



SAMPLE ONLY

**LETTER OF OFFER TO RESIDENTS
OF THE UNIVERSITY OF FLORIDA
COLLEGE OF MEDICINE**

Dear Dr. [Click or tap here to enter text.](#)

The College of Medicine, University of Florida (hereinafter "the University") is pleased to offer you a position as a resident or fellow at the program training level year [Choose an item.](#) PGY Level [Choose an item.](#) and compensation level [Click or tap to enter a date.](#) in the graduate medical education program, [Click or tap here to enter text.](#), in the Department of [Click or tap here to enter text.](#)

This contract describes various aspects of the graduate medical education programs for residents and fellows at the University. Trainees in such programs (residents and fellows) are hereinafter referred to as "residents." The University reserves the right to make changes without notice in the future to any aspect of these programs.

During your residency you will be required to exhibit the qualifications and talents for the specialty to which you have been accepted for graduate medical education training. For each specialty, you must possess and demonstrate critical thinking skills, sound judgment, emotional stability and maturity, empathy for others, physical and mental stamina, and the ability to learn and function in a variety of settings. You must also be able to perform the essential functions of the specialty and meet the academic standards of the curriculum.

This contract is contingent upon the completeness and accuracy of the appointment documents prepared and submitted by you. Falsification of any of the appointment documents or failure to meet eligibility requirements may result in non-appointment or termination. This contract, in conjunction with University rules, policies and procedures, governs the relationship between the University and you. This contract constitutes the entire agreement between the parties and supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties.

Resident Responsibilities:

The position of resident involves a combination of supervised, progressively more complex and independent patient evaluation, management functions and formal educational activities. Among a resident's responsibilities in a training program of the University are the following:

- 1) To meet the qualifications for resident eligibility outlined in the Essentials of Accredited Residencies in Graduate Medical Education in the AMA Graduate Medical Education Directory or the Specialty Guidelines of the American Dental Association's Council on Dental Accreditation;
- 2) To develop a personal program of self-study and professional growth with guidance from the teaching staff;
- 3) To provide safe, effective, and compassionate patient care, commensurate with the resident's level of advancement, responsibility, and competence, under the general supervision of appropriately privileged attending teaching staff;
- 4) To participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other residents and students;
- 5) To participate in institutional orientation and educational programs and other activities involving the clinical staff;
- 6) To submit to the program director confidential written evaluations of the faculty and the educational experiences;
- 7) To participate on institutional committees and councils to which the resident is appointed or invited, especially those that relate to their education and/or patient care;
- 8) To adhere to established practices, procedures, and policies of the University and of those applicable from affiliated institutions.

