

Georgia Regents University  
House Officer Notice of Appointment

Name: John Doe  
Resident: PGY 1  
Department: Internal Medicine

Empl ID # 123456

The House Officer accepts appointment with Georgia Regents University under the following terms and conditions:

1. Duration: Begins July 1, 2015 and ends June 30, 2016.
2. Compensation: At the rate of \$ 4,027.00 per month.
3. Living Quarters: Call rooms will be available for residents on call overnight at the GR Health 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 director. 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 Georgia Regents University (GRU) 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 GRU 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 GRU Division of Public Safety, and upon GRU'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 valid 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-1 or H-1B 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 Georgia Regents University 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 GR Health Systems, U.S. Veterans' Administration, and others, as applicable. House Officers are required to complete One45 duty hour reporting monthly. House Officers are required to complete medical records at all participating institutions in a timely manner as outlined in applicable policies, and **you may be suspended without pay** for noncompliance.

The Georgia Regents University's policies and procedures for House Officers can be found at <http://www.gru.edu/mcg/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 <http://www.gru.edu/mcg/residents>. House Officer responsibilities, health and disability insurance, and access to information related to eligibility for specialty board exams are also described in the web-based Housestaff Manual at <http://www.gru.edu/mcg/residents/manual>. Maternity and parental leave are outlined in the GRU Administrative Policies & Procedures, Family Medical Leave (FMLA) 1.4.34 at <http://www.georgiahealth.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.

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Peter Buckley, M.D. Date  
Dean, Medical College of Georgia

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Chairman Date

\_\_\_\_\_  
House Officer Date