

SUBJECT: Notification to Applicants Invited to Interview

POLICY

STATEMENT: The ACGME requires an applicant invited to interview for a resident/fellow position must be informed in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment.

All applicants invited to interview will be informed in writing or by electronic means of the terms and conditions of appointment.

DESCRIPTION:

1. The GMEC office provides a document that must be provided to applicants invited to interview that describes the terms and conditions of appointment, financial support; vacations; parental, sick and other leaves of absence, and professional liability, hospitalization, health, disability, and other insurance accessible to residents/fellows and their eligible dependents, ; and the condition under which the Sponsoring Institution provides sleep rooms, meals and laundry services, or their equivalents. (See Attachment).
2. All programs will include this document or reference its web site when offering an interview to the resident.

Reviewed and Approved
Graduate Medical Education Committee (GMEC)
May 2016

DATE:

MEMORANDUM

TO: Resident / Fellow Applicant:
FROM: University of Florida College of Medicine
RE: Terms and Conditions of Appointment

The Accreditation Council for Graduate Medical Education Institutional Requirement (IV.A.3.) requires that applicants for ACGME-accredited programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents/fellows and their eligible dependents ; and the conditions under which the Sponsoring Institution provides sleep rooms, meals, laundry services, or their equivalents are to be provided.

Please find below a summary of those items.

TERMS AND CONDITIONS OF APPOINTMENT - Appointments are renewed annually and continued retention in the training program depends on your satisfactory performance/training progress, including adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program. A resident's / fellow's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's / fellow's educational and professional achievement, competence and progress as determined by the program director and teaching faculty.

The primary site of your graduate medical training will be the University of Florida Health Science Center-Gainesville with its major teaching hospitals and affiliates, but the location of the training for any resident may occur at various additional sites. All assignments and call schedules are made at the discretion of the appropriate program director of the University.

FINANCIAL SUPPORT - The College of Medicine sets the annual stipend for residents at each level. Exceptions to these stipend levels must be approved by the Graduate Medical Education Committee. As a resident / fellow, you automatically will be enrolled in the University of Florida's FICA Alternative Plan. Housestaff will contribute 7.5% of their wages into an investment account in their name. Medicare contributions at 1.45% will continue to be withheld and matched by the employer. Employees will be automatically enrolled or un-enrolled based on their salary plan status during the affected pay period. There is no minimum age or service requirement. Once a contribution has been made to the plan, the employee will receive an Enrollment/Designation of Beneficiary form and an introduction letter from Valic, the plan Administrator. They will also be available on the Valic web site. These forms will allow the employee to choose between a Guaranteed Pooled Fund (an interest bearing account) and a variable investment option. As a participant in the plan, you will have the option of investing in a mutual fund plan or a fixed account and will also be asked to identify a beneficiary. If an employee does not direct the investments of your funds, they will automatically be placed into the Guaranteed Pool fund. For information pertaining to enrollment please contact Valic at (352)514-1001 and (352) 262-5836.

LEAVE – Residents / Fellows shall be entitled to leave with pay for the purpose of annual and sick leave depending upon the length of appointment during the training period July 1 through June 30.

If specialty board regulations for annual and sick leave accrual and usage differ from that outlined in this rule, written notification of the board policy shall be completed by the program director and submitted to the Dean for approval. The total maximum time a resident / fellow can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty board involved. All absences must be approved by the program director.

SICK LEAVE – Residents / Fellows shall accrue sick leave at the rate of 10 working days per year of full employment if consistent with board requirements. If excessive time is taken, the resident / fellow must extend her/his training to fulfill board requirements.

ANNUAL LEAVE - Annual leave accruals are normally based on an annual rate of fifteen (15) workdays for all postgraduates, provided this does not exceed that allowed by the appropriate board.

MILITARY LEAVE - Absences for temporary military duty (e.g. two-week annual training) will not be taken from sick or annual leave but will be considered leave with pay for up to 17 days. If activated from reserve to active duty status, the resident / fellow will receive thirty (30) days full pay before going on leave without pay.

HOLIDAYS – Residents / Fellows shall be entitled to observe all official holidays designated by the Department of Administration for state employees except when they are on call for clinical responsibilities. Resident / Fellows on Veteran’s Administration Medical Center rotations shall be entitled to observe all official holidays designated by the federal government for employees except when they are on call for clinical responsibilities.

LEAVE OF ABSENCE - Educational Assignment – Residents / Fellows shall be eligible for absence pertaining to education and training provided it is allowed by the appropriate board and agreed to, in writing, by the program director. Licensure Examination Leave – Residents / Fellows taking American specialty board and state licensure examinations will be authorized leave at the discretion of the program director.

PARENTAL LEAVE – Residents / Fellows that plan to utilize parental leave are expected to notify their program director as soon as possible to facilitate the appropriate scheduling.

UNUSED LEAVE - All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

MEALS - A meal subsidy may be provided for residents / fellows on-call for their service.

