

**RESIDENT/FELLOW (R/F) AGREEMENT OF APPOINTMENT/CONTRACT  
COVER SHEET**

**Date of Agreement:** \_\_\_\_\_

**R/F Name:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**R/F Phone:** \_\_\_\_\_

**Employer FEIN:** \_\_\_\_\_

**R/F Email:** \_\_\_\_\_

**GL Hospital Number:** \_\_\_\_\_

**Address of Employer:**  
\_\_\_\_\_  
\_\_\_\_\_

**Address of Resident/Fellow:**  
\_\_\_\_\_  
\_\_\_\_\_

**Program-Year:** \_\_\_\_\_  
Academic Year for this 1 year contract.

**Start Date:** \_\_\_\_\_  
PGY1: Orientation day 1

**End Date:** \_\_\_\_\_  
Typically June 30.

**ACGME Sponsoring Institution Name:** \_\_\_\_\_

**ACGME Program Name:** \_\_\_\_\_

**Program Specialty:** \_\_\_\_\_

**Primary Training Hospital:** \_\_\_\_\_ **State(s) of Licensure:** \_\_\_\_\_

**Base Stipend:** \$ \_\_\_\_\_

**Educational Stipend:** \$ \_\_\_\_\_

**Reimbursable Expenses:** \_\_\_\_\_

**REQUIRED APPROVALS:**  
(See Section 12 of the Standard Terms and Conditions)

**Resident/Fellow:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AUTHORIZED SIGNATORY:**

\_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

The Resident/Fellow Agreement of Appointment/Contract Standard Terms and Conditions follows this cover sheet.

# RESIDENT/FELLOW AGREEMENT OF APPOINTMENT/CONTRACT STANDARD TERMS AND CONDITIONS

**THIS RESIDENT/FELLOW AGREEMENT OF APPOINTMENT/CONTRACT AGREEMENT** (the “Agreement”) is entered into by and between \_\_\_\_\_ (the “Employer”) and \_\_\_\_\_ (the “Resident/Fellow”). The capitalized Terms in the Resident/Fellow Agreement of Appointment standard terms and conditions not otherwise defined shall have the definition of such terms as set forth in subsequent attachments. In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals.

The Employer hereby engages the Resident/Fellow as a program-year \_\_\_\_\_ trainee in the Accreditation Council for Graduate Medical Education (“ACGME”) Accredited \_\_\_\_\_ Program (the “Program”) under the ultimate authority and oversight of the ACGME-Accredited Sponsoring Institution, \_\_\_\_\_ (the “Sponsoring Institution”). Employer supports the Sponsoring Institution and Program in compliance with ACGME institutional, common, specialty-/subspecialty requirements, and under the laws of the state in which Employer is located. Employer accepts the responsibility of fostering an appropriate learning environment that supports the clinical and educational missions of the Program. Resident/Fellow agrees to devote full time and attention and hereby accepts and agrees to such Appointment as a Resident/Fellow in the Program pursuant to all of the terms and conditions of this Agreement.

2. Term.

The Term of this Agreement shall commence on or within forty-five days of \_\_\_\_\_ (the “Start Date”) and shall continue in full force and effect thereafter for one year (the “Term of the Agreement” or “Term”). The Resident/Fellow acknowledges that this Agreement is subject to the bylaws, policies and procedures of the Employer’s Medical/Professional Staff and is contingent upon:

- (a) Successful completion of the Employer’s onboarding process and appointment by the Start Date of this Agreement;
- (b) Fulfillment of the medical licensure requirements for the state in which the Resident/Fellow will train (for example, a Physician-in-training License, Limited License, Postgraduate Training Permit, Resident Permit, Temporary License, Postgraduate Training License, Graduate Medical Trainee License, License Exemption, Educational Permit, of whatever specific requirement the state in which the Resident/Fellow will train may require); and
- (c) Compliance with the Resident/Fellow Recruitment, Selection, and Appointment Policy (Provided in the Institutional Resident/Fellow Handbook).

