

HOUSESTAFF TERMS AND CONDITIONS OF EMPLOYMENT

The foregoing constitutes the entire agreement for your participation in the residency/fellowship program. This agreement shall be governed by and enforced in accordance with the laws of the State of Connecticut.

In accordance with the eligibility requirements for a House Staff Resident/Fellow (physician), as outlined by the Accreditation Council on Graduate Medical Education (ACGME) under the Section on Resident Eligibility and Selection in the Essentials of Accredited Residencies in Graduate Medical Education:

Resident/Fellow First and Last Name is appointed as a **Resident/Fellow** at PGY level **1-7** in **Residency/Fellowship Program Name** for a 12-month period of **7/1/2024** to **6/30/2025**

By signing this Agreement, you accept the above appointment and become an employee of Hartford Healthcare Corporation, by and through its Affiliate _____ ("Program Site" or "Affiliate"), as of the date your program appointment begins, subject to the terms and conditions contained in this Agreement. Your employment with Hartford Healthcare Corporation does not alter your relationship with your residency/fellowship program and is expressly contingent upon you remaining in good standing in your program. All decisions about the academic aspects of your program will be governed by your Program Director and the Graduate Medical Education (GME) Office.

Appointment/Employment Contingencies: This appointment and your employment with Hartford Healthcare Corporation is contingent upon you successfully completing all program requirements and prerequisites, which may include:

1. Successful completion of medical school, residency training, and/or fellowship training;
2. Providing appropriate United States Medical Licensing Exams (USMLE), Comprehensive Osteopathic Medical Licensing Examination (COMLEX), or equivalent examination score reports;
3. Passing a pre-employment screening physical examination and TB screening;
4. Providing documentation of meeting all required vaccines recommended for healthcare workers, including up-to-date COVID-19

- vaccination and an annual influenza vaccination, unless they have been granted a medical or religious exemption by Hartford Healthcare;
5. Successful completion of the U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9), which requires providing documentation establishing your present eligibility to work in the United States;
 6. Passing a drug screening test;
 7. Passing fingerprinting, criminal background check, and DCF background check, and;
 8. Completing any other employment requirements specific to your position or program.
 9. Participation in the Residency or Fellowship Program is contingent on passing all relevant examinations, obtaining the proper visa (if needed) and providing the necessary evidence of authorization to work in the United States. Failure to satisfy any of the foregoing conditions will render this agreement null and void and have no force or effect.

Your employment with Hartford Healthcare Corporation is also contingent on you remaining in good standing in your program

Resident/Fellow Responsibilities:

1. Review and agree to comply with all Hartford Healthcare Corporation GME policies, privileges, procedures, and responsibilities, including the House Staff Manual, as outlined in the accompanying material and at your institutional and program orientations.
2. For residents/fellows training at St. Vincent's Medical Center, you will also agree to comply with Quinnipiac University Frank H. Netter MD School of Medicine GME policies, privileges, procedures, and responsibilities. You also agree to comply with the Ethical and Religious Directives for Catholic Health Care Services, as promulgated by the United States Conference of Catholic Bishops, Washington, D.C. of the Roman Catholic Church or its successor and as implemented by the Bishop of the Diocese of Bridgeport (the "Directives"). <https://www.usccb.org/about/doctrine/ethical-and-religious-directives>
3. Not receive any fees from patients for services rendered in connection with your responsibilities as house staff resident or fellow.
4. Fulfill all responsibilities as a resident/fellow physician, that involves a combination of supervised, progressively more complex and independent patient evaluation and management functions as well as formal educational activities.
5. Acknowledge that your level of competence and qualifications for advancement and reappointment is determined by the Program Director with regularly occurring performance evaluations.
6. Participate in safe, effective, and compassionate patient care.

7. Additional responsibilities include, but are not limited to:
- develop an understanding of ethical, socioeconomic, and medical/legal issues,
 - apply cost containment measures in the provision of patient care,
 - as appropriate, assumption of responsibility for teaching and supervising residents and students,
 - participate in all appropriate institutional orientation(s), educational assigned programs, and other activities involving attending staff,
 - participate in institutional committees,
 - comply with program specific board requirements, and
 - comply with applicable State of Connecticut licensure requirements,
8. You agree to abide by the policies and procedures of your program, as described in GME Policy and Procedure Manual and the House Staff Manual (if applicable), of your respective institution and program.

Hartford Healthcare Corporation Agrees to Provide:

The following annual salaries are effective **July 1, 2024 to June 30, 2025** academic year and are paid biweekly. Please note that stipends include your orientation period.