- 9) Communication Requirements: All residents are expected to maintain cellular connection, using a smart/cell phone that is compatible with the University's Electronic Medical Record and/or appropriate app. Residents will be expected to use their personal cell phones during business hours, as part of employment. Residents are expected to share their cell phone numbers with the Institution for patient care reasons and the Institution will protect this data from the public.
- 10) Licensure: All residents are required to comply with state licensure requirements for physicians in training. Residents must hold before the start date of training either a valid unrestricted Florida medical or dental license or be registered with the Florida Board of Medicine/Board of Dentistry for a Training License or Dental Residency Permit. All residents will be required to obtain a National Provider Identifier (NPI) number. Failure to meet applicable eligibility requirements without delay and obtain and maintain a training license/permit or a valid unrestricted Florida license may result in one or more of the following:
 - delay or revocation of appointment
 - preclude advancement to the next program level
 - preclude continuation in the program
 - disciplinary action for non-academic deficiencyAn unrestricted Florida license is not required of residents; however, should a resident obtain an unrestricted medical license in Florida, it is solely his/her responsibility to maintain active status with the Medical / Dental Board, including timely renewal and payment of all associated fees.
- 11) Confidentiality: all residents have an obligation to conduct themselves in accordance with the Confidentiality policies of the University and its primary teaching hospitals, including Veterans Affairs Medical Center. Failure to follow these policies may be cause for immediate dismissal.
- 12) Background Checks: All residents/fellows are required to have a federal background check completed with the submission of the Training License Application. Your acceptance and continued participation as a resident/fellow in the Graduate Medical Education Program is contingent upon review and approval of the background check and the Florida Board of Medicine.
- 13) OIG/GSA Checks: Your acceptance and continued participation as a resident in the graduate medical education program is contingent upon your eligibility to participate in Medicare, Medicaid, Tricare or other Federal health care programs. A check will be performed of the U.S. Department of Health and Human Services Office of Inspector General ("OIG") list of excluded individuals and the U.S. General Service Administration ("GSA") excluded parties' list system as part of your appointment process. If your name appears on the OIG or GSA excluded party lists or if you are at any time excluded from participation in Medicare, Medicaid, Tricare or other Federal health care programs or are convicted of a criminal offense related to the provision of health care items or services, your participation as a resident in the graduate medical education program may be terminated immediately.
- 14) Case Documentation: documentation of clinical experiences, cases and/or procedures is mandated by the Residency Review Committees. Residents who do not maintain accurate case documentation may not advance to the next level of training or be allowed to complete their program until compliance is achieved.
- 15) To develop competencies in:
 - Patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health
 - Medical knowledge about established and evolving biomedical, clinical, and cognate sciences and the application of this knowledge to patient care
 - Practice-based learning and improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care
 - Interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and other health professionals
 - Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
 - Systems-based practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide

care that is of optimal value

- 16) To comply with duty hours assignments consistent with patient safety, educational requirements and personal development as outlined in departmental and institutional policies.

Duration of Appointment and Conditions for Reappointment: Your initial appointment will begin on [Click or tap to enter a date.](#) and may continue for a period of 12 months. Your appointment will be processed by the University after you have accepted this official letter of offer, have met the conditions stated, and completed applicable registration, licensure, and proof of the right to work in the United States as required by law. We anticipate you will remain in the prescribed course of your residency until completion. However, it is understood that appointments are renewed annually and that continued retention in the training program depends on your satisfactory performance/training progress, including your adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program and the best interests of the program as determined by the Associate Dean. A resident's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's educational and professional achievement, competence and progress as determined by the program director and teaching faculty. However, no appointment shall create any rights, interests, or expectancies of continuation beyond the term of the appointment itself. At the completion of each academic year, your performance will be reviewed and the recommendations for continuation communicated to you by the Program Director or designee. Unsatisfactory progress or performance may result in probation, non-advancement, dismissal or non-renewal. Residents may review their evaluations with their advisor, the program director, or University representative.

The primary site of your graduate medical training will be the University Of Florida College Of Medicine with its major teaching hospitals and affiliates, but the location of the training for any resident may occur at various additional sites. All assignments and call schedules are made at the discretion of the appropriate program director. In addition, should residency programs be closed or downsized, the University will inform the resident well in advance of such events. Every effort will be made to complete the resident's course of training or to find another site for the resident to complete training.

Residents are not automatically entitled to additional training beyond the prescribed number of years in order to achieve board eligibility in the designated specialty. Any such extension of the residency and the required funding must be approved by the Program Director and the University's College of Medicine Associate Dean for Graduate Medical Education/Designated Institutional Official (Director of Graduate Medical Education).

Residents in all core residency training programs sponsored by the University Of Florida College Of Medicine Gainesville must pass the USMLE/COMLEX Step 3 examination by the completion of the PGY-2 year. Failure to pass USMLE/COMLEX Step 3 by the conclusion of the PGY-2 year may result in suspension from training without pay until USMLE Step 3 is successfully passed. No resident may receive a salary increase to the PGY-3 level without prior passage of USMLE Step 3, but may, at the discretion of the program director, be promoted to the PGY-3 level clinically. Alternatively, programs may elect to non-renew residency training contracts for residents who have not successfully completed USMLE/COMLEX Step 3 by March 1 prior to the PGY-3 year. International Medical Graduates who first enter US GME training at the fellowship level (i.e. have not completed core residency training) are exempt from this policy. Other individual exceptions to this policy may be granted only by appeal to the Designated Institutional Official.

