

GRADUATE MEDICAL EDUCATION PROGRAM

**RESIDENCY/FELLOWSHIP AGREEMENT**

**DULUTH FAMILY MEDICINE RESIDENCY** **PROGRAM**

***THIS IS AN AGREEMENT*** by and between the Regents of the University of Minnesota (the “University”), a Minnesota constitutional corporation, and      , hereinafter referred to as “resident/fellow.”

**THE PARTIES AGREE** as follows:

1. **Residency/Fellowship Term and Stipend.**
   1. The initial term of this Agreement between the resident/fellow and the University is for the period starting       and ending no later than      , with a stipend commensurate with the program level of training, as set forth in Addendum A on page 7.
   2. The resident/fellow will begin training at program level      .
   3. If the resident/fellow is in satisfactory standing, this Agreement will be automatically renewed on an annual basis for the duration of the training program. The criteria for promotion and reappointment are set forth in the GME Institution Policy Manual. Completion of the program requires a total of       years of training. If the expected duration of the training program is altered the resident/fellow will receive an amendment to this agreement.
2. **Purpose.** The primary purpose of the appointment of a resident/fellow is the successful completion of a graduate medical education training program. This Agreement and the provisions of the GME Institution and Program Policy Manuals referenced in this Agreement govern the relationship between the individual resident/fellow and the University, and take precedence over any other University document or procedure to the extent they are inconsistent with the terms of this statement.
3. **Appointment Status.** During the period in which residents/fellows are undergoing graduate medical education training at the University, they have the status of students and are appointed to one of several student/professional training classifications in the University appointment system as outlined in the GME Institution Policy Manual. Residents/fellows are treated as students for multiple purposes, including: performance, evaluation, discipline, processing of complaints and grievances, certification of program completion, and certain student benefits and policies as outlined in the GME Institution Policy Manual. Residents/fellows also are considered employees of Essentia Institute of Rural Health (EIRH) for purposes other than the above where required or authorized by state or federal law.
4. **Responsibilities of the Resident/Fellow.**
   1. The resident/fellow agrees to accept the duties, responsibilities, and rotations assigned by the program director or designee and to conduct themselves ethically and professionally in keeping with their position as a physician, in the care of patients and in relationships with other hospital/clinic staff.
   2. The resident/fellow agrees to participate fully in the educational and scholarly activities of the residency/fellowship program and, as required, to assume responsibility for teaching and supervising other residents/fellows and medical students.
   3. The resident/fellow agrees to provide safe, effective, and compassionate care of patients under faculty supervision, commensurate with the resident’s/fellow’s level of education and experience.
   4. The resident/fellow agrees to abide by the bylaws, policies, rules, and regulations of the University of Minnesota Medical School (the “Medical School”), the University and the hospital and clinics to which assigned.
   5. The resident/fellow agrees to meet state, federal, and University requirements for participating in a residency/fellowship program prior to the start of and throughout the training program. Failure to meet these requirements is grounds to rescind or terminate this Agreement:
      1. **Credentials.** Submit proof of earning an M.D. or D.O. or equivalent international degree; comply with state licensure requirements either by obtaining and maintaining a residency permit or an unrestricted Minnesota physician license, as required by the individual residency/fellowship program; provide copies of GME program completion certificates for prior training, if applicable; and document passage of the USMLE Step 3 or COMLEX-USA Level 3 (for D.O.s).
      2. **Health professions requirements: Immunization**. Submit proof of immunization history for all of UMN’s required immunizations; obtain annual approved tuberculosis screening; , and maintain compliance with immunization requirements. The resident/fellow agrees to allow the University to share their immunization information with clinical sites where the resident/fellow is assigned by signing a separate HIPAA authorization attached as Addendum B.
      3. **Health professions requirements: Background Clearance and Training.** Pass background study clearances as required under Minnesota law; complete Privacy and Data Security (HIPAA) training; and complete blood-borne pathogens training. The resident/fellow agrees that their background study results, Privacy and Data Security (HIPAA) training compliance, and blood-borne pathogens training compliance may be shared with clinical sites where the resident/fellow is assigned.
      4. **Work authorization.** Obtain an appropriate visa, as agreed to by the program, if the resident/fellow is not a U.S. citizen or permanent resident. Failure to obtain appropriate visa status **prior** to the start date of the training program, or failure to maintain visa status throughout training, may result in forfeiture of the training position.
      5. **Other.** Comply with any other requirements established by the individual residency/fellowship program.
   6. **Eligibility for specialty board examinations**. Specialty boards determine their own eligibility criteria to take board examinations. Resident/fellow agrees to consult applicable specialty board regarding the board’s eligibility requirements and understands that participation in this training program does not guarantee eligibility for specialty board examination(s).
   7. Additional responsibilities of the resident/fellow are outlined in Addendum A “Duluth Family Medicine Residency Program,” Section 2., “Responsibilities of the Resident/Fellow”, and are incorporated as a part of this Agreement.
5. **Responsibilities of the University.**
