



Department of Family & Community Medicine

March 18, 2011

Dear Resident,

It is our pleasure to offer you an appointment to the Housestaff in the Department of Family and Community Medicine at the University of California San Francisco for the academic year of 2011-2012. We are very pleased you will be joining our residency training program.

Appointments are granted for a period of one year and must be renewed each academic year based upon mutual agreement. This contract is for the period commencing **June 17, 2011** and ending **June 16, 2012**. Conditions for reappointment are further described in the *UCSF Housestaff Information Booklet*. The contract(s) for subsequent years of training will be presented to you no later than four months prior to the end of this current contract (more information regarding this may be found in the Academic Due Process Policy in the *UCSF Housestaff Information Booklet*).

Your postgraduate training year (PGY) in the UCSF/SFGH Family and Community Medicine Residency Program will be **PGY1**. Your salary for the academic year, based on the 2011-12 University of California, Office of the President salary scale, will be \$49,291. In addition, you will receive a monthly housing stipend. Deductions will be taken from your gross pay by the Council of Interns and Residents (CIR) in the amount of 1.5% for union members and 1.32% for non-members when rotating at SFGH. For more information, please contact your program coordinator.

The *UCSF Housestaff Information Booklet* describes institutional policies and procedures applicable to residents and fellows appointed to the UCSF housestaff. Program-specific policies are available from your program coordinator. The Booklet can be read in full via the UCSF School of Medicine website: <http://medschool.ucsf.edu/gme/>. In particular, please note the following policies:

- General housestaff responsibilities
- Leave time policy (vacation, education, sick, parental, other leave of absence)
- Professional liability insurance (including tail coverage)
- Conditions of non-renewal of appointment
- Counseling services/physician impairment
- Program closure/reduction
- Health and disability insurance
- Academic due process leave policy
- Moonlighting
- Duty hours
- General competencies
- Gender, sexual, and other forms of harassment
- Restrictive covenants
- Background screening
- Board certification

More information concerning gender, sexual, and other forms of harassment can be obtained by contacting the UCSF Affirmative Action Equal Opportunity Office (<http://www.aaeo.ucsf.edu>).

Trainees in ACGME approved programs must abide by the moonlighting policy specific to their program/departmental policies which are consistent with the general UCSF moonlighting policy found in the *UCSF Housestaff Information Booklet*.

The UCSF duty hours policy is consistent with ACGME requirements. Trainees must become and remain educated in the duty hours requirements and general competencies. Trainees must provide accurate information as requested by their department and the Dean's office regarding duty hours and general competencies.

UCSF provides some housing for employees. Housing Services can assist you with this and other housing options <http://www.campusliveservices.ucsf.edu/housing/>.

Physician assistance programs are available for counseling and psychological support. In addition, the Faculty & Staff Assistance Program provides confidential well-being resources for housestaff (<http://www.ucsfhr.ucsf.edu/assist/index.html>). The UCSF policy on physician impairment and substance abuse, as well as resources to help with these problems, is available in the *UCSF Housestaff Information Booklet*.

Please acknowledge your acceptance of this appointment and your agreement to comply with all University and Medical Center policies, including those described in the *UCSF Housestaff Information Booklet*, by signing and returning this letter as soon as possible. By signing this letter you are authorizing UCSF to conduct a background check for the purpose of evaluating you for employment, promotion, reassignment, or retention, and agree that follow-up background checks may be done for cause at any time during the course of employment. This offer of training is dependent upon the results of your signed attestation statement (attached) and its review by the program as well as satisfactory results from the background check. Any "yes" response on the attestation statement requires an explanation. After review of your explanation of "yes" statements and/or the background screening results, our offer of a contract for training may be revoked or the conditions of the offer revised.

We look forward to our association with you in our training program. If you have any questions regarding the above please contact us. Please sign below and return indicating your understanding of the above, your access to the UCSF Housestaff Information Booklet on the UCSF School of Medicine GME website, and your acceptance of our offer.

Sincerely,

Teresa J. Villela, M.D.
Residency Program Director

Kevin Grumbach, M.D.
Chair

By signing below I accept the appointment as described above and I acknowledge that I have read the *UCSF Housestaff Information Booklet*.

Date

«Last», «First» «MI»

«SSN»

Name (Last, First Middle)

Social Security Number

Any "yes" response to the questions below requires a detailed explanation on a separate page. Failure to provide an adequate explanation may result in the delay or rejection of your (re)appointment.

Table with 3 columns: Question, Yes, No. Contains 13 numbered questions regarding medical malpractice, settlement, insurance, drug use, professional performance, disciplinary actions, and legal convictions.

Candidate for Housestaff Appointment

My signature below indicates that I have provided complete and truthful information and answered the questions on this page completely and honestly. I give permission for UCSF to validate any of the information provided above and in my CV, including, but not limited to, previous training, previous medical staff appointments, and medical degree, at any time.

«First» «MI». «Last»

Date

Program Director

My signature below indicates that I have reviewed this candidate's responses to the questions and recommend him/her for housestaff appointment.

Teresa J. Villela, M.D.

Date