3. Duties and Covenants of Resident/Fellow.

Resident/Fellow shall be responsible for the following requirements as set forth in the Sponsoring Institution and Program Policies, Protocols, and the requirements established by each and every clinical rotation and/or specialty to which the Resident/Fellow will be assigned within the scope of the Program. The Resident/Fellow's duties shall include, but not be limited to, the following:

(a) Providing patient care, under appropriate supervision, as assigned by the training Program Director or his/her designee, consistent with the educational goals of the program and the highest standards of patient care ("patient care" includes responsibility for associated documentation in the medical record, which should be completed in a timely fashion, and attendance at and participation in patient care rounds as assigned);

(b) Making appropriate use of the available supervisory and support systems, seeking advice and input from the attending staff physician/s when and as appropriate, and in accordance with the Resident/Fellow Supervision and Accountability Policy (provided in the Institutional and Program Resident/Fellow Handbook(s));

(c) Abiding by the Institutional and Program Resident/Fellow Clinical Education and Work Hour Policies (provided in the Institutional and Program Resident/Fellow Handbook(s)) which includes accurately reporting hours worked;

(d) Abiding by the Institutional and Program Resident/Fellow Moonlighting Policies (provided in the Institutional and Program Resident/Fellow Handbook(s)) which prohibits moonlighting activities for residents in their first year of post-graduate training and mandates that to engage in moonlighting activities all Residents/Fellows must formally request and obtain Moonlighting approval from the Program;

(e) Participating fully in the Program's educational activities as required by the ACGME, the Program's Review Committee (the "RC"), the Sponsoring Institution, and the Program, including attendance at didactic conferences and other responsibilities such as the completion of scholarly activities, successful completion and passing of examinations, maintenance of procedure logs, or other such required activities;

(f) Complying with Employer's policies and procedures, including but not limited to adherence to the guidelines established in the employee handbook, participation in quality assurance, process improvement, and patient safety programs including the appropriate use of the Event Reporting System and the promotion of a Culture of Safety, and timely and accurate medical record documentation. The Resident/Fellow also will comply with the Employer's Medical Staff Bylaws, Rules and Regulations;

(g) Developing a personal program of learning to foster continued professional growth, with guidance from the teaching staff;

(h) Participating in, as called upon, teaching more junior trainees and medical students, within the scope of the training program and in accordance with the guidance of the Program Director and other members of the Program's Teaching Faculty;

(i) Participating in improving the quality of graduate medical education by submitting confidential written evaluations of the faculty, the Program, and the overall educational experience as requested; and by completing ACGME, Sponsoring Institution, and Program surveys (which will be kept confidential and/or anonymized as indicated on each survey), as requested;

(j) Participating in Sponsoring Institution and Program activities, councils, committees, forums and other medical staff activities, as appropriate; and

(k) Promoting a Culture of Safety by exhibiting professional and ethical behavior at all times, by adhering to appropriate standards of medical error, adverse event, near-miss, or disruptive behavior reporting through the use of the Event Reporting System, by performing duties in a responsible fashion by asking for help whenever it is needed, and by the compassionate and empathic treatment of others.

#### 4. Responsibilities of the Employer.

The Employer will:

(a) Maintain a clinical workplace that supports the Program as it meets and strives to exceed the standards of the ACGME as well as the other responsibilities as described in the Institutional and Program Resident/Fellow Handbook(s);

(b) Provide reasonable accommodations to Residents/Fellows with disabilities, as set forth in Employer's Human Resources Policy A.2, "Employee Recruiting and Retention," Section 7.0 and in compliance with the Americans with Disabilities Act ("ADA"), ACGME requirements, and all other applicable state and local laws;

(c) Provide a suitable academic environment for clinical and educational experiences in the Resident's/Fellow's specialty or subspecialty area;

(d) Provide Resident/Fellow with Physician Well-Being Resources as required by the ACGME and the Sponsoring Institution;

(e) Provide Resident/Fellow timely notice of the effect of leave(s) of absences on the ability of the Resident/Fellow to satisfy requirements for Program completion in concordance with guidance of the Program Director and Program Leadership;

(f) Provide Resident/Fellow with grievance mechanisms that grant reasonable due process rights; and

(g) Provide Resident/Fellow information relating to the eligibility of certification examination(s) by the relevant certifying board(s).