   1. The Medical School shall be responsible for providing a graduate medical educational experience and training program through faculty planning, teaching, supervision, and evaluation of residents/fellows.
   2. The University agrees to perform administrative functions for the benefit of the residents/fellows. These include arranging for the payment of stipends; maintaining certain resident/fellow records; administering the procedure related to the discipline of residents/fellows; and providing mechanisms for the coordination of programs among the affiliated hospitals and clinics, the Medical School, and the various clinical services.
   3. Additional responsibilities of the training program, including benefits provided to residents/fellows are outlined in Addendum A, “Duluth Family Medicine Residency Program,” Section 3., “Responsibilities of the Training Program,” and are incorporated as part of this Agreement.
   4. The Medical School has established general policies on duty hours/on-call schedules, moonlighting, and the effect of absences on timely completion of the residency/fellowship program. These matters are set forth in the GME Institution Policy Manual, and supplemented in the applicable Program Policy Manual. Program policies will conform to any applicable requirements of the Accreditation Council for Graduate Medical Education (ACGME) or the relevant American specialty board.
   5. The Medical School does not require residents to sign a noncompetitive guarantee. Please see the GME Institution Policy Manual.
6. **Evaluations of Academic Performance.**
   1. A periodic assessment of academic performance of each resident/fellow is the responsibility of the residency/fellowship program director with input from faculty. Academic performance of a resident/fellow must be evaluated by a careful and deliberate review, including documentation of the resident’s/fellow’s performance with respect to relevant exam scores, clinical diagnosis and judgment, medical knowledge, technical abilities, interpretation of data, patient management, communications skills, interactions with patients and other healthcare professionals, professional appearance and demeanor, and/or motivation and initiative. All recorded evaluations of a resident’s/fellow’s performance are accessible to the resident/fellow.
   2. A resident/fellow can be disciplined and/or dismissed from the program for academic reasons. Before dismissing a resident/fellow or not renewing a resident’s/fellow’s contract for academic reasons, the program must give the resident/fellow notice of their performance deficiencies, an opportunity to remedy the deficiencies, and notice of the possibility of dismissal or non-renewal if the deficiencies are not corrected.
7. **Grounds for Discipline and/or Dismissal of a Resident/Fellow for Non-Academic Reasons.** Grounds for discipline and/or dismissal of a resident/fellow for non-academic reasons, as set forth in the GME Institution Policy Manual, include, but are not limited to, the following:
   1. Failure to comply with the bylaws, policies, rules, or regulations of the University, affiliated hospitals, medical staff, department, or with the terms and conditions of this document.
   2. Commission by the resident/fellow of an offense under federal, state, or local laws or ordinances which impacts upon the resident’s/fellow’s abilities to appropriately perform their normal duties in the residency/fellowship program.
   3. Conduct which violates professional and/or ethical standards; disrupts the operations of the University, its departments, or affiliated hospitals; or disregards the rights or welfare of patients, visitors, or hospital/clinical staff.
8. **Disciplinary and Grievance Procedures.**
   1. Discipline and/or dismissal of a resident/fellow for academic reasons under Section 6.2 above may be grievable under University policy and procedures on “Conflict Resolution Process for Student Academic Complaints.” Residents/Fellows also may utilize this University grievance procedure for other complaints related to education and academic services to the extent covered by the grievance policy.
   2. Residents/Fellows who are disciplined and/or dismissed for non-academic reasons under Section 7 above are entitled to certain procedures as set forth in the GME Institution Policy Manual.
   3. Discipline imposed for either academic or non-academic reasons is implemented on the effective date determined by the program, regardless of whether the resident/fellow contests the discipline. The procedures referenced in paragraphs 8.1 and 8.2 above for contesting discipline are mutually exclusive; under no circumstances will a resident/fellow be afforded both the procedures outlined under University policy and in the GME Institution Policy Manual.
   4. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran’s status, sexual orientation, gender identity or gender expression. Harassment based on sex, race or any other ground listed here is a form of discrimination prohibited under this policy. Residents/Fellows who believe they have been subjected to discrimination or harassment on any of these grounds are urged to contact their program director or department chair. Complaints also may be pursued through the Associate Dean for Graduate Medical Education, the Medical School Ombudsman or the University of Minnesota office of Equal Opportunity & Title IX, as set forth in the GME Institution Policy Manual.
   5. Residents/Fellows who are disqualified from direct contact with patients under the criminal background study required by Minnesota law, Section 144.057, will be dismissed from the residency/fellowship program or have their acceptance revoked if they have not started the program training yet.
9. **Residency Closure/Reduction.** If the University reduces the size of a residency/ fellowship program or closes a program, affected residents/fellows will be notified as soon as possible; and the University will make every effort within budgetary constraints to allow existing residents/fellows to complete their education. In the unlikely event that existing residents/fellows are displaced by a program closure or reduction, the University will make every effort to assist the residents/fellows in locating another residency/fellowship program where they can continue their education.

