



General Residency Information

Patient Rounds

Rounds are made with the faculty and House Officers on a daily basis, and occur at AU Health Systems, Veterans Affairs Medical and/or the Children's Hospital of Augusta, according to the patient population of each service.

Call Schedule

The frequency of on-call duty for House Officers is, on the average no more than every third night. House Officers are required to spend on the average, at least 1 full day out of 7 away from Program duties. It should be noted that these frequencies are averages over a 4 week period of time and a House Officer's call schedule may vary according to patient care needs and the particular service involved.

Criminal Background Check

A House Officer's contract is contingent upon consenting to a criminal background check through Augusta University Human Resources, and upon Augusta University's approval of the results of that background check.

Social Security Card

Your employment date is contingent upon receiving a social security number (receipt or card must be shown) and providing Human Resources with other appropriate documentation to be eligible for Augusta University employment processing. You will not be able to begin employment until all the necessary documentation has been provided.

US Citizens

U.S. Citizens will need to provide one or more of the following before employment with Augusta University: Certified U.S. Birth Certificate showing the individual was born in the U.S. or a U.S. territory. A photocopy is not acceptable. U.S. Certificate of Naturalization (USCIS form N-550 or N-561); U.S. Certificate of Citizenship (USCIS form N-560 or N-561); U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240); A current U.S. passport; Current Drivers License issued by the State of Georgia after January 1, 2008; or a current ID issued by the State of Georgia after January 1, 2008.

Non U.S. Citizens

Non-U.S. citizens will need one or more of the following: Current passport, valid permanent resident card, valid employment authorization card, valid re-entry permit, proper visa verification and any other information required. See employment verification eligibility form to verify which specific documentation is necessary to be processed in the Augusta University payroll system.

Pre-Employment Drug Screening

Upon an offer of employment, interns, residents, and fellows (House Officers) entering Training Programs at Augusta University must adhere to a drug test prior to commencing employment or within ten days after commencing employment. Reference Augusta University Administrative Policy 1.4.32

Employee Health & Wellness

AU Health System requires all new resident physicians to complete the Employee Health & Wellness process entirely to maintain employment. Employee Health screening consists of blood drawn for immunization titers & T-spot (in lieu of a 2 step TB skin test), fit testing for N95 respirator mask. If you have a history of a positive TB skin test, please provide a copy of your most recent chest x-ray.

Moonlighting

House Officers at Augusta University, *with the exception* of International Medical Graduates on a J visa or H-1B visa, may engage in professional activities outside the educational Program (moonlighting) only with *prior written consent* from the Program Director *and* Sr. Associate Dean, Graduate Medical Education. Reference HS Policy 16.0 for additional information.

Georgia Medical Licensure

A House Officer's contract is contingent upon being able to practice medicine in Georgia. All House Officer's must have either a temporary Residency Training Permit (RTP), or an unrestricted Georgia Medical license to practice medicine, issued by the Composite State Medical Education Board of Medical Examiners. *Note:* You cannot moonlight or practice medicine outside of a Residency Program without a full, regular license from the Georgia Composite State Board of Medical Examiners.

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. Call Legal Office at 706 721-4018 for additional information.

Time Off

Each House Officer is allowed 21 days annual leave based on the contract date of the contract. The 21 days annual leave, to be taken in 7 day blocks unless otherwise approved by the Program Director. Annual leave *does not* accrue from year to year. Educational leave for meetings and courses is at the discretion of the Program Director and is in addition to annual leave.

House Officer's are allocated 14 days per contract date for sick leave, and may accrue to a maximum of 21 days. Seven (7) days sick leave may carry over after the first year Reference HS Policy 4.0

Other Benefits

House Officer benefits include group health insurance for the House Officer, malpractice insurance, group life insurance, disability insurance, lab coats and laundering (some Programs) and parking. Dental insurance, health insurance for the House Officer's family and additional life insurance are available at an additional cost.

Health Care Insurance Plans and Dental Insurance Plans see:

- Benefit Plan summary

http://www.augusta.edu/hr/university/university_benefits/documents/bor_comparison_guide_py2017.pdf

- PPO Provider Directory www.healthygeorgia.com

For more information, call the Augusta University Benefits section at 706 721-3770

Your employment is contingent upon meeting *all employment guidelines* for Augusta University and AU Health System, Inc., Policies and Procedures for these Institutions may be found at:

<http://www.augusta.edu/hr/gru-employee-manual.pdf>