5. Compensation and Benefits.

During the Term of this Agreement, Employer shall pay to the Resident/Fellow a Base Stipend, as described in the attached cover sheet, which shall be payable in accordance with Employer's normal payroll policies, subject to withholding of taxes, FICA, Medicare contribution, etc. In addition, Resident/Fellow shall receive employee benefits in accordance with the applicable Hospital policies and benefit programs, which are subject to amendment with or without notice, at Employer's sole discretion. The attached Resident/Fellow benefits summary provides details pertaining to other stipends and benefits including but not limited to:

- (a) Health insurance for Residents/Fellows and their eligible dependents
- (b) Disability insurance for Residents/Fellows
- (c) Life Insurance/Accidental Death and Dismemberment
- (d) Worker's Compensation Insurance

The Program will provide specific information regarding Paid Vacation, Sick Leave, and other Leave(s) of Absence for Residents/Fellows, including medical, parental, and caregiver leave(s) of absence, compliant with the standards of ACGME and applicable laws. The Sponsoring Institution's Vacation and Leave(s) of Absence for Residents/Fellows Policy is provided in the Institutional Resident/Fellow Handbook.

6. Liability Insurance.

Employer shall procure and maintain professional malpractice liability insurance in the minimum amount of \$1,000,000 per occurrence/\$3,000,000 in the aggregate or an amount necessary to meet specific state requirements, covering Resident/Fellow for professional medical services provided pursuant to this Agreement. Employer shall be a named insured on such policy. Resident/Fellow acknowledges Employer-procured professional malpractice liability insurance does not cover Resident/Fellow Moonlighting activity. If a Resident/Fellow is approved by the Program Director to engage in Moonlighting, the Resident/Fellow shall maintain, at

Resident/Fellow's sole responsibility, professional malpractice liability insurance for such activities.

7. Termination.

This Agreement may be terminated immediately by Employer upon the occurrence of any of the following events:

- (a) The loss, suspension (whether temporary or permanent) or probation of Resident/Fellow's training license or medical license;
- (b) The Resident/Fellow's dismissal from the Program;
- (c) The Resident/Fellow's death or permanent disability (as defined in accordance with Employer's disability policy);
- (d) The cessation of operations of the Hospital;
- (e) The bankruptcy, insolvency, or receivership of Employer;
- (f) The Resident/Fellow's breach of any representation or warranty set forth in Section 3;
- (g) the Employer's determination that Resident/Fellow's continued employment would pose an unreasonable risk of harm to patients, other employees, or others or would adversely affect the confidence of the public in the services provided by Employer or Hospital;
- (h) Upon Resident/Fellow's failure to pass any drug test;
- (i) Conduct by the Resident/Fellow that is reasonably considered by the Employer to be gross insubordination, gross dereliction of duty, unethical, unprofessional, fraudulent, unlawful, or adverse to the interest, reputation or business of the Employer or Hospital;
- (j) Resident/Fellow's conviction of a felony; or
- (k) Notice that Resident/Fellow has been suspended, excluded, or debarred from any federal government payer program.

8. Conditions for Reappointment and Promotion to a Subsequent PGY-Level.

The Term of Agreement expires at the end of the period defined above, unless sooner terminated. The Appointment may be renewed in compliance with the Resident/Fellow's Promotion, Non-Renewal, and Dismissal Policy (provided in the Institutional Resident/Fellow Handbook). In instances where the Appointment will not be renewed (other than by mutual

agreement or program completion) or the Program Director determined Resident/Fellow should not be promoted to the next level of training, the Resident/Fellow:

(a) Will be given written notice no later than 90-days prior to the Agreement End Date listed on the **attached** Cover Sheet, unless the primary reason(s) for and/or the decision to not renew or promote occurs within the last 90-days of the Term, in which case the Resident/Fellow will be provided with as much advance written notice of the intent to not renew or promote as the circumstances will reasonably allow; and

(b) May request reconsideration in accordance with the Due Process and Grievance policy (provided in the Institutional Resident/Fellow Handbook).