**10. GME Institution Policy** **Manual.** Upon signature of this agreement, the resident/fellow acknowledges having access and agrees to adhere to the GME Institution Policy Manual and the applicable program manual, both of which are available online. See

http://www.med.umn.edu/gme.

|  |  |  |
| --- | --- | --- |
| **Regents of the University of Minnesota**  By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: Susan M. Culican, MD, PhD  Title: Associate Dean for Graduate Medical Education; Designee for the Dean of the University of Minnesota Medical School.  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Resident/Fellow**  *I acknowledge that my electronic signature below is the legally binding equivalent of my handwritten signature on paper.*  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

First approved by the Graduate Medical Education (GME) Committee on November 21, 1997.

**ADDENDUM A**

**University of Minnesota Medical School**

**Duluth Family Medicine Residency Program**

**Graduate Medical Education Program Residency/Fellowship Agreement**

1. **Residency/Fellowship Term and Stipend**
   1. Essentia Institute of Rural Health (EIRH) will pay resident/fellow a stipend commensurate with level of training. The stipend is payable on a biweekly basis.
   2. The stipend levels associated with each program level are as follows:

|  |  |
| --- | --- |
| Program Level  PL  PL | Stipend Step Level  Stipend Step  Stipend Step |

* 1. The Graduate Medical Education Committee sets stipend rates annually, effective for the July 1 – June 30 academic year. For academic year      , Stipend Step       is $     . For annually updated information, refer to the base stipend rates available at <http://z.umn.edu/rfstipends>.

