

Augusta University

Policy Library

House Staff Residents and Clinical Fellows Policy

Policy Owner: University HR Services

POLICY STATEMENT

This policy provides guidelines for appointments, compensation and fringe benefits to House Staff/Residents and Clinical Fellows.

Please note: House Staff/Residents and Clinical Fellows are subject to all policies applicable to employees of Augusta University.

To provide policy guidelines for the appointment of House Staff/Residents and Clinical Fellows and to specify their form of compensation and identify the fringe benefits available.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: All House Staff/Residents and Clinical Fellows of Augusta University are affected by this policy.

DEFINITIONS

House Staff/Residents and Clinical Fellows: House Staff/Residents and Clinical Fellows will normally have an MD, DDS, DMD, DO, MBBCh, or MBBS degree and be assigned in a patient care or advanced clinical work or research in a specialized patient care environment for training. Salaries of individuals in this category should be consistent with the Association of American Medical Colleges (AAMC) or Commission on Dental Accreditation (CODA) guidelines for persons with comparable backgrounds and experience. Appointment of these individuals will normally be for one year, renewed annually, until completion of training program as specified by the individual department.

PROCESS & PROCEDURES

House Staff/Residents and Clinical Fellows may be placed on the Augusta University exempt payroll in non-classified positions. The Program Director, Department Chair, Dean, and/or Department Administrator will be responsible for determining qualifications, identifying the funding required for positions, advertising vacancies, selecting individuals to fill vacancies, and issuing appointment letters and submitting appropriate employment related documentation, i.e. Personnel Action Request, to Human Resources. The Human Resources Division will be responsible for payroll processing, maintaining personnel files, and administering applicable fringe benefits when available.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 540

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 09/12/2016

Last Review: 06/13/2017

Fringe Benefits: House Staff/Residents and Clinical Fellows are eligible for certain institutional fringe benefits, if their work commitment is half-time or more. For more information on House Staff/Residents and Clinical Fellows benefits, contact the Graduate Medical Education Office, 706-721-3052 or the College of Dental Medicine Office of Advanced Education, 706-721-2251.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017