



FRANCISCAN MISSIONARIES OF OUR LADY  
HEALTH SYSTEM

<b>RESPONSIBLE DEPARTMENT:</b> SFMC GME		<b>SUBJECT:</b> Resident Agreement of Appointment
<b>PAGES:</b> 2		<b>REPLACES POLICY DATED:</b> N/A
<b>ORIGINAL EFFECTIVE DATE:</b> 10/13/20	<b>REVISION EFFECTIVE DATE:</b> N/A	<b>POLICY NUMBER:</b> GME-ADM-04

**PURPOSE:**

The purpose of this policy is to outline the Resident Agreement of Appointment required of all residents upon selection to or promotion to the next program year level within an SFMC sponsored residency program.

**POLICY:**

- A. In compliance with the ACGME Institutional Requirements, a Resident Agreement of Appointment must be completed for all residents upon entry into a residency program. Annual renewal is contingent upon promotion to the next appropriate level of training.
- B. The Resident Agreement of Appointment must contain or provide reference to the following:
- Residents' responsibilities
  - Appointment and duration of appointment
  - Conditions for reappointment (including non-renewal of appointment or non-promotion)
  - Financial support
  - Grievance procedures and due process
  - Professional liability insurance
  - Health and disability insurance
  - Leaves of absence
  - Duty hour policy
  - Moonlighting policy
  - Counseling services
  - Physician impairment
  - Harassment
  - Accommodation for disabilities
  - Timely notice of the effect of leave(s) on the ability of residents to satisfy requirements for program completion
  - Information related to eligibility for specialty board examinations
  - Institution/Program closure or reduction
  - Other rules and regulations
- C. The GMEC will conduct an annual review of the Resident Agreement of Appointment and will make recommendations to administration regarding resident stipends and benefits.

**ACGME STANDARD: IV.B.**

**STATUTORY/REGULATORY AUTHORITY: GMEC**