1. **Responsibilities of the Resident.**
   1. Develop a personal program of self-study and professional growth with guidance from teaching staff.
   2. Obtain unrestricted license to practice medicine in Minnesota as outlined in the Duluth Family Medicine Residency Program Manual.
   3. Obtain Drug Enforcement Administration (DEA) registration certificate within three months of obtaining medical license. The training program will be responsible for payment of the resident’s Minnesota medical license and DEA certificate fees while in the training program.
2. **Responsibilities of the Training Program.**
   1. The training program will endeavor to involve the resident in the development of recommendations on policy issues.
   2. The resident will be appropriately supervised in carrying out patient care responsibilities in a manner consistent with the educational needs of the resident and the applicable RRC requirements.
   3. Through a separate employment agreement between the resident and Essentia Institute of Rural Health (EIRH), the training program will provide the following benefits effective the date set forth in Section 1.1 of the Agreement:
      1. EIRH will withhold all applicable federal and state taxes in connection with payments to "Resident" of such stipend.
      2. Leave of absence benefits, which include parental/family medical, professional/ academic, personal, vacation, holiday, sick, bereavement, military and jury/witness duty leave. These benefits are available to the residents/fellows as set forth in the Duluth Family Medicine Residency Program Manual. The program is responsible for advising its residents/fellows on how a requested leave of absence may affect timely completion of the training program and eligibility to sit for the relevant specialty board exam. Residents are eligible for up to 5 days of CME with Program Director approval.
      3. Basic life and accident insurance (employer paid), long-term disability insurance (employer paid), employee and family options for health and dental insurance (employer contributes toward cost), voluntary short-term disability (at the resident’s cost) and supplemental life insurance (at the resident's cost), and pre­tax healthcare and dependent healthcare reimbursement accounts, based on EIRH benefits guidelines, as summarized in the applicable Program Policy Manual.
      4. Professional liability insurance, in accordance with policy established by EIRH covering claims related to duties performed as part of residency, whether such claims arise during or after the resident's completion of the training program. Professional activities outside the program (Moonlighting) are excluded.
      5. Counseling and psychological support services through referral to the University's residency assistance program, including monitoring stress and assistance for impaired physician consistent with professional and legal obligations; reasonable accommodations for residents with a documented disability as outlined in the Institution Policy Manual.
      6. Payment of membership dues to include:
         1. American Academy of Family Physicians or American Osteopathic Association
         2. Minnesota Academy of Family Physicians
      7. Payment of fees to include:
         1. National Practitioner database self-query
         2. Basic Life Support
         3. Advanced Cardiac Life Support
         4. Advanced Trauma Life Support
         5. Neonatal Resuscitation Program
         6. Advanced Life Support in Obstetrics
         7. Pediatric Advanced Life Support
         8. Minnesota Board of Medical Practice Residency Permit/License
         9. ABFM In-Training Assessment Exam
         10. Drug Enforcement Agency License
         11. USMLE Step 3 or COMLEX-USA Level 3 (1st attempt only)
         12. Meals while on duty at participating hospitals
      8. Supplemental reimbursement to include:
         1. $1,000 for approved academic business expenses
         2. Participation in authorized recruitment events on behalf of the Duluth Family Medicine Residency Program
         3. Up to $1,000 of approved moving expenses (taxable)

ADDENDUM B

**AUTHORIZATION TO USE AND DISCLOSE**

**IMMUNIZATION INFORMATION TO HOSPITAL AND CLINIC SITES:**

**Graduate Medical Education Residency/Fellowship Agreement**

**1. Purpose.** I authorize the University of Minnesota to use and disclose my immunization information for the purpose of providing this information to hospital and clinic sites at which I rotate which require this information as a condition of my working or studying at these locations.

**2. Information to be Used or Disclosed.** My immunization information will be disclosed. This will include information about tuberculosis testing and required immunizations. This information will be accompanied by identifying information such as my name and date of birth.

**3. Parties Who May Disclose My Information.** The University of Minnesota may obtain my immunization information from my education records and my medical records at Boynton Health. I authorize these parties to disclose my immunization information to the University of Minnesota.

**4. Parties Who May Receive or Use My Information.** My immunization information will be submitted to hospital and clinic sites at which I rotate which require my immunization information as a condition of my working or studying at these locations.

**5. Right to Refuse to Sign this Authorization.** I do not have to sign this authorization. My decision not to sign this authorization will not affect any treatment, payment, or enrollment in health plans or eligibility for benefits. However, if I do not sign this authorization, I may be denied the ability to work at hospital and clinic sites which require immunization information.

**6. Right to Revoke.** I can revoke this authorization at any time by written notice of my decision to 420 Delaware Street SE, MMC 293, Minneapolis, MN 55455. If I withdraw this authorization, the University of Minnesota may not afterwards disclose my information for the purpose listed above. However, I cannot retroactively revoke authorization if disclosure has already occurred.

**7. Potential for Re-disclosure.**  After my immunization information is disclosed under this authorization, it will not be subject to HIPAA or FERPA. The information may be re-disclosed by hospital and clinic sites who receive the information.

I have read this authorization. I am the person who is the subject of this immunization information or their personal representative. I have the right to request and receive a copy of this authorization form after it is signed. This authorization does not have an expiration date.

|  |  |  |
| --- | --- | --- |
| *Printed name of student* |  | *Date* |
| *Signature of student or personal representative* |  | *If signed by personal representative, their authority to act on behalf of the student* |