9. Confidential Information.

During the Term of this Agreement, Resident/Fellow may have access to confidential information, consisting of business accounts, confidential financial information, clinical protocols developed by Employer or Hospital, and other records of Employer or Hospital (some of which may be developed in part by Resident/Fellow under this Agreement), which items are owned exclusively by Employer or Hospital, as the case may be, and used in the operation of their businesses (the "Confidential Information"). During the Term of this Agreement, Resident/Fellow agrees:

(a) To not use or further disclose patient information other than as permitted or required by this Agreement and by applicable federal and state laws;

(b) To use appropriate safeguards to prevent the use or disclosure of information other than as provided for in this Agreement; and

(c) That upon termination of this Agreement, Resident/Fellow will return all patient information received from Employer in any form and retain no copies of such information.

10. Notices.

Any notice or other communication required or permitted by this Agreement shall be in writing and shall be effective upon hand delivery, deposit with a reputable overnight courier such as Federal Express for overnight delivery, or deposit with certified mail, postage prepaid, return receipt requested, and addressed as to Employer at Employer's address with a copy to Employer's Legal Counsel at Attn: Legal Department, 4000 Meridian Blvd., Franklin, TN 37067, or to Resident/Fellow at Resident/Fellow's last known address while employed by Employer.

11. Miscellaneous.

This Agreement shall be governed by and interpreted under the laws of the state in which Employer is located. Venue for any action concerning this Agreement between the parties hereto shall be in the county in which the Employer is located. In the event that such action is brought in or removed to a federal court and no federal court of competent jurisdiction is located within such county, venue for such action shall lie in the nearest county in which a federal court of competent jurisdiction is located. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and no amendment, alteration or modification of this Agreement shall be valid unless in each instance such amendment, alteration or modification is expressed in a written instrument duly executed in the name of the party or parties making such amendment, alteration or modification. The headings set forth herein are for the purpose of convenient reference only, and shall have no bearing whatsoever on the interpretation of this Agreement. Any waiver of any provision hereof shall not be effective unless expressly made in writing executed by the party to be charged. The failure of any party to insist on performance of any of the terms or conditions of this Agreement shall not be construed as a waiver or relinquishment of any rights granted hereunder or of the future performance of any such term, covenant or condition, and the obligations of the parties with respect thereto shall continue in full force and effect.

The parties to this Agreement certify they shall not violate the Anti-Kickback Statute and/or the Stark Law with respect to the performance of the Agreement. Each party to this Agreement is subject to and required to abide by its Code of Conduct and other compliance policies including Stark and Anti-Kickback Statute policies. A copy of relevant policies may be made available to the other party upon request.

12. Required Approvals.

Neither this Agreement, nor any amendment hereto shall be of force or effect unless having been first electronically reviewed and approved by CHSPSC, LLC, Hospital's Management Company, and by Hospital's In-House Legal Counsel.



**ATTACHED HEREIN ARE THE FOLLOWING PREVIOUSLY REFERENCED DOCUMENTS:**

- Federal Fair Credit Reporting Act Disclosure and Authorization
- Consumer Reports & Drug Test Disclosure and Authorization
- Resident/Fellow Benefits Summary

**FEDERAL FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION**

I understand and I authorize the Employer (which includes any persons and entities associated with it) to conduct a background investigation related to my application and/or employment which will include the obtaining of Investigative Consumer Reports and Consumer Reports. Such investigation may also include obtaining information about me, such as my employment(s), personal history, character, general reputation, employment references, criminal, licensure/certification, credit and driving histories.

In connection with this investigation I authorize, without reservation, the Employer to obtain information from other persons and entities (such as other employers, companies, schools, government entities and credit agencies) for information about me, and for those persons or entities to release it, without reservation.

This Authorization, in original, electronic or copy form, shall be valid for this and any future investigation(s) related to this application and/or employment.

I am aware that if I am denied employment based on a report by a consumer-reporting agency, I will be furnished the name and address of such agency upon my written request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident/Fellow First, Middle, Last Name **(As Issued On Social Security Card)**

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License # & State Issued

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**CONSUMER REPORTS & DRUG TEST DISCLOSURE AND AUTHORIZATION**

I authorize the Employer (which includes associated persons and entities) to procure consumer reports and/or investigative consumer reports about me. I understand such reports may include information such as my character, employment references, general reputation, personal characteristics or mode of living, criminal, credit, and professional licensure and/or certification.

I authorize all persons and entities, including any government entities, to supply the Employer with any information that is requested and I release all persons and entities from all liability whatsoever related to the information or its furnishing. I also agree to execute any additional consent that any persons and entities may require in order to release the information.

