

Policy #: 003.002
Policy Title: Trainee Agreement of Appointment/Contract
Sponsor: David Brown, MD; DIO
Approved by: Graduate Medical Education Committee

Purpose

Florida International University (FIU) has adopted the following policy on appointment contracts for its Accreditation Council of Graduate Medical Education's (ACGME)-accredited programs.

This policy addresses ACGME Institutional Requirement *IV.C. Agreement of Appointment/Contract*

Definitions

Trainee: A resident or fellow who is appointed to FIU's ACGME-accredited programs with the objective of completing the entire program.

Background

FIU will ensure that all categorical re provided with a written agreement of appointment outlining the terms and conditions of their appointment to a program. FIU, as the Sponsoring Institution, will monitor programs with regard to implementation of terms and conditions of appointment.

Policy

This policy serves to ensure that FIU's ACGME-accredited programs provide its trainees with adequate and timely information in a written format regarding the terms and conditions of appointment.

Procedure

Key elements of FIU's written agreement outlining the terms and conditions of trainees' appointment to FIU's ACGME-accredited programs will include:

1. Trainee responsibilities
2. Duration of appointment
3. Financial support provided
4. Conditions for reappointment and promotion
5. References to procedures for grievance and due process
6. Information regarding professional liability insurance, including a summary of pertinent information regarding coverage
7. Information regarding health insurance benefits for trainees and their eligible dependents
8. Information regarding disability insurance for trainees
9. Information regarding vacation, parental, sick, and other leave(s) for trainees compliant with applicable laws
10. Timely notice of the effect of leave(s) on the ability of trainees to satisfy requirements for program completion

- 11. Information related to eligibility for specialty board examinations
- 12. References to institutional policies and procedures regarding trainee clinical and educational work hours and moonlighting

Applicants invited to interview for a trainee position will have access to an electronic sample of the employment agreement with terms in effect at the time of the interview.

Related Policies

Trainee: Renewal and Promotion, Grievances, Professional Liability Insurance, Health and Disability Insurance, Vacation and Leaves of Absence, Clinical and Educational Work Hours

Author	Maryam Shakir	01/24/2020
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