

DATE:

MEMORANDUM

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

The Accreditation Council of 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. Please find 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 College of Medicine and its major teaching hospitals and affiliates, but the location of the training for any resident or fellow may occur at various 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 will automatically 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 Valic's website. 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 be asked to identify a beneficiary. If an employee does not designate a specific investment option, funds will be placed automatically in the Guaranteed Pool Fund.

Contact Information:

Valic:
(800) 448-2542, (352) 275-1212

Website: <https://uf.valic.com/home>

Additional Information: <http://hr.ufl.edu/benefits/retirement/fica-alternative-plan/>

LEAVE – Residents/Fellows are granted leave with pay for the purpose of annual and sick leave depending upon the length of the appointment during the training period July 1 through June 30. Specifics and types of leave are outlined in the UF College of Medicine Graduate Medical Education Time Away from Training and Leave policy.

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. Residents/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. Specifics are outlined in the UF College of Medicine Graduate Medical Education Time Away from Training and Leave policy.

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. Specifics are outlined in the UF College of Medicine Graduate Medical Education Time Away from Training and Leave policy.

LICENSURE EXAMINATION: Residents/Fellows taking American Board and state licensure examinations will be authorized at the discretion of the program director. Specifics are outlined in the UF College of Medicine Graduate Medical Education Time Away from Training and Leave policy.

MEALS – A meal subsidy may be provided for residents/fellows.

ON-CALL QUARTERS-LAUNDRY – On-Call Quarters are available at all hospitals to which the resident/fellow rotates and each provides access to bathrooms. 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 – UF College of Medicine recognizes the need to provide insurance coverage in a variety of different categories.

Eligibility – All full-time residents/fellows and clinical post-doctoral associates appointed through a department in the College of Medicine are eligible to receive the College-sponsored fringe benefit program (health, life and disability insurance). Benefit costs are employer paid. Coverage for eligible employees begins on the first day of employment and ends on the last day of employment. Plan enrollment cannot be done prior to your start date. All plan enrollment is done online. Instructions on how to enroll will be provided at Housestaff

Orientation and the COM representative. For more information regarding housestaff benefits, including health, life and long-term disability insurance, as well as additional (employee-paid) supplemental insurance plans please visit the website.

Contact Information:

Housestaff Fringe Benefits:

PH: (352) 273-5077

Website: <http://financeadmin.med.ufl.edu/fringe-benefits/housestaff-benefits/>

PROFESSIONAL LIABILITY – Pursuant to Section 768.28 Florida Statutes, the University Of Florida Board Of Trustees (UF BOT) 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. Hills Miller Heath 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 Senior 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 omission 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 college approved community service work, 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, the contact information is provide below.

UF-SIP

Contact Information:

PH: (352) 273-7006

Website: <http://flbog.sip.ufl.edu>

EMPLOYEE ASSISTANCE PROGRAM (EAP): The University of Florida Employee Assistance Program (EAP) is a convenient and confidential way to help employees and their families by providing no-cost, confidential solutions to life's challenges. EAP offers assistance with: Stress; Adjustment to Life Changes; Martial or Relationship Difficulties; Parenting and Family Illness; Job Burnout; Depression, & Anxiety; Alcohol, Gambling, or Chemical Dependency; Legal Guidance; Work Life Solutions; and Financial Resources. All discussion with EAP counselors, records of treatment or assistance is strictly confidential.

Contact Information:

PH: (833) 306-0103 (24 hours/7 days a week)

Email: eap.ufl.edu

NEEDLE STICK HOTLINE – The Needle Stick Hotline ensures immediate access to a medical provider for UF employees with a needle stick exposure in a timely manner. During regular work hours, an operator from the Occupational Medicine Clinic at the Student Health Center will place the caller in contact with a skilled and knowledgeable

provider. The medical provider will collect the exposure and source history, arrange for laboratory studies, decide on post-exposure treatment, and recommend follow-up if appropriate. After hours and on weekends, persons with exposure will be triaged to the closest Emergency Room for management. Immediately after you have been evaluated and treated, contact the University of Florida Worker's Compensation Office (UFWC) to report your injury. Failure to contact UFWC is a violation of the University's policy.

Contact Information:

Needle Stick Hotline:

PH: (866) 477-6824

Website: <https://shcc.ufl.edu/services/primary-care/emergencies-and-urgent-care/needlestick/>

Student Health Care Center: (352) 294-5700

UF Worker's Compensation: (352) 392-4940

UF WORKER'S COMPENSATION – 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 Worker's Compensation office to report your injury.

Contact Information:

UF Worker's Compensation (UFWC):

PH: (352) 392-4940

Disabled Access Contact PH: (TDD): (800) 955-8771

Email: workcomp@ufl.edu

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.

Employee/Applicant Disability Accommodations

University of Florida Human Resources (UFHR):

PH: (352) 273-1776

TTY: (800) 955-8771

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