University of Florida College of Medicine Policies and Procedures for Grievances, Suspension, Non-renewal, or Dismissal of a Resident.

The University of Florida College of Medicine Policies and Procedures for Grievances, Suspension, Non-Renewal or Dismissal of a resident are enclosed and hereby incorporated herein. If you need a new copy of the Policies and Procedures or have questions regarding them, please contact the Graduate Medical Education office at (352) 265-0152.

Financial Support and Other Benefits Stipend: Each resident is given a stipend to pursue the resident's graduate medical education in an amount appropriate to the resident's level in the program. Stipend levels are reviewed annually by the Graduate Medical Education Committee of the College of Medicine and recommendations for changes are subject to approval by University's Dean of the College of Medicine. Stipend levels begin on [Click or tap to enter a date.](#) of each

contract year and are paid biweekly. Residents are eligible to defer up to 20 percent of income in a 403(b) plan via payroll reduction.

Living quarters, meals, laundry, and other such expenses are the resident's responsibilities. In some cases and at the discretion of the University, a meal subsidy may be issued to the resident; similarly, living quarters may be provided during some rotations outside of the primary location of the program.

Health, Life and Disability Insurance, Worker's Compensation Insurance: Health insurance is provided to the resident and his/her family; life and disability insurance are provided to the resident. If a resident suffers a work-related injury, the resident is generally covered under the workers' compensation program of the University provided the resident complies with the requirements of the worker's compensation program.

FICA Alternative Plan: As a resident, you automatically will be enrolled in the University of Florida's FICA Alternative Plan. Under the provisions of this retirement plan, instead of paying 6.2 % social security taxes post-tax, you will contribute 7.5% of your pre-tax wages into an investment account in your name. The Medicare contributions at 1.45% will continue to be withheld from your biweekly paychecks and will be matched by the University of Florida. Information regarding this program is available at: [UF - FICA Alternative Plan](#)

Employee Assistance Program (EAP): is designed to help residents and their families with concerns or problems that may be troubling them. The mission of the program is to develop and maintain a positive and productive work environment. The program helps by providing a system of short-term, confidential, professional counseling and referral services to residents and their families. The Resident Policy and Procedure Manual provides details of coverage. UF-Employee Assistance Program (EAP)

24 hours: 833.306.0103, TTY: 800.697.0353

Website: eap.ufl.edu

Professional Liability Coverage: Professional Liability Coverage: As a participant in a clinical graduate medical education program of the University, a resident is an employee of the University of Florida, Board of Trustees (UFBOT), and the State of Florida agency that operates the University of Florida. Under Section 768.28, Florida Statutes, residents are personally immune from civil liability for any injury or damage suffered by a patient as a result of negligence occurring while residents are acting within the course and scope of their employment. The UFBOT is responsible for any civil claims or actions arising from the negligent acts of its employees and agents, including residents in University graduate medical programs.

The University of Florida J. Hills Miller Health Center/Gainesville Self-Insurance Program (SIP), a self-insurance program established by the Florida Board of Governors pursuant to Florida Statutes Section 1004.24, provides professional liability protection to the UFBOT and Shands Teaching Hospital and Clinics, Inc. for incidents in which patients suffer bodily injury, personal injury, or property damage caused by the negligence of UFBOT residents.

SIP also affords residents professional liability protection when residents act in the role of a "Good Samaritan", when involved in community service work that has been pre-approved by the University, and when serving on a University educational assignment outside of Florida. In light of the benefits of immunity provided by law, residents, while performing their duties must identify themselves at all times as UFBOT employees. Accordingly, residents must wear the University ID badge at all times while participating in the graduate medical education program.

