

Augusta University  
House Officer Notice of Appointment

Name: John Doe  
Resident PGY Level:  
Department:

Employee ID # \*\*\*\*\*

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

1. Duration: Begins \_\_\_\_\_ and ends \_\_\_\_\_.
2. Compensation: At the rate of \_\_\_\_\_ per month.
3. Living Quarters: Call rooms will be available for residents on call overnight at the AU Medical Center 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: Twenty one (21) days, consisting of 15 weekdays and 6 weekend days of annual leave are granted to House Officers according to their contract dates each year 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 Medical 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 Augusta University 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 Augusta University 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 Augusta University Division of Public Safety, and upon Augusta University'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 H1B 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 Augusta 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 AU Health System, U.S. Veterans' Administration, and others, as applicable. House Officers are required to comply with HS Policy 10.0 House Officer Duty Hours and Work Environment, and must 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; noncompliance may serve as grounds for loss of privileges and a permanent record in the House Officer file.

The Augusta University Policies and procedures for House Officers govern the following conditions of your employment: annual, sick, parental and educational leave, licensure; residency supervision, House Officer responsibilities, duty hours; moonlighting; 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 can be accessed at <http://www.augusta.edu/mcg/residents/hspolicies/index.php>, are on file in the Graduate Medical Education Office and distributed biannually to Program Directors as part of the web-based Housestaff Manual. The benefit plan summary, health and disability insurance, professional liability insurance information, and information related to eligibility for specialty board exams may also be viewed online at <http://www.augusta.edu/mcg/residents/>. Maternity and parental leave are outlined in the Augusta University Administrative Policies and procedures, Family Medical Leave (FMLA) Policy 1.4.34 [www.augusta.edu/hr/benefits/university\\_benefits/fmlaforms.php](http://www.augusta.edu/hr/benefits/university_benefits/fmlaforms.php) MCG House Officers have access to the MCG Employee/Faculty Assistance Program for mental health and counseling services.

I acknowledge that I have been informed of this information.



David Hess, MD  
Dean, Medical College of Georgia

\_\_\_\_\_ Date

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date