

# Provision of Resident Agreement Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	09-25-2019
Last GMEC Review Date:	

## Scope

This policy pertains to all WiNC-sponsored residency/fellowship programs. The term resident/residency is used synonymously with fellow/fellowship unless otherwise specified. (GMEC approved 10/20/2022)

## Purpose

To detail the requirements for resident/fellow appointment/contracts.

## Guidelines

1. Residents will be provided a written agreement of appointment/contract including the terms and conditions of their appointment to a program prior to beginning their training. The agreement shall include or reference his or her:
  - a. Responsibilities
  - b. Duration of Appointment
  - c. Financial Support
  - d. Conditions for reappointment 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. Hospital and health insurance benefits for residents/fellows and their eligible dependents
  - h. Disability insurance for residents/fellows
  - i. Vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws
  - j. Timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion
  - k. Information related to eligibility for specialty board examinations
  - l. Institutional policies and procedures regarding resident/fellow duty hours and moonlighting.
2. Applicants who successfully match at a WiNC sponsored program will receive the above information within approximately 2 weeks of the match.

## Responsibilities

1. The GMEC is responsible for ensuring that the residency programs provide an agreement/contract to the resident which includes the above information in a timely manner.
2. The Program Director is responsible for making sure the residents receive the agreement/contract.

## For GMEC ACGME Reference

### ACGME Institutional Requirements (2018)

IV.B. 1. The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment. <sup>(core)</sup>

IV.B.2. The contract/agreement of appointment must directly contain or provide a reference to the following items: <sup>(core)</sup>

- IV.B.2.a) resident/fellow responsibilities; <sup>(core)</sup>
- IV.B.2.b) duration of appointment; <sup>(core)</sup>
- IV.B.2.c) financial support for residents/fellows; <sup>(core)</sup>
- IV.B.2.d) conditions for reappointment and promotion to a subsequent PGY level; <sup>(core)</sup>
- IV.B.2.e) grievance and due process; <sup>(core)</sup>
- IV.B.2.f) professional liability insurance, including a summary of pertinent information regarding coverage; <sup>(core)</sup>
- IV.B.2.g) hospital and health insurance benefits for residents/fellows and their eligible dependents; <sup>(core)</sup>
- IV.B.2.h) disability insurance for residents/fellows; <sup>(core)</sup>
- IV.B.2.i) vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws; <sup>(core)</sup>
- IV.B.2.j) timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion; <sup>(core)</sup>
- IV.B.2.k) information related to eligibility for specialty board examinations; and <sup>(core)</sup>
- IV.B.2.l) institutional policies and procedures regarding resident/fellow duty hours and moonlighting. <sup>(core)</sup>