

KECK MEDICINE OF USC
GRADUATE MEDICAL EDUCATION
OPERATING POLICIES

MANUAL:	Academic Affairs	POLICY #:	GME-104		
SUBJECT:	Agreement of Appointment/Contract	EFFECTIVE DATE:	11/18/2021		
		REVISED DATE:			
		AUTHORIZED APPROVAL:			
PERSONNEL COVERED:	Residents, Program and Institutional Leadership	PAGE:	1	OF	2

PURPOSE

The purpose of this policy is to define the content of and manner in which Keck Medicine will provide residents with a written agreement of appointment/contract outlining the terms and conditions of their appointment to the residency program.

POLICY

1. Keck Medicine will provide to each resident/fellow a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program.
2. Keck Medicine will monitor each of its programs to ensure compliance with implementation of the terms and conditions of appointment.
3. Residents will be asked to sign the appointment agreement/contract upon hire and annually upon reappointment for the duration of their residency/fellowship.
4. The appointment agreement/contract will contain directly or provide reference to the following:
 - a. Resident/Fellow responsibilities
 - b. Duration of appointment
 - c. Financial support for the period covered by the agreement
 - d. Conditions for appointment and promotion to a subsequent PGY level
 - e. Grievance and due process
 - f. Professional liability insurance, including a summary of pertinent information regarding coverage
 - g. Health insurance benefits for residents/fellows and their eligible dependents
 - h. Disability insurance for residents/fellows
 - i. Vacations and leaves of absence
 - j. Timely notice of the effect of leaves of absence on the ability of resident/fellows to satisfy requirements for program completion
 - k. Information related to the eligibility for specialty board examinations.

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- I. Keck Medicine policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.

REFERENCE

- ACGME Institutional Requirements, Effective July 1, 2021

Effective/Revision Dates for Policy # GME-104	
Effective:	11/18/2021 Quality Committee of the Governing Board
Revised:	00/00/0000 00/00/0000 00/00/0000
Keywords:	