

Benefits and Terms & Conditions for Appointment (Employment) in Residency Training Programs

<http://www.uams.edu/gme/benefits.htm>

The following information describes benefits and the terms and conditions of employment for all residents and fellows, collectively termed as "residents". It is updated annually and must be provided to all applicants who present for an interview. Upon acceptance to a program this information is again given in written format. The "resident" must sign an attestation that he/she has read and will abide by the terms & conditions provided herein. (The entirety of this document including active links can be found at <http://www.uams.edu/gme/benefits.htm>)

Pre employment Drug Test: UAMS has a drug testing policy which includes pre employment, random and for cause testing. All residents accepted into residency/fellowship programs at UAMS College of Medicine (UAMS COM) must submit to a drug screen. Employment (or acceptance into the training program) will be finalized only upon completion of a negative drug screen. The procedure for submitting the sample for testing is provided after Match Day.

Background Check: As a condition of appointment, all applicants for UAMS residency positions are required to authorize the performance of a criminal background check (CBC). The consent for the CBC is obtained at the time the position is offered or in the event of matched applicants at the time that the match result is received. The resident will be asked to disclose any of the below listed situations prior to the obtaining of the CBC. If the CBC returns negative information, the resident will have an opportunity to challenge erroneous information, or explain accurate negative information, prior to a final decision. Failure to disclose relevant and accurate information that is later discovered on a CBC adds an additional measure of concern about the applicant's (or resident's) qualification for appointment as a resident physician.

The following CBC findings may be inconsistent with appointment as a resident physician in UAMS College of Medicine programs. If any of these findings are identified on the CBC, the offer of a position may be withdrawn, or employment terminated. Please note the following list is representative, but not inclusive, of reasons an applicant may be denied housestaff status.

- Felony convictions that may be reasonably related to the practice of medicine.
- Felony convictions related to the illegal possession, use or distribution of drugs or controlled substances.
- Felony convictions or misdemeanor convictions involving violence against another person.
- A pattern of repeated felony or misdemeanor convictions that calls to question the individual's ability or willingness to comply with the law, particularly as related to one's future ability to practice medicine.
- Registered sex offender status (or legal requirement to register but not registered)
- Arrests where the final legal status has not yet been determined.
- Dishonorable discharge from the Armed Forces of the United States
- Exclusion from participation in Medicare or similar programs.

Applicants to whom any of the findings above may apply are encouraged to discuss the situation with the program director prior to acceptance of a position or rank order listing.

Financial Support: Stipends for residents are competitive with other state schools in the southern region. The PGY- 1 level stipend for 2007-2008 is \$43,000.

Vacations: Residents receive 21 days (15 work days plus weekend days) of paid vacation each year. This cannot be "carried over" from one year to the next.

Professional Leave: This leave is determined by the individual department. However, time spent attending professional meetings or taking board examinations or other examinations is not counted as vacation if the activity is approved by the Program Director.

Sick Leave: Residents have 12 days of sick leave (including weekend days) for medical reasons during each year of training. The sick leave cannot be "carried over". Sick leave in excess of 12 days requires special review by the Associate Dean and Program Director.

Medical Professional Liability Coverage: The University of Arkansas for Medical Sciences, through the Medical College Physician's Group, provides each resident with medical professional liability coverage for their activities within the residency/fellowship program. The coverage is written on a claims-made basis. Each resident/fellow is provided coverage in the amount of \$500,000 per medical incident with an annual aggregate of \$1,000,000. In addition to the limits of liability, the cost of legal defense is also provided. Hence, each resident/fellow is protected against claims for medical negligence for acts and/or omissions surfacing as a result of their UAMS COM approved activities. The coverage provided does not extend to activities outside the residency program. For this reason, any resident involved in moonlighting activities should secure his/her own professional liability coverage for the outside activities. For more information on Risk Management and Prevention, contact the Faculty Group Practice Risk Management Department at 614-2077.

Medical Dental, Basic Life, and Basic Long Term Disability insurance coverage for the resident: go to <http://www.uams.edu/gme/Benefits%20list%20from%20OHR.htm> for detailed information or contact OHR at 501-686-5650

Meals: Food is available in the teaching hospitals for residents/fellows who take in-house call.

