

HOUSE STAFF FELLOW

AGREEMENT

[Name] (“Fellow”) is appointed as a fellow at PGY level _____ in [Program Name] for the period of July 1, 2025, through June 30, 2026.

By signing this Agreement and/or the Offer Letter Fellow received through Taleo, Fellow accepts the above appointment and agrees to become an employee of Hartford Hospital as of the date Fellow’s program appointment begins, subject to the terms and conditions contained in this Agreement and the Offer Letter. Fellow’s employment with Hartford Hospital does not alter Fellow’s relationship with Fellow’s fellowship program and is expressly contingent upon Fellow remaining in good standing in the fellowship program. All decisions about the academic aspects of Fellow’s program will be governed by the Program Director, Sponsoring Institution, and the Medical Education Department.

The terms and conditions of Fellow’s participation in the Hartford Hospital _____ Residency/Fellowship Program are as follows:

1. **Appointment/Employment Contingencies:** This appointment and Fellow’s employment with Hartford Hospital is contingent upon Fellow’s successful completion of all program requirements and prerequisites, to include:
 - a. Successful completion of medical school, residency training, and/or fellowship training.
 - b. Providing appropriate United States Medical Licensing Exams (USMLE), Comprehensive Osteopathic Medical Licensing Examination (COMLEX), or equivalent examination score reports.
 - c. Passing all relevant examinations.
 - d. Passing a pre-employment screening physical examination, TB screening, drug screening, fingerprinting, a criminal background check, and DCF background check in accordance with applicable laws and ACGME requirements.
 - e. Providing documentation of meeting all required vaccines recommended for healthcare workers or required by Hartford Hospital, unless granted an exemption in accordance with Hartford Hospital policies and procedures.

- f. Successfully completing the U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9), which requires providing documentation establishing Fellow's present eligibility to work in the United States.
 - g. Completing any other employment requirements specific to Fellow's position, program, Hartford Hospital policies and procedures, and ACGME requirements.
 - h. Having not been (i) convicted of a criminal offense that falls within the ambit of 42 USC § 1320a-7(a) (i.e., any conviction relating to the Medicare or Medicaid program, patient abuse, felony conviction relating to health care fraud or felony conviction relating to controlled substances), or (ii) excluded, debarred, suspended or otherwise ineligible to participate in the federal or state health care programs or in federal procurement or non-procurement programs.
2. **Fellow Responsibilities:** During the appointment period, Fellow shall:
- a. Review and agree to comply with all Hartford Hospital policies, privileges, procedures, and responsibilities, including the House Staff Manual and the GME Policies & Procedures Manual, as they may be amended from time to time. Further information shall be provided at Fellow's institutional and program orientations.
 - b. Not receive any fees from patients for services rendered in connection with Fellow's responsibilities as a Fellow.
 - c. Fulfill all responsibilities as a Fellow, which involves a combination of supervised, progressively more complex, and independent patient evaluation and management functions as well as formal educational activities.
 - d. Acknowledge that Fellow's level of competence and qualifications for advancement and reappointment shall be determined by the Program Director, Sponsoring Institution, and the Medical Education Department with regularly occurring performance evaluations.
 - e. Participate in safe, effective, and compassionate patient care.

- f. Comply with additional responsibilities including, but not limited to:
 - i. Develop an understanding of ethical, socioeconomic, and medical/legal issues.
 - ii. Apply cost containment measures in the provision of patient care.
 - iii. As appropriate, assume responsibility for teaching and supervising Fellows and students.
 - iv. Participate in all appropriate institutional orientation(s), educational assigned programs, and other activities involving attending staff.
 - v. Participate in institutional committees.
 - vi. Comply with program specific board requirements.
 - vii. Comply with applicable State of Connecticut licensure requirements.

- 3. **Hartford Hospital Responsibilities:** During the appointment period, Hartford Hospital shall:
 - a. **Annual Salary.** Pay Fellow an annual stipend (salary) of _____. Salary payments shall be made in accordance with Hartford Hospital's usual and customary payment practices. Fellow shall also receive a meal allowance and an educational allowance in accordance with program and Hartford Hospital policies.

 - b. **Leave:** Provide Fellow leave and paid time off in accordance with the *Absence Policy* in the GME Policies & Procedures Manual, as it may be amended from time to time.

 - c. **Health, Dental and Vision Insurance:** Provide fellow medical, dental, and vision insurance, beginning on the fellow's start date. The details of insurance plans will be provided prior to commencement of employment. For all J-1 exchange visitors and accompanying J-2 dependents, coverage will be in accordance with applicable regulations (22 C.F.R. § 62.14). J-1 Visa holders will be eligible to participate in an international plan).

