

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 below or click on the bolded, blue hyperlinks for more information:

**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 members of the medical training program are subject to the policies and procedures of the University of Florida College of Medicine and the teaching hospitals and affiliates in which the training and rotations occur. All assignments and call schedules are made at the discretion of the appropriate program director of the University.

**FINANCIAL SUPPORT:** The UF 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. Click on the following hyperlink for more information regarding stipend, benefits, policies, and requirements.

[\*\*UF GME: Policies and Contracts\*\*](#)  
[\*\*UF Housestaff Stipends\*\*](#)  
[\*\*UF Benefits Guide\*\*](#)

**LEAVE** – Residents/Fellows are granted leave with pay 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.

[\*\*UF GME - 403\*\*](#)

**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.

**EMPLOYEE ASSISTANCE PROGRAMS (EAP):** The UF College of Medicine provides the following support networks for residents and fellows:

**[UF Employee Assistance Program](#)**  
**[Work Health Life](#)**

**UNIVERSITY OF FLORIDA SELF INSURANCE PROGRAM (SIP)** – 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 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 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 please click on the hyperlink to visit their website or phone (352) 273-7006.

**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.

**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 more information click on the link or call (352) 273-1094; TTY: (800) 955-8771

**UF GATOR PERKS**: Discount program provides exclusive discounts for its faculty and employees. Click on the hyperlink to learn more.

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