



Graduate Medical Education
School of Medicine

MEMORANDUM

TO: Clinical Program Directors

FROM: Walter J. Moore, M.D. Senior Associate Dean for Graduate Medical Education

DATE: July 1, 2007

SUBJECT: Notification of Employee Benefits to Applicants for Residency Positions

The Accreditation Council for Graduate Medical Education is now mandating that applicants be notified of the benefit package that an Institution offers its Residents.* Please note the following Institutional Requirements (I.C.2).

Applicants: Applicants of GME Programs must be informed in writing of the terms and conditions of employment and benefits including financial support, vacations, professional leave, parental leave, sick leave, professional liability insurance, hospital and health insurance, disability insurance, and other insurance benefits for the residents and their family, and the conditions under which living quarters, meals and laundry or their equivalents are to be provided.

To meet this requirement, effective immediately, you will need to insert written information regarding the above items in all invitations for interviews. The GME Office is recommending one of two possible options:

1. Copy the attached Benefit Plan Summary and blank Housestaff Notice of Appointment and insert one of each in your correspondence to invite candidates for interviews.
2. Adapt a web page address that links to your Program from the MCG website and enclose with interview correspondence.
Example: www.mcg.edu/resident/fm/

Thank you for your attention to this matter. If you have any questions, please call the GME Office at 706 721-3052.

Encl.

cc: D. Douglas Miller, M.D., Ruth Marie Fincher, M.D. Ralph Caruana, M.D. Donald Snell

The term House Officer is used as a generic term to include interns, residents, and fellows in an approved ACGME Residency Training Program at the Medical College of Georgia.

**Medical College of Georgia House
Officer Notice of Appointment**

Name (name)

Resident: PGY (level)

Department: (department)

The House Officer accepts appointment with the Medical College of Georgia under the following terms and conditions:

1. **Duration:** Begins (date) and ends (date).
2. **Compensation:** At the rate of ____ per month.
3. **Living Quarters:** Call rooms will be available for residents on call overnight at the MCG Hospitals and Clinics. House Officers who are required to remain in-house while on call will be provided with a meal or a meal allowance for use at the hospital facilities. Uniforms are not provided. Laundry services are arranged by each department. The arrangements at other facilities may vary.
4. **Time Off:** Three weeks (21 days) vacation with pay per twelve-month period within this contract term, which must be taken in 7 day blocks unless otherwise approved by your program. Vacation days must be taken within the contract period and no compensation will be received for unused vacation days. Fourteen (14) days of paid sick leave per twelve-month period within the contract term, and no compensation will be received for unused sick days.
5. **Professional Liability:** Coverage is provided by the Medical College of Georgia for activities within the scope of the training program. Coverage is contingent upon the terms of those policies, and upon the House Officer's cooperation and assistance in reporting, investigating, and defending any claim or potential claim. Your insurance will continue to cover you for occurrences during your employment at MCG even after you leave, i.e. "tail coverage."
6. **Criminal Background Check:** This contract is contingent upon your consenting to a criminal background check through the MCG Division of Public Safety, and upon MCG's approval of the results of that background check.
7. **Licensure:** This contract is contingent on your being able to practice medicine in Georgia. To do so, you must have either a residency training permit, or an unrestricted license to practice medicine, issued by the Georgia Composite State Board of Medical Examiners. Your program may also require you to obtain a regular license. NOTE: You cannot moonlight or practice medicine outside of your residency program without a full, regular license from the Georgia Composite State Board of Medical Examiners. J visa holders are not allowed to moonlight under any circumstance.
8. **Policies and Procedures:** This appointment is made subject to the policies, procedures and regulations of the Medical College of Georgia and the Board of Regents of the University System of the State of Georgia, which are hereby incorporated into this contract by reference. The House Officer agrees to perform satisfactorily and to the best of his/her ability the customary services of residency; to conform to applicable policies, procedures and regulations; and not to engage in any outside remunerative work without the express permission of the Chairperson of the Department. Should the House Officer obtain permission for activities/work outside the scope of the training program, licensure and professional liability insurance coverage for said activities/work is the personal responsibility of the House Officer. House Officers also agree to abide by the policies at any institution where they may perform services, including MCG Health, Inc., the U.S. Veterans' Administration, and others, as applicable. House Officers are required to complete medical records at all participating institutions in a timely manner as outlined in applicable policies, and your compensation may be withheld for noncompliance.

The Medical College of Georgia's policies and procedures for House Officers can be found at www.mcg.edu/resident/HSPolicies/ and govern the following conditions of your employment: annual, sick, parental and educational leave, licensure; residency supervision and duty hours; chemical/substance abuse or dependence; rotation to unaffiliated hospitals; effect of leave for satisfying completion of programs; House Officer eligibility, selection and promotion; procedures for discipline and redress of grievances; and procedures whereby complaints of sexual harassment and exploitation may be addressed in a manner consistent with the law and due process. These policies are on file in the Graduate Medical Education Office and distributed biannually to Program Directors as part of the Housestaff Manual. The policies and benefit plan summaries may also be viewed on the World Wide Web at www.mcg.edu/resident/. House Officer responsibilities, health and disability insurance are also described in the web-based Housestaff Manual at <http://www.mcg.edu/resident/housestaff.html>. Maternity and parental leave are outlined in the MCG Administrative Policies & Procedures, Family Medical Leave (FMLA) 1.4.34 at <http://www.mcg.edu/policies>. I acknowledge that I have been informed of this information.