 - d. **Short-Term and Long-Term Disability Insurance:** Provide Fellow employer paid short-term and long-term disability coverage, beginning on the first day of disability insurance eligibility.

- e. **Group Life Insurance:** Provide Group Life insurance commencing 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.

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

- g. **Additional Program Conditions.** Fellow's employment at Hartford Hospital in the program is subject to the additional benefits and conditions set forth on the attached Exhibit A.

It is understood and agreed that by signing this Agreement, I acknowledge that I have read and understand the entire contents of this Agreement and agree to comply with all of its terms and conditions. The foregoing constitutes the entire agreement for Fellow participation in the residency/fellowship program. This agreement shall be governed by and enforced in accordance with the laws of the State of Connecticut.

Program Director

Date

Chief Academic Officer/DIO or Designee

Date

Fellow

Date

Exhibit A
Additional Program Conditions

1. **Counseling and Support Services:** A Fellow who wishes to seek *confidential free* counseling services for themselves and/or immediate family can 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 five sessions). Referrals are also available for ongoing or specialized services.
2. **Physician Impairment:** Further information regarding physician impairment and available resources can be found in the *Fitness for Duty* policy of the GME Policies & Procedures Manual as it may be amended from time to time.
3. **Access to Information Related to Eligibility for Specialty Board Examinations:** Hartford Hospital maintains several resources containing residency program accreditation standards and board certification standards, including in the individual residency offices. The [ACGME](#) program accreditation standards are available on its website.
4. **Equal Opportunity:** Hartford Hospital is committed to achieving equal educational opportunity and an inclusive learning environment for all Fellows and fellows in an atmosphere free from discrimination and harassment. Hartford Hospital 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.
5. **Harassment, Sexual Harassment and Misconduct:** Hartford Hospital's code of conduct requires a professional equitable, respectful, and civil environment that is free from unprofessional behavior, including harassment, mistreatment, abuse, and/or coercion of Fellows/fellows, other learners, faculty members, and staff members.
6. **Accommodation for Disabilities.** Hartford Hospital is committed to achieving equal educational opportunity and full participation for all Fellows and fellows. It is the policy that no qualified person, on the basis of discrimination, be excluded from participating in any program.

7. **Concern, Complaint, and Grievances:** Hartford Hospital is committed to fostering an environment where Fellows and fellows feel comfortable raising concerns, complaints, or grievances. Multiple avenues to report are available. Further information on these avenues and processes can be found in the *Reporting Concerns, Complaints, or Grievances* policy in the GME Policies & Procedures Manual, as it may be amended from time to time.
8. **Due Process:** When a 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 a right to due process, as described in the *Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures* policy in the GME Policies & Procedures Manual, as it may be amended from time to time.
9. **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 Fellows in that program. Each program will have a program specific moonlighting/extra credit policy. Fellows are not required to engage in moonlighting/extra credit. Hartford Hospital, the program, or the ACGME may prohibit moonlighting/extra credit by Fellows. Such activities will not be covered under Hartford Healthcare's professional liability policy.
10. **Clinical and Educational Work Hour Policy:** Hartford Hospital maintains a *Clinical and Educational Work Hour Policy* to support the physical and emotional well-being of Fellows, to promote an educational environment, and to facilitate patient care. Please see the *Clinical and Educational Work Hours* policy in the GME Policies and Procedures Manual, as it may be amended from time to time, for additional information regarding clinical and educational work hours.
11. **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 residency program and Hartford Hospital GME policies and procedures. The conclusions of the Program Director, in consultation with the Clinical Competence Committee of Fellow's program, based on individual evaluations, semi-annual progress reports and all other available information, will provide the basis for determining whether a Fellow is ready for advancement to the subsequent year of the program or for graduation from the program.

12. **Non-renewal, Appointment, or Non-promotion:** Unless otherwise stated in this Section 12, Hartford Hospital will provide a Fellow with advanced written notice if the fellow's agreement will not be renewed, when a Fellow will not be promoted to the next level of training, or when a Fellow will be dismissed, not later than four (4) months prior to the expiration of the 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 or advanced notice is not possible, Fellows will be given as much advanced notice as the circumstances reasonably allow. A fellow's notice of non-promotion or non-renewal is subject to Hartford Hospital's *Academic Deficiencies and Code of Conduct Violations/Non-Academic Deficiencies Review Procedures* policy contained in the GME Policies & Procedures Manual, as it may be amended from time to time.
13. Further information regarding Hartford Hospital's residency and fellowship programs can be found at:
<https://hartfordhospital.org/health-professionals/education/residencies-fellowships/about>