ON-CALL QUARTERS. LAUNDRY - On-Call Quarters are available at all hospitals to which the resident / fellow rotates and each provides access to bathrooms and telephones. As a general rule, living quarters and laundry, are not provided by the institution. Some departmental exceptions to this may exist for residents / fellows who are sent to specific rotations outside of the immediate home area. Departmental policies will govern provision of living quarters at these sites.

INSURANCE - The College of Medicine recognizes the need to provide insurance coverage in a variety of different categories.

Eligibility - All full-time residents and clinical post-doctoral associates appointed through a department in the College of Medicine are eligible to receive the College-sponsored fringe benefit program. **Benefit costs are employer-paid. Coverage for eligible employees begins on the first day of employment and ends on the last day of employment.**

Group Health Insurance – You will be automatically enrolled in our healthcare insurance program known as GatorCare. Designed to promote improved health care access, quality of care and employee health, **GatorCare** is a consolidated group health insurance plan available to eligible employee groups associated with the University of Florida and its affiliates. **GatorCare** is a self-insured health plan. Both Florida Blue (formerly Blue Cross Blue Shield) and Magellan Pharmacy Solutions have partnered with UF to manage the plan’s administration. Each offer comprehensive provider networks within Florida and across the U.S. and has extensive experience with the processing of both medical and pharmacy claims for payment. You may choose between two plan options: **Prime Plus or Premium**. For plan details and the schedule of benefits visit the GatorCare website: <http://gatorcare.org>.
A summary of the two available options to you follows:

GatorCare Prime Plus – More Options - If you want two network options, you may wish to consider this plan. The plan design offers two tiers. You receive the highest level of benefits when you receive services within the GatorCare Network. The GatorCare Network includes hospitals, physicians and providers in Gainesville and Jacksonville. Providers in both locations are available to you. You also have access to Florida Blue's NetworkBlue participating providers for Tier 2. Higher deductibles, out-of-pocket costs and coinsurance typically apply for Tier 2 benefits.

GatorCare Premium – More Flexibility -If you are looking for the most flexibility, this plan may be an option for you. This plan offers you three network tier options. Tier 1 is the GatorCare Network and offers the best value with low deductibles, out-of-pocket and coinsurance amounts that you would pay. The GatorCare Network includes hospitals, physicians and providers in Gainesville and Jacksonville. Providers in both locations are available to you. Tier 2 applies when you receive services from physicians and providers in Florida Blue's NetworkBlue. You will pay higher deductibles, out-of-pocket costs and coinsurance amounts when using Tier 2 providers. You can access services from an out-of-network provider and still have coverage; Tier 3 benefits would apply and you may be billed for the difference between the provider's charge and the allowed amount.

Magellan Pharmacy Solutions - GatorCare has partnered with Magellan Pharmacy Solutions to provide the highest-quality prescription drug benefit program with safety and cost savings in mind. This program provides efficient electronic claims processing, as well as retail and mail order prescription drug services at a reduced rate through a national pharmacy network. You may speak with a customer service representative at 800-651-8921.

FloridaBlue.com is the Online Resource for GatorCare participants. Florida Blue's member website is your online resource to know more about your health plan. You can view benefits, check claims information, access monthly statements, research general health information and more. In all Plan Options, Pre-Certification is required for Inpatient Admissions. **Prescriptions written by an insured for self or any family members will not be eligible for reimbursement through the prescription drug program or the health insurance plan.**

Life Insurance - Level term group life insurance underwritten by The Standard Insurance Company provides \$50,000 of life insurance for all eligible employees with an additional \$10,000 in the event of accidental death and dismemberment. You will find the life insurance policy on the Administrative Affairs/Fringe Benefits website at <http://adminaffairs.med.ufl.edu/files/2013/01/Standard-Life-Policy.pdf>.

Long Term Disability Insurance - All active full-time College of Medicine housestaff members working at least 30 hours a week are provided group Long Term Disability insurance. The policy is underwritten by The Standard Insurance Company. The monthly benefit is equal to 60% of the first \$4167 of monthly salary to a maximum monthly benefit of \$2,500 reduced by benefit offsets. The benefits as set forth under this policy will begin after the insured's sixth month of total disability. The maximum benefit period is determined by your age when disability begins. In order to make sure income replacement is maximized in the unfortunate event of a disability, the College of Medicine will **gross-up** the disability benefit of all residents. **Grossing-up** is a common method of income maximization used by employers to help their employees. The premium cost of the disability insurance is added to an employee's earnings so that the employee pays taxes on this premium every paycheck. Paying taxes on the premium assures a tax-free disability benefit. You will find the disability policy on the Administrative Affairs/Fringe Benefits website at <http://adminaffairs.med.ufl.edu/files/2012/05/Faculty-Group-Long-Term-Disability-Policy.pdf>

Benefits during Leave of Absence: If a leave of absence or unpaid leave is taken during the residency, insurance benefits will be covered by the department for up to two months; after two months, the resident will be responsible for payment of insurance premiums. For the specific guidelines concerning: Military Leave, FMLA and Medical Leave please review the specific documentation requirements, permission and eligibility for such leave. Such leave includes Military Leave, Extended Medical Leave, FMLA and Medical Leave of Absence.