MCG House Officers have access to the MCG Employee/Faculty Assistance Program for mental health and counseling services.

D. Douglas Miller, M.D., Dean, School of Medicine Date Chairman Date

House Officer

Date

General Residency Information

Salary FY 2008 (July 1, 2007– June 30, 2008)

| Annual | Monthly |
|--------------|----------|
| PGY 1 42,774 | 3,564.49 |
| PGY 2 43,865 | 3,655.38 |
| PGY 3 45,108 | 3,758.99 |
| PGY 4 47,107 | 3,925.59 |
| PGY 5 48,924 | 4,077.00 |
| PGY 6 51,144 | 4,261.97 |
| PGY 7 52,231 | 4,352.61 |

Patient Rounds

Rounds are made with the faculty and House Officers on a daily basis, and occur at the MCG Hospital, Veterans Affairs Medical center and/or the Children's Medical Center, according to the patient population of each service.

Call Schedule

The frequency of on-call duty for House Officers is, on the average no more than every third night. House Officers are required to spend on the average, at least 1 full day out of 7 away from Program duties. It should be noted that these frequencies are averages over a 4 week period of time and a House Officer's call schedule may vary according to patient care needs and the particular service involved.

Criminal Background Check

A House Officer's contract is contingent upon consenting to a criminal background check through MCG Division of Public Safety, and upon MCG's approval of the results of that background check .

Social Security Card

Your employment date is contingent upon receiving a social security number (receipt or original card must be shown) and providing Human Resources with other appropriate documentation to be eligible for MCG employment processing. You will not be able to begin employment until all the necessary documentation has been provided.

Non U.S. Citizens

Non-U.S. citizens will need one or more of the following: Current U.S. passport, valid permanent resident card, valid employment authorization card, valid re-entry permit, proper visa verification and any other information required. See employment verification eligibility form to verify which specific documentation is necessary to be processed in payroll system.

Pre-Employment Drug Screening

Upon an offer of employment, interns, residents, and fellows (House Officers) entering Training Programs at MCG must adhere to a drug test prior to commencing employment or within ten days after commencing employment. Reference MCG Administrative Policy 1.4.32 <http://www.mcg.edu/policies/1432.html>.

Employee Health

MCG Health Systems requires all new resident physicians to complete the employee health process entirely to maintain employment. Employee health screening consists of blood drawn for immunization titers, fit testing for N95 respirator mask, and a 2 step TB skin test. If you have a positive TB skin test then you are required to have a chest x-ray done within the past year. If you have had a TB skin test within the last year, you will need to bring a copy with you. If you have not had a TB skin test within the last year, you will be required to do the 2-step method.

Moonlighting

House Officers at the Medical College of Georgia, with the exception of International Medical Graduates on a J visa sponsored by the Educational Council for Foreign Medical Graduates, may engage in professional activities outside the educational Program (moonlighting) only with *prior written consent* from the Program Director and Sr. Associate Dean, Graduate Medical Education. Reference HS Policy 16.0 for additional information. <http://www.mcg.edu/resident/HSPolicies/policy16.htm>.

Georgia Medical Licensure

A House Officer's contract is contingent upon being able to practice medicine in Georgia. All House Officer's must have either a Temporary Training permit, or an unrestricted Georgia Medical license to practice medicine, issued by the Composite State Medical Education Board of Medical Examiners. *Note:* You cannot moonlight or practice medicine outside of a Residency Program without a full, regular license from the Georgia Composite State Board of Medical Examiners <http://www.mcg.edu/resident/HSPolicies/policy6.htm>.

Professional Liability

Coverage is provided by the Medical College of Georgia for activities within the scope of the Training Program. Coverage is contingent upon the terms of those policies, and upon the House Officer's cooperation and assistance in reporting, investigating, and defending any claim or potential claim. Call Legal Office at 706 721-4018 for additional information.

Time Off

Each House Officer is allowed 21 days annual leave based on the contract date of the contract. The 21 days annual leave, to be taken in 7 day blocks unless otherwise approved by Program Director. Annual leave does not accrue from year to year. Educational leave for meetings and courses is at the discretion of the Program Director and is in addition to annual leave.

House Officer's are allocated 14 days per contract date for sick leave, and may accrue to a maximum of 21 days. Seven (7) days sick leave may carry over after the first year Reference HS Policy 4.0 <http://www.mcg.edu/resident/HSPolicies/policy4.htm>

Other Benefits

House Officer benefits include malpractice insurance, group life insurance, disability insurance, lab coats and laundering (some Programs) and parking. Dental insurance, health insurance for the House Officer and family and additional life insurance are available at an additional cost.

Health Care Insurance Plans and Dental Insurance Plans see:

- Benefit Plan summary www.mcg.edu/hrforms/pdf/BenSummary.pdf
- PPO Provider Directory www.healthygeorgia.com
- January 1, 2008 [Health insurance and Dental insurance costs](#)

For more information, call the MCG Benefits section at 706 721-3770

Your employment is contingent upon meeting *all employment guidelines* for the Medical College of Georgia and MCG Health Inc., Policies and Procedures for these Institutions may be found at: www.mcg.edu/policies/ and www.hi.mcg.edu/aboutus/policies.htm.