**THIS IS A DRUG FREE WORKPLACE. I MUST PASS A PRE-EMPLOYMENT DRUG TEST. I STILL CHOOSE TO APPLY FOR EMPLOYMENT.**

\_\_\_\_\_  
Resident/Fellow Signature

\_\_\_\_\_  
Date

The following are the expected benefits for all Residents trained by Health Education Services at Poplar Bluff Regional Medical Center during July 1, 2023 – June 30, 2024. The benefits summary is updated annually and may be subject to change. If changes occur, Residents will be notified by the Program Coordinator or Program Director.

**Base Stipends:**

Also known as the “Base Stipend”, this is the monthly support the Program provides residents to offset living expenses while training:

- PGY1 = \$53,400.00
- PGY2 = \$55,000.00
- PGY3 = \$57,000.00

**Reimbursable Expenses:**

The following costs are reimbursed by Poplar Bluff Regional Medical Center following receipt of the required documentation and do not require pre-approval:

- 1 USMLE Step 3 or COMLEX Level 3 attempt
- Annual Missouri State Training/Temporary License
- Missouri Bureau of Narcotics and Dangerous Drugs (BNDD) registration

**Insurance Benefits:**

- **Medical Insurance:** Eligibility begins the first day the Resident is required to report for the resident and eligible dependents. Due to the transfer of program from ARCOM to HES, the following are the dates of eligibility per PGY-level:
  - PGY1: June 23, 2023 (first day residents are required to report)
  - PGY2: July 1, 2023 (first day of new PGY)
  - PGY3: July 1, 2023 (first day of new PGY)
- **Dental and Vision Insurance:** Same date(s) of eligibility Medical Insurance for both the resident and eligible dependents. Both dental and vision insurance are options elected by Residents during the enrollment process.
- **Other Insurance Types:** Residents are also eligible for Life Insurance, Accidental Death & Dismemberment (AD&D), Long Term Disability, Worker’s Compensation Insurance

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## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Vacation and Leave(s) of Absence  
**Effective:** 7/1/2022  
**Reviewed/Updated:** June 2023

### **Purpose**

To provide information on vacation and leave(s) of absence.

### **Definitions**

All current definitions are stored in the Health Education Services, LLC Glossary of Terms (HES Terms). HES Terms are consistent with the ACGME Glossary of Terms whenever possible.

### **Policy**

It is the policy that HES/Poplar Bluff Regional Medical Center's Internal Medicine residency program will adhere to ACGME-requirements expressed in the Institutional, Common and/or specialty-/subspecialty-specific Program requirements. In compliance with these standards reflected in this policy, The Program will ensure that Residents receive paid time off inclusive of vacation, sick, bereavement, jury duty and one-time medical, parental or caregiver leave and leave(s) of absence compliant with applicable laws. These allowances will be effective the day the Resident is required to report, which is typically the first day of Orientation.

### **Paid Vacation**

Paid vacation is an employee benefit that allows Residents/Fellows to be absent from work with pay. Residents/Fellows receive four weeks of paid vacation each academic year and this is available on the first day they are required to report. No cash payment will be made in lieu of taking a paid vacation.

### **Leaves of Absence**

Under certain circumstances, Poplar Bluff Regional Medical Center will provide time off for sick, bereavement, jury duty, and one-time medical, parental, or caregiver leave(s) of absence, compliant with applicable laws. These allowances will be effective the day the Resident is required to report.

#### **Paid Sick Leave**

Poplar Bluff Regional Medical Center provides up to 2 weeks paid time off if a Resident is unable to work due to illness or injury. Unused, accrued sick leave is not paid out upon the end of the residency term. The Program Director may use discretion in approving paid sick leave and may request verification of the reason for the absence. Further detail on this Leave of Absence type is available in the Institutional policy.

#### **Bereavement**

Residents/Fellows may be granted up to 2 weeks of paid time off for bereavement leave in the event of a death in the immediate family (parent, sibling, spouse, or dependent child). Bereavement leave for other losses or extension of bereavement leave may be

## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Vacation and Leave(s) of Absence  
**Effective:** 7/1/2022  
**Reviewed/Updated:** June 2023

granted at the discretion of the Program Director. Further detail on this Leave of Absence type is available in the Institutional policy.