Professional Liability-Pursuant to Section 768.28, Florida Statutes, the University of Florida Board of Trustees is exclusively responsible for any civil claims or actions arising from the acts of its employees and agents. The UF BOT is protected for such liabilities by the J. Hillis Miller Health Center Self-Insurance Program (UF SIP), a self-insurance program managed by a governing council created by the Florida Board of Governors that is chaired by the Sr. Vice President for Health Affairs. As an employee of the University of Florida (UF), you are personally immune from civil liabilities which may arise from acts or omissions committed by you in the course of your employment. UF SIP affords you personal professional liability protection while you act as a Good Samaritan, while you are involved in community service work, which has been pre-approved by your college, or if you are on a job assignment outside of Florida. UF SIP also provides defense costs for certain licensure investigations by the Department of Health. If you have questions regarding professional liability, please contact the UF SIP Director at 352-273-7006.

Baby Gator Child Development Center at Newell Drive was established as a partnership with the Colleges of Medicine and Public Health and Health Professions. Faculty and Housestaff Members whose children are between the ages of 6 weeks and 5 years are eligible for enrollment at reduced tuition rates. A monthly tuition subsidy of \$250.00 per child is paid **directly to Baby Gator** by the College of Medicine. Questions or comments about Baby Gator should be directed to babygator@admin.ufl.edu. Phone: (352) 273-8000, Fax: (352) 273-8747. Baby Gator maintains a waiting list for all age groups. Please apply to the waiting list by visiting the website at www.babygator.ufl.edu. There is a \$40.00 application fee that must be paid by either check or money order, after you have completed the application. Once the application and payment have been received, the enrollment coordinator will contact you with information regarding the enrollment.

Gator Dental Care- The UF College of Dentistry can provide all your oral health services. UF Resident's Priority Program. Contact: priority@dental.ufl.edu. Please include your name and the best number for daytime contact. We'll respond within one business day. Initial screening appointments scheduled within two weeks. Emergency appointments scheduled within 24 hours. Extended hours are available in some clinics for convenient scheduling. Professional discounts available in the Faculty Practice and some graduate clinics. This program is also available for spouse and dependents. Services: cleanings & preventive care, fillings, braces & Invisalign, crowns, dentures, bridges, whitening & aesthetic care, children's care, implant dentistry, root canals and , extractions.

Employee Assistance Program (EAP) is designed to help residents and their families with concerns or problems that may be troubling them. The mission of the program is to develop and maintain a positive and productive work environment. The program helps by providing a system of short-term, confidential, professional counseling and referral services to residents and their families. Counselors from the program teach residents how to manage their problems when their job is affected. The EAP addresses Stress, Adjustment to life changes, Marital or relationship difficulties, Parenting issues, Family illness, Job burnout, Anger, Depression, Anxiety, Gambling, Alcohol or chemical Dependency. If any of the above or other concerns have adversely affected your job performance or personal life, you may consider assistance from the EAP to help you identify and resolve the problem. Benefits-eligible residents, interns, and fellows and their legal spouses, and other eligible dependents all qualify for EAP benefits.

UF – Employee Assistance Program (EAP)
24 hours: (352)392-5787
Email: eaphelp@shcc.ufl.edu

Needlestick Hotline - 866-477-6824. The Needle Stick hotline will ensure that all UF employees with an exposure have immediate access to a medical provider in a timely manner. **During regular work hours**, an operator from the Occupational Medicine clinic at the Student Health Care Center will answer the line and put the caller in contact with a skilled and knowledgeable provider. **After hours and on weekends**, the injured employee calls the hotline (866-477-6824) and an operator will take necessary demographic data. The employee will be directed to the Needle Stick website where thorough instructions are given to obtain source testing. The employee will be contacted the following business day to finish any necessary testing or follow up. Whether during normal working hours or after hours, the provider will collect the

exposure and source history, arrange for laboratory work to be drawn, decide on post exposure treatment if necessary, and recommend follow-up as appropriate. All follow-up laboratory work and counseling will continue to be conducted at the SHCC at Shands - 352-392-0627, Room D2-52. Immediately after you have been evaluated/treated, contact the University of Florida Workers' Compensation Office (UFWC) at 392-4940 to report your injury. **Failure to contact UFWC is a violation of university policy.**

Job-related Employee Injuries- Job-related employee injuries are also covered under the Occupational Medicine Program. The University must provide medical attention for employees injured in the line of duty. Primary cost recovery is obtained from the state Worker's Compensation Program. Contact the University of Florida Workers' Compensation Office (UFWC) at 392-4940 to report your injury. **Failure to contact UFWC is a violation of university policy.**

AMERICANS WITH DISABILITIES ACT (ADA) – The University of Florida, under the guidelines of ADA and 504 federal legislations, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. For assistance contact the UF ADA Office at 392-7056 or 711 (TDD/TTY).

For additional information visit: <http://adminaffairs.med.ufl.edu/fringe-benefits/housestaff-benefits/>

Any questions regarding this information may be discussed at the time of the interview.