PGY Level	Salaries
1	\$67,405
2	\$69,832
3	\$73,385
4	\$77,433
5	\$79,674
6	\$81,863
7	\$84,796

Paid Time Off: Twenty (20) business days per academic year, as scheduled under specific individual program guidelines. Paid Time off cannot be accrued. There is no compensation for unused days.

Paid Sick Leave: Up to ten (10) business days of sick leave are allowed per academic year. Sick leave cannot be accrued or carried over into a new program year. There is no compensation for unused sick leave. Sick leave should only be taken when an individual is ill and unable to work. In the event of serious injury or prolonged illness, additional leave may be granted. An extended period of leave may extend the duration of the individual’s residency or fellowship program and will be at the discretion of the Program Director, in consultation with the Clinical Competency Committee. Extended leave can affect the criteria for satisfactory completion of the program and your eligibility to participate in examinations by the relevant certifying board(s).

Family and Medical Leave: Family and Medical Leave, including parental leave for birth or adoption of a child, is provided in accordance with the GME *Paid Time Off, Sick, Educational, and Leaves of Absence Policy*.

Counseling and Support Services: A Resident or Fellow who wishes to seek *confidential free* counseling services for themselves and/or immediate family are encouraged to call the Employee Assistance Program (EAP) at 1-800-526-3485 on a twenty-four hour, seven-day week basis. The EAP counselor provides short-term *counseling and guidance (up to 5 sessions)*. If ongoing or specialized services are needed, the counselor will refer the resident to several resources that have been screened and evaluated.

Impairment and Substance Abuse: If a resident/fellow has an identified substance abuse or mental health impairment, the resident/fellow may be referred to the HAVEN which conducts programs for impaired healthcare workers for Hartford Healthcare. HAVEN may make recommendations about further treatment and will work with the EAP program, the GME Office and the Program Director in identifying whether or not the resident/fellow is able to safely resume their duties.

Professional Liability Insurance: You will be covered for any professional liability/medical malpractice claims, lawsuits or other similar matters brought against you arising from your professional services within the scope of your assigned employment duties for or on behalf of Hartford Healthcare. The insurance protection is provided under same insurance coverage and limits that apply to the Hartford Healthcare. Upon termination of your employment, you will be covered in perpetuity for your prior acts (a.k.a. tail coverage) meaning you are covered for any claims, lawsuits or other similar matters brought against you after your termination that relate to your professional services within the scope of your employment duties performed while employed. A certificate of insurance detailing your liability coverage will be provided before the start of the appointment or upon any substantial change to the details of professional liability coverage.

Health, Dental and Vision Insurance: Medical, dental and vision insurance is effective on beginning on the first day of insurance eligibility for all academic year hires. For off-cycle start dates, coverage begins on the day of hire. The details of insurance plans are provided prior to commencement of employment. For all J-1 exchange visitors and accompanying J-2 dependents coverage will be in accordance with the U.S. Code of Federal Regulations (22 CFR 62.14 and J-1 Visa holders will be eligible to participate in an international plan).

Short-Term and Long-Term Disability Insurance: Hartford Healthcare Corporation provides employer paid short-term and long-term disability coverage for all residents and fellows beginning on the first day of disability insurance eligibility.

Group Life Insurance: Coverage commences on the first day of employment, if the first day of employment is the first day of the month. If the first day of employment is a day other than the first day of the month,

coverage will commence the first day of the following month.

Access to Information Related to Eligibility for Specialty Board Examinations: The residency program accreditation standards and the board certification standards for all programs are available from several resources. The [ACGME](#) program accreditation standards are available on its website. Additionally, the individual residency offices and specific specialty Boards can inform you about the program accreditation standards and board certification requirements.

Equal Opportunity: Hartford Healthcare Corporation is committed to achieving equal educational opportunity and an inclusive learning environment for all residents and fellows in an atmosphere free from discrimination. Hartford Healthcare prohibits discrimination and harassment of any type and provides equal employment opportunity to qualified individuals regardless of race, color, religion, age, sex (including pregnancy), marital status, national origin, ancestry, veteran status, disability, sexual

orientation, gender identity or expression, or any other classification protected by applicable law.

Harassment, Sexual Harassment and Misconduct: Hartford Healthcare Corporation's code of conduct better ensures safe, efficient, and harmonious operations and informs all employed residents/fellows, staff members, and managers of their rights and responsibilities in this regard.