### **Jury Duty or Witness**

The Resident must notify the Program Director and/or Coordinator immediately when they receive jury duty notification. The Resident will receive their base wage or salary for the time served up to two weeks or longer, if required by state law, if these days fall during the Resident's regular schedule. If a Resident is dismissed prior to the end of a previously scheduled shift, the Resident is not expected to report to work for the balance of the shift. Further detail on this Leave of Absence type is available in the Institutional policy.

### **Approved One-Time Medical, Parental, Caregiver Leave**

The Resident may be granted a paid, one-time medical, parental, or caregiver leave of up to 6 weeks in duration. The one-time medical, parental or caregiver leave may be used if a Resident is unable to work due to serious illness, injury, medical condition, or other qualifying reasons consistent with applicable laws. Residents with a one-time paid medical, parental, or caregiver leave greater than six weeks may receive an additional week (7 days) or more time off with pay, granted at the discretion of the Program Director. Further detail on this Leave of Absence type is available in the Institutional policy.

### **Family and Medical Leave Act (FMLA)**

FMLA is federally-protected unpaid leave that holds a Resident's spot in the Program for a period of up to 12 weeks or longer if required by state law, in any rolling 12-month period. FMLA may be granted to Residents who have completed at least one year of training and a minimum of 1,250 hours worked during the previous 12-month period per Federal law. Federal law also requires the use of FMLA when a qualifying event is reported. FMLA qualifying events include but are not limited to:

- Incapacity due to pregnancy, prenatal medical care, or childbirth
- Care for Resident's child following birth, adoption, or foster care placement
- Care of a Resident's family member with a serious health condition as defined in Federal law
- A Resident's own serious health condition that makes the Resident unable to train

FMLA may, when applicable, run concurrently with or consecutively to the One-Time Leave at the discretion of the Resident. In the event that either option presents itself, it is highly recommended that the Resident work with the Program Director and Human Resources Department (HR) to determine the option(s) that best serves the interest of the Resident with the understanding that extended leave(s) may impact a Resident's

## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Vacation and Leave(s) of Absence  
**Effective:** 7/1/2022  
**Reviewed/Updated:** June 2023

graduation date and board eligibility. Further detail on this Leave of Absence type is available in the Institutional policy.

### **Other Options**

Personal Leave of Absence and Military Leave is also available to Residents. Detail on these additional options are available in the Institutional policy.

### **Impact of Extended Leave(s) of Absence on Training and Board Eligibility**

The American Board of Internal Medicine allows up to five (5) weeks or 35 days of Leave per academic year before training must be extended through graduation delay. These 5 weeks are inclusive of Vacation, Paid Sick, One-Time Leave or other Leaves of Absence. Training must be extended to make up any absences exceeding 5 weeks unless the ABIM Deficits in Required Training Time policy is used. Residents seeking AOA Board Certification should work directly with the Program Director to determine if training extension is required based on their unique situation.

### **Health and Disability Insurance Benefits**

Resident and their eligible dependents' health and disability insurance benefits will begin on the first day that the Resident is required to report. Please see the Resident benefit summary for more information.

### **Protocol for Requesting Time Off:**

Below outlines the protocols for each of the various types of time off available to Residents. With each, planning and communication are essential forms of collaborative professionalism that supports the needs of both the Resident requesting time off, the Program Leadership working to accommodate the request, and other members of the Patient Care Team who may be affected by the absence:

- **Vacation Time:** Submit time off request to Program Director and Program Coordinator as soon as possible for approval. Once approved, the Resident/fellow will be notified of the approval and this time will be added to the rotation schedule. Approval Qualifications:
  - Vacations cannot be taken during ICU, Night Float, Impatient A, and Impatient B rotations
  - Time must be taken in one or two-week increments
  - Exceptions to this will be reviewed on a case-by-case basis
- **Sick Time:** Inform the Program Director, Program Coordinator, and rotation Supervising Physician as soon as possible about your absence but no later than the beginning of your expected shift.
- **Jury Duty or Witness:** Notify Program Director, Program Coordinator, and rotation Supervising Physician as soon as you receive notification of the expected absence.



## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Vacation and Leave(s) of Absence  
**Effective:** 7/1/2022  
**Reviewed/Updated:** June 2023

- One-Time Medical, Parental, Caregiver Leave: Notify Program Director and Program Coordinator of the time that is needed off.

### Resources:

- HES Policy on Vacation and Leaves of Absence
- ABIM Policy on Vacation and Leaves of Absence:  
<https://www.abim.org/certification/policies/special-training-policies#:~:text=Leave%20of%20Absence%20and%20Vacation,%2C%20or%20pregnancy%2Drelated%20disabilities>

## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Resident/Fellow Initial Appointment  
**Effective:** 8/30/2022  
**Updated/Reviewed:** June 2023

### Purpose

To ensure and monitor compliance with Resident/Fellow recruitment, selection, and initial appointment.

### Definitions

All current definitions are stored in the Health Education Services, LLC Glossary of Terms (HES Terms). HES Terms are consistent with the ACGME Glossary of Terms whenever possible.

### Policy

It is the Program's policy that all ACGME standards, NRMP terms of the agreement, and NRMP Codes of Conduct during Resident recruitment, selection, and initial appointment are strictly adhered to for the equitable and fair treatment of all applicants. As such, it is the policy of the HES/Poplar Bluff Regional Medical Center Internal Medicine Residency Program to:

- Develop and maintain within New Innovations a Program-specific policy consistent with the principles set forth in the Institutional policy and according to the ACGME Internal Medicine Review Committee's requirements
- Utilize the Electronic Residency Application Service (ERAS) for receiving Resident applications from conventional Applicants
- Participate in and adhere to the National Residency Matching Program (NRMP) for the appointment of conventional Applicants
- Train participating Faculty and Residents on ACGME standards, NRMP Codes of Conduct, Unconscious Bias, Diversity, Equity, and Inclusion, and the Program's selection and rank process prior to recruitment participation
- Invite an Applicant to interview only when Applicant's merit and qualifications are congruent with standards as defined in this policy
- Release a status update to Applicants by November 15 which provides either update or closure on the Applicant's likelihood of interviewing with the Program
- Ensure that Residents who receive initial appointment to the Program are appropriately onboarded with required material retained in New Innovations by the first date they are required to report

## Health Education Services, LLC

**Program Name:** Poplar Bluff Regional Medical Center- Internal Medicine  
**Policy Title:** Resident/Fellow Initial Appointment  
**Effective:** 8/30/2022  
**Updated/Reviewed:** June 2023

### Qualifications for Selection to Interview

It is the policy of the Program that only Applicants eligible to train in an ACGME-accredited Program are selected for interview. Qualifications include:

- Documented evidence each Applicant is or will be a graduate of:
  - a Liaison Committee on Medical Education (LCME) or American Osteopathic Association (AOA) accredited school in the U.S. or Canada, or
  - an international medical school who holds or will hold a currently-valid certificate from the ECFMG prior to the first day the Resident/Fellow is required to report, or
  - an international medical graduate who holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his/her/their current ACGME specialty-/subspecialty Program
- Documented evidence the Candidate is or will meet minimum qualifications required by the Program's Specialty- or subspecialty ACGME requirements
- Documentation of any prior post-graduate training within or outside of the U.S.

### Required Documentation for Selection to Interview:

To determine each Applicant's eligibility for selection to interview, it is the policy of the Program that each of the following must be submitted via ERAS:

- Personal Statement
- ERAS Application / Curriculum Vitae
- Medical School transcript
- USMLE or COMLEX transcript
- Medical School Performance Evaluation (MSPE) or "Dean's Letter"
- At least 2 letters of recommendations

Incomplete applications will not be reviewed. As such, the Program encourages all required material to be uploaded at least 14-days prior to the application deadline of November 15.

### Documentation that must be publically available for Applicants:

In compliance with NRMP Policies and Procedures, ACGME-requirements, and in support of Applicants and Candidates making an informed decision at time of rank, the following documents will be made publically available on the Program website:

- Sample Resident Appointment Contract

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- Institution and Program policies on Selection, Recruitment, and Initial Appointments
- Institution and Program policies on Vacation and Leaves of Absence
- Benefit Summary that outlines the following:
  - Stipends (annual, educational, travel, etc.)
  - Health Benefits for Resident/Fellow and Eligible Dependents
  - Disability Insurance
  - Life Insurance

Should the information provided publically change at any time during recruitment or within 90-days of NRMP Match Day, notifications of change will be emailed to applicable parties. In addition to the documentation listed above, the Program will provide emailed updates to applicable parties on changes in:

- Program Block Diagram
- Program Leadership, inclusive of Program Director and Associate/Assistant Program Directors.