Laundry: Five white lab coats are provided for the entire residency/fellowship period. No laundry service is provided at the institutional level, although this may be provided by individual departments.

Accommodations: Call rooms are provided for residents/fellows who stay overnight. The location and access to the call rooms will be supplied at the beginning of each rotation at each institution. No other living quarters are provided.

Counseling/psychological support services: The Arkansas Employee Assistance Program (AEAP) 686-2588 provides professional counseling and/or referral to community resources for a wide range of problems and situations including stress management, financial concerns, alcohol and other drug abuse, elder care, job/career issues, parenting, legal issues, marital/family problems and personal/emotional concerns. UAMS has pre-paid the entire cost of the EAP so that the resident/fellow is not charged for services provided within the EAP. For the EAP website: www.uams.edu/gme/arkansas_employee_assistance_pro.htm.

Housestaff Mental Health Service [HMHS] 686-5900 is provided by the UAMS College of Medicine for interns, residents, and fellows. The HMHS assures timely access to a complete mental health program including diagnostic evaluation; medication management; counseling; and preventative programs. Services may be accessed through either the HMHS or the AEAP.

Employee Health/Student Preventive Health Services (EH/SPHS): The EH/SPHS provides the MMR vaccine, an annual TB skin test and chemoprophylaxis medication if indicated following blood or body fluid exposures for residents/fellows. All residents/fellows must have a TB skin test **annually** while in the program.

Computer Facilities: All residents/fellows have access to several computer facilities at UAMS including the Learning Resource Centers in the main Library, and the Academic Computing Laboratory classroom in the Education II building. Various computer classes are available. For more about the Learning Resource Center, please go to <http://www.library.uams.edu/lrc/>.

Orientation/Registration: All incoming residents/fellows are expected to attend Orientation/Registration scheduled the second week in June. The three-day orientation includes many important sessions about policies, communication and teaching skills, cost containment, and quality assurance, infection control, physician impairment, risk management, medical documentation, electronic medical records and benefits. All residents/fellows must complete the registration process on day 3 in order to begin their education in hospital rotations on July 1.

International Medical Graduates (IMG): Visas are handled through the Office of Human Resources (OHR). Phone 501-686-5650. The OHR also provides an International Medical Orientation Handbook which contains useful information about the US and Arkansas culture. Training programs may assign incoming residents/fellows a mentor within the department who assists with the acclimation process.

Moonlighting: Moonlighting is defined as any professional activity arranged by an individual resident/fellow which is outside the course and scope of the approved training program. A resident/fellow may "moonlight" only with the written approval of his/her Program Director. While moonlighting, the resident/fellow must follow the GME Committee policy on moonlighting which requires that he/she have separate malpractice insurance. For the policy, go to <http://www.uams.edu/gme/3.300.htm>.

Restrictive Covenants: Residents/fellows in programs sponsored by the UAMS COM are not required to sign any type of non-competition guarantee.

Closure/Reduction: In the event that the College of Medicine and/or Program Director decide to reduce the number of residency/fellowship positions in any program, the residents/fellows will be notified immediately. An attempt will be made to reduce the number of positions over a period of time so as not to affect the residents/fellows currently in the program. If this is not possible, the Program Director will assist the residents/fellows in obtaining a position in another residency/fellowship program. For the policy, go to <http://www.uams.edu/gme/2.700.html>.

Cardiac Life Support Certification: Residents/fellows who are members of code teams at University Hospital, Central Arkansas Veterans Healthcare System or Arkansas Children's Hospital must have current ACLS certification or its equivalent (PALS or ATLS). All residents/fellows who rotate through Baptist Medical Center or St. Vincent Infirmary must have current ACLS certification or its equivalent. Each resident/fellow must supply the date of current certification to his/her program director. Go to <http://www.uams.edu/gme/2.500.html> for the policy.

Requirements to begin the training program: In order to begin a program sponsored by the UAMS COM, all applicants must meet the requirements for eligibility and selection as specified by the policy of the Graduate Medical Education Committee on Recruitment and Appointment and the program's criteria and must supply proof to their program director; complete a negative drug screen as specified by the UAMS Medical Center Drug Testing policy; complete the Intranet HCCS HIPAA Training Module (level II); review the packet of information sent following Match Day; and return all registration forms to the Director of Housestaff Records by the designated date (usually June 1 prior to the start of the academic year on July 1). Supplying misinformation on any of the documents is grounds for disciplinary action, including immediate dismissal from the program.