Concern, Complaint, and Grievances: A concern, complaint or grievance is defined as any issue perceived by a resident/fellow or Program Director as needing resolution. Generally, such a matter will not significantly threaten a resident's/fellow's intended career development or have the potential of leading to a recommendation of dismissal or non-renewal. Resident/Fellow related concerns may be brought to the residency privacy officer Chief Resident and/or Acting Chief, Program Director, Faculty, Department Chair, Resident/Fellow Forum or anonymous hotline. If not resolved, the concern may be brought to the Medical Education Office Staff and/or the Chief Academic Officer/or appropriate DIO. The Medical Education Manager, and/or Chief Academic Officer may act as a mediator to intercede on your behalf, so as to try to reconcile differences and resolve the concern in a confidential manner. The final step is with the Medical Education Office Manager and/or Chief Academic Officer. Concerns, complaints or grievances can be reported to the anonymous Medical Education hotline at 860-972- 4070 or the Hartford HealthCare Compliance Hotline at 1-855-HHC-OCAP or <http://hhc.ocapcomplianceline.com>. See the link to Academic Due Process and Trainee Grievance Policy at the end of this document.

Due Process: When a resident/fellow receives notice of any action by the Program Director which would prevent him/her from normal progress in completing the full term of a residency or fellowship program, he/she shall have the right to appeal such action and right to due process, as described in the Hartford Healthcare Corporation GME grievance and due process/appeals policies. For residents/fellows training at St. Vincent's Medical Center, you will also agree to comply with Quinnipiac University Frank H. Netter MD School of Medicine GME grievance and due process/appeals policies.

Moonlighting and Extra Credit Activities: Each Program Director, in consultation with the Designated Institutional Official (DIO), shall determine whether moonlighting and/or extra credit activities are available options for residents/fellows in that program. Each program will have a program specific moonlighting/extra credit policy. Residents/Fellows are not required to engage in moonlighting/extra credit. Hartford Healthcare Corporation, ACGME, Quinnipiac University Frank H. Netter MD School of Medicine (as applicable), or the program may prohibit moonlighting/extra credit by residents/fellows.

Clinical and Educational Work Hour Policy: This *Clinical and Educational Work Hour Policy* has been developed to support the physical and emotional well-being of the resident/fellow, promote an educational environment, and facilitate patient care at Hartford Healthcare Corporation. The policy contains an anonymous website/hotline that can be used to report any perceived violations. Clinical work hours are reviewed and monitored by the Medical Education Office in collaboration with the DIO and Graduate Medical Education Committee (GMEC). Resident/fellow clinical and educational work hours are consistent with the common and specialty/subspecialty-specific program requirements across all programs, addressing areas of non-compliance in a timely manner.

Conditions of Reappointment/Promotion to a subsequent PGY level: Re-appointment, promotion, and graduation are contingent upon satisfactory compliance with the defined goals and objectives of the House Officer's residency/fellowship program and the Hartford Healthcare Corporation and/or Quinnipiac University Frank H. Netter MD School of Medicine (as applicable), Policies and Procedures for GME. The conclusions of the Program Director, in consultation with the Clinical Competence Committee of that program, based on individual evaluations, semi-annual progress reports and all other available information, will provide the basis for determining whether a resident/fellow is ready for advancement to the subsequent year of the program or for graduation from the program.

Non-renewal, Appointment, or Non-promotion: Except as stated in this paragraph, Hartford Healthcare will provide a resident or fellow with advanced written notice if the resident or fellow's agreement will not be renewed, when a resident or fellow will not be promoted to the next level of training, or when that resident or fellow will be dismissed, not later than four (4) months prior to the expiration of the resident's or fellow's current agreement. If, however, the primary reason(s) for the non-renewal or non-promotion occur(s) within the last four (4) months of the agreement term, residents/fellows will be given as much advanced notice as the circumstances will reasonably allow, prior to the end of the agreement term. Residents and fellows will be allowed to implement the grievance procedures when they have received advanced written notice of **Hartford Healthcare's** intent not to renew their agreement, or not to promote the resident/fellow to the next level of training.

Program Reduction or Closure: If at any time Hartford Healthcare Corporation intends to reduce the size of, or close, a residency or fellowship program, all residents or fellows will be informed as soon as possible, and in accordance with the program and Institutional policies. Residents and fellows already in the residency or fellowship program will be allowed to complete their education or will be assisted by the Sponsoring Institution in enrolling in an ACGME accredited program in which they can continue their education.

The foregoing constitutes the entire agreement for your participation in the residency/fellowship program. This agreement shall be governed by and enforced in accordance with the laws of the State of Connecticut.

Details regarding all of the topics described herein can be found in Graduate Medical Education sites for the respective institutions, see the links below.

<https://stvincents.org/health-professionals/education-research/residencies-fellowships>

<https://medicine.gu.edu/graduate-medical-education/>

<https://hartfordhospital.org/health-professionals/education/residencies-fellowships/about>