>	Residents/fellows (Safe Harbor participants without Social Security Deductions) contribute to the Defined Contribution Plan (DCP) on a pretax basis. Enrollment is automatic and begins the first day of an eligible appointment. Safe Harbor participants are required to contribute 7.5% of gross salary to the DC Plan Pretax Account. DCP contributions can be invested in UC Managed Funds or Fidelity Mutual Funds.  Fidelity Investments has been determined as the master record keeper for all UC DCP, 403b, 457b accounts under FITSCO (1-866-682-7787)

<p><b>403(b) PLAN (Optional)</b></p>	<p>The tax-deferred 403(b) or 457b plans enable you to set aside income before it is taxed and also to defer taxes on your investment earnings. 403(b) contributions can be invested in University of California Managed Funds, Fidelity Mutual Funds or Calvert Mutual Funds.</p> <p>Because your contributions to the Plan are deducted from your paycheck before income taxes are calculated, your current taxable income is reduced. Taxes on contributions and earnings are deferred until you retire or take your money out of the Plan. When you retire and begin drawing from your 403(b) Plan saving, you will probably be in a lower income tax bracket than you were during your contributing years - an additional tax advantage.</p>
<p><b>PERSONNEL POLICY</b></p>	<p>The Resident Medical Staff Program is a distinct segment of the UC Davis Personnel program, with unique salary grades, titles, and personnel policies. The RMS Personnel Policy sets forth policies covering a full range of human resources topics including: resident responsibilities, salary, benefits for residents/fellows and dependents, general provisions, definitions, appointment, reappointment, non-reappointment, resignation, evaluations, personnel records, professional development, emergency loans and emergency payroll payments, scheduling and duty hours, supplemental employment, vacation (20 days per year), educational leave (4 days per year), holidays (13 per year), sick leave (12 days per year), leave of absence (personal, military, family and medical leave, parental leave and pregnancy disability), training-incurred injury/illness, medical separation, corrective action, nondiscrimination, and grievances including gender or other forms of harassment including sexual harassment. The granting of leave/holidays requires departmental approval from the Program Training Director.</p>
<p><b>SEXUAL HARASSMENT POLICY</b></p>	<p>The Sexual Harassment Policy can be found at the following web site: <a href="http://manuals.ucdavis.edu/ppm/380/380-12.htm">http://manuals.ucdavis.edu/ppm/380/380-12.htm</a>. The UC Davis Policy &amp; Procedure, Personnel Policy Section 380 -12 Sexual Harassment.</p>
<p><b>ON-CALL MEALS</b></p>	<p>The Meal Program policy provides meals Residents/Fellows who serve on-call rotations, which includes remaining overnight, remaining late, or being called back to the hospital. The Meal Program is administered through the Graduate Medical Education Office.</p>
<p><b>CALL ROOMS</b></p>	<p>Call rooms are provided within the hospital. They are allocated to each department; the departments, in turn, assign the rooms for use by their residents/fellows.</p>
<p><b>UNIFORMS</b></p>	<p>Residents/fellows wear standard white lab coats which are provided and laundered by UCDHS.</p>
<p><b>COUNSELING &amp; SUPPORT SERVICES</b></p>	<p>UCDHS employs a psychologist to provide counseling services to residents and fellows. The counselor holds office hours specifically to accommodate trainees' schedules and is responsible for responding to calls on the confidential 24/7 Hotline provided for residents and fellows. In addition, the UCDHS Academic and Staff Assistance Program (ASAP) offers confidential, cost-free assessment, intervention, consultation and referral services to all residents and fellows and their families.</p>
<p><b>PHYSICIAN IMPAIRMENT &amp; SUBSTANCE ABUSE</b></p>	<p>The Medical Staff Health Committee serves as a resource where information and concerns about the health of a physician can be referred for confidential consideration. The Committee educates members of the Medical Staff about physician health, well-being and impairment; about appropriate responses to different levels and kinds of distress and impairment; and about resources for prevention, treatment and rehabilitation. The Committee has developed a resource list offering names of professionals in the community that are available to provide counseling and other services.</p>
<p><b>RESIDENCY CLOSURE/ REDUCTION</b></p>	<p>In the unlikely event that the institution reduces or closes a residency program, residents/fellows will be informed as soon as possible and the institution will make every effort to allow residents/fellows to complete their program or assist the residents/fellows in identifying another program.</p>
<p><b>PARKING FEES</b></p>	<p>Those Residents and Fellows who purchase an annual Parking Pass will be eligible for a three month "holiday" of Parking fees. ( Reimbursed at the end of the contract year)</p>
<p><b>PRE-APPOINTMENT CONDITIONS</b></p>	<p>The appointment will require the successful completion of all residency pre-requisites as determined by the department and Human Resources. The pre-requisites may include but are not limited to a medical clearance examination, documentation proving authorization to work in the United States, criminal background investigation and fingerprinting for some programs.</p>

UCDHS RESIDENT PHYSICIAN FELLOWSHIP  
POSITION DESCRIPTION

Responsibilities include but are not limited to:

1. Develop a personal program of self study and professional growth with guidance from the teaching staff.
2. Participate in safe, effective, and compassionate patient care, under supervision, commensurate with your level of advancement and responsibility.
3. Participate fully in the educational and scholarly activities of the program and, as required, assume responsibility for teaching and supervising residents and students.
4. Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures and policies of the institution.
5. Participate in institutional committees and councils, especially those that relate to patient care review activities.
6. Participate in the evaluation of the quality of education provided by the program.
7. Develop an understanding of ethical, socioeconomic, and medical/legal issues that affect graduate medical education and of how to apply cost containment measures in the provision of patient care.
8. Fulfill all requirements established by the Accreditation Council for Graduate Medical Education (ACGME) if applicable, Resident Review Committee (RRC) if applicable, and the Bylaws of the Medical Staff of UCDHS.
9. Perform all duties in accordance with the established practices, procedures and policies of the institution, and those of its programs, clinical departments and other institutions to which the resident physician fellow is assigned; including, among others, maintain current California state licensure to practice medicine.

I acknowledge receipt of a copy of this position description and the Resident Medical Staff Personnel Policy which outlines the conditions of resident training and employment.

X \_\_\_\_\_  
Fellow's Signature  
FIRST LAST, DEGREE  
Dept

\_\_\_\_\_  
Date