Annual Records and Requirements to continue in a training program: Prior to the beginning of each academic year, a resident/fellow must complete the Annual GME Survey; the Physician Health Questionnaire; the Attestation about policies and procedures; the annual Agreement of Appointment and return these to the Director of Housestaff Records by the designated date (usually June 1 prior to the start of the academic year on July 1). Residents/fellows who return the forms and complete the Annual GME Survey by the deadline will receive the increase in stipend for the next PGY level with the first paycheck at the new PGY level. Residents/fellows who do not complete the survey by the deadline will not receive the increase in stipend. This procedure will remain in effect until the resident/fellow completes the survey, then the increase in stipend will be effective in the subsequent pay period.

Web-based Courses: The accreditation requirements for residency/fellowship programs require that the educational curriculum include a review of ethics, medical legal and systems based practice issues. In order to assist all programs to fulfill these curricular requirements and ensure that residents/fellows have a baseline of information, the Graduate Medical Education (GME) Committee supported the development of three web-based courses. All residents and fellows in accredited programs shall complete the three courses one time during their training time at UAMS by scoring 80% on the for-the-record quiz contained in each module. There is an unlimited number of times to take the quizzes and the highest score will be recorded. Residents and fellows new to UAMS on July 1 are required to complete the web-based courses no later than December 31st of that year. Twice a year, program directors will be notified about who has completed the courses; completion of the courses will be checked at the time of graduation and clearing from UAMS. Residents/fellows receive a certificate for completing each course.

Use of Records for Educational Research: Many UAMS COM faculty members and staff are engaged in on-going efforts to monitor and improve the undergraduate and graduate medical school curriculum. In addition, our accrediting agencies expect us to assess ourselves on an on-going basis and participate in the community of scholars sharing what has been learned. The public dissemination of knowledge is one of the responsibilities of our profession. To this end, such things as test scores, faculty and preceptor ratings, clinical skills and other performance-based assessments, and follow-up surveys and evaluations will be analyzed to address such questions. If the information is released publicly, it is only released in an aggregated form to maintain confidentiality. Individual students and residents/fellows are not identified. Personally identifiable information is kept confidential, and the privacy of students and residents/fellows is protected to the maximum extent allowed by law. If you have any questions concerning this policy, please contact the Associate Dean for Graduate Medical Education.

Sexual Harassment and Anti-Discrimination: The University of Arkansas for Medical Sciences is committed to providing an academic and employment environment that fosters excellence. Harassment of any kind, racism and discrimination subvert this mission and will not be tolerated. All students, residents/fellows, physicians and other staff and employees shall abide by the following policies:

Sexual Harassment policy link: <http://www.uams.edu/adminguide/WIN03105.html>; and,
Anti-Discrimination policy link: <http://www.uams.edu/adminguide/WIN03110.html>.

Official Means of Communication: E-mail is the official means for transmission of information between the College of Medicine Dean's Office/Director of Housestaff Records and all residents/fellows. E-mail information and instructions are regarded the same as any written hand copy and will often be the only form in which this information is delivered.

All residents/fellows have an electronic mail box in the UAMS e-mail system and are members of the COMHS Group distribution list maintained by the Director of Housestaff Records. Each resident/fellow is responsible for regular (e.g. weekly) checks of his/her e-mail.

UAMS Drug-free Awareness Statement & Practitioner Health Questionnaire: At the beginning of the program, all residents/fellows receive the UAMS Drug-free Awareness Statement and acknowledge receipt by signing the receipt form and returning it to the Director of Housestaff Records. All residents/fellows must complete the Practitioner Health Questionnaire and return it to the Associate Dean for GME. This questionnaire is updated yearly at the time of contract renewal. Questionnaires are confidential. Questionnaires with concerns are reviewed by the UAMS or ACH Medical Staff Health Committees, which recommend a plan of action/follow-up for the resident/fellow and reviews this with the respective program director and departmental chairperson.

Resident Organization/Resident Council: All residents/fellows are automatically members of the Resident Organization. The leadership body is the Resident Council. The Chair and Vice-Chairs of the Resident Council are peer-elected and represent the Resident Organization on the Graduate Medical Education Committee.