### **Process for Resident Recruitment/Hiring:**

Applicants can expect a fair and holistic review of applications through the following process:

- Residents and Faculty participating in Recruitment activities will complete all required training by October 1
- Resident participation is voluntary and, as such, clinical and educational work hours need not be logged when participating
- Complete application received by Program through ERAS by application deadline of November 15
- Program Director and select faculty review and select Applicants for invitation to interview
- Program Coordinator sends invitations to interview via ERAS/ThalamusGME
- Candidates can self-schedule interviews and cancel up to one-week prior to interview date
- Selection and invitation of Candidates to interview will occur on a rolling basis until the application deadline has passed
- There are roughly ten interview spots available per available PGY-1 position in the Program, resulting in a total of 80 interview positions
- Applicants not selected for interview will receive a status update letter by November 15

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- Interviews will conclude on January 31, at which time Program leadership, faculty, and residents will convene one or more rank meetings to finalize the NRMP Rank Order List
- NRMP Rank Order List will be submitted prior to deadline
- Participation in SOAP will be conducted if the Program is unfilled
- Once the NRMP MATCH results are posted, Matched Candidates will receive communication from the Program
- Matched Candidates will be sent an Onboarding Checklist and Resident Appointment Contract and expected to adhere to the Onboarding Process outlined below

### **Pre-employment Requirements for Initial Appointment:**

The following must items must be completed in order for a resident to begin training on the first day they are required to report:

- Expected or required Program-specific academic, educational, or prior training credentials not otherwise mentioned:
  - Passing score on USMLE or COMLEX Step 1 exam
  - Passing score on USMLE or COMLEX Step 2 exam
  - ACLS/BLS Certification (if not certified, we will certify on orientation)
- Pre-employment drug testing
- Background check
- Attainment of a State of Missouri Medical Physician & Surgeon Temporary License
- Visa Status(es) supported by the Program, if any:
  - Employee Authorization Document (EAD)
  - Permanent Citizenship
  - US Citizenship
  - Note: J-1 and H1-B visas are not supported by this Program

### **Process for Resident Initial Appointment Onboarding:**

The Program will utilize New Innovations for Initial Appointment Onboarding. The Program Coordinator will assign an Onboarding Checklist to each Matched Candidate the week after Match Day and send login information to applicants so they may begin completing the items on the checklist. Checklist items must be completed by July 1. These items include, but are not limited to:

- Return of a signed Resident Initial Appointment Contract within 5-business days

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- Onboarding checklist and all related documents completed and returned in New Innovations
- Report to Orientation in late June or early July (date TBD), which is the first day the Resident is expected to report to the Program for training

### **Process for Resident Initial Onboarding following Transfer from a Prior Training Program:**

Transfer Residents will follow the same instructions listed in the Process for Resident Initial Appointment, with the added steps required for successful appointment:

- Semiannual Evaluation of Resident and Milestone Report from Former Program Director
- Final Evaluation of Resident from Former Program Director
- List of all Rotations and their dates of completion from the Former Program
- Updated USMLE or COMLEX transcript which shows successful passage of USMLE or COMLEX Step 3 or confirmation of test date in the next 90-days
- We will ensure all applications are reviewed holistically and selected for interview on a basis of preparedness, ability, aptitude, academic credentials, and expressed dedication to the specialty or subspecialty to which the applicant applied.
- Determine, enter, and certify the candidate ranks into the NRMP prior to the dealing
- Maintain ERAS and ensure invitations to interview and the required documents are distributed
- Retain digital records of the confidential applicant assessment process for ten (10) years
- As part of the Annual Program Evaluation, assess the Program's effectiveness to select for interview and rank a diverse group of qualified Residents/Fellows.

### **Additional Resources**

- ACGME Internal Medicine Program Requirements
- HES Resident/Fellow Initial Appointment policy