Institutional Leave Policy: A comprehensive leave policy is outlined in the UF College of Medicine Graduate Medical Education Time Away from Training and Leave policy which is incorporate herein by this reference. The comprehensive leave policy may be modified from time to time at the University's sole discretion.

Medical Requirements: Prior to your appointment as a resident, you are required to complete a University pre-employment health screening questionnaire. In addition, screening of the resident for infectious diseases, prophylaxis/treatment for exposure to communicable disease, and immunizations will be provided by the University or

through arrangements with other health providers. The resident will have documentation of immunity to measles, mumps, hepatitis B, rubella and varicella (chicken pox); the resident will be required to have periodic tuberculosis skin tests. The resident must comply with the infection control policies and procedures of the institutions where the resident is assigned. A resident must meet the technical standards set by the College of Medicine and his/her respective program.

Americans with Disabilities Act: The University of Florida, under the guidelines of ADA and 504 federal legislations, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. For assistance contact:

ADA Compliance Office: 352.273.1094

TTY: 800.955.8771

Website: ehs.ufl.edu/programs/ada/

Policies Regarding Sexual Harassment: Complaints of sexual harassment will be handled in accordance with the specific published policies of the University of Florida and the College of Medicine (as contained in the Resident Policy & Procedure Manual).

Physician Impairment and Substance Abuse: The University of Florida is a Drug Free Workplace. Violations can result in disciplinary action up to and including termination. Residents may be required to undergo and pass Drug Toxicology screening at University of Florida. In addition, random drug testing maybe required during training at the University of Florida. A violation may also be reason for evaluation and treatment of a drug and/or alcohol disorder or referral for prosecution. In addition to any disciplinary action, residents identified as such will be referred to the Professionals Resource Network (PRN). The Florida Medical Practice Act (F.S. 458) rule calls for all licensed practitioners to report to the appropriate authority any reasonable suspicion that a practitioner is impaired to practice. The legislation provides for therapeutic intervention through the Professionals Resource Network (PRN). This organization works closely with the State Board of Medicine and is recognized as the primary method of dealing with physician impairment in the state. Faculty, staff, peers, family or other individuals who suspect that a resident is suffering from a psychological or substance abuse problem are obliged to report such problems. Reporting can be directly to the PRN or to the program director, Chairman, or Associate Dean for Graduate Medical Education. Residents suspected of impairment will be relieved of all patient care responsibilities. Early involvement of the PRN is essential. All referrals are confidential. If the PRN feels intervention is necessary, they handle the situation and provide for treatment and follow-up. Residents can only return to clinical duties with the approval of the PRN. Re-entry into the Program is not automatic. The PRN maintains contact with the program directors about residents in the program of recovery.

The University makes available an Employee Assistance Program to its residents. The University also provides an educational program for residents regarding physician impairment, including substance abuse.

Disclaimer or Resident Assertions; Invention and Copyright Agreement: The resident agrees that unless approved by the University's Chair, all materials compiled or published by the resident relative to training and experiences received at the University and its affiliated hospitals, or arising from participation in training, patient care, or research pursuant to this agreement, will clearly state that the opinions or assertions contained therein are those of the resident and not those of the University. Pursuant to the University's rules, the resident must execute the University's Invention and Copyright Agreement.

Outside Professional Activities: All programs have established rules regarding outside and extracurricular activities that meet their RRC requirements and University policy. A prospective, written statement of permission from the program director and University's Associate Dean for Graduate Medical Education, Designated Institutional Official (DIO) is required and is made part of a resident's file. Resident performance is monitored for the effect of these activities and adverse effects may lead to withdrawal of permission.

Moonlighting activities are initiated by departments to provide clinical experiences which often are not afforded within the standard curriculum. All programmatic activity must be approved by the program director

and/or department chairman, and the Designated Institutional Official (DIO). For approval forms contact your program.

External Moonlighting activities are initiated by the resident and do not involve any agreement between the University and the outside employer. Individual programs have total authority to decide whether non-programmatic activities are allowed in keeping with their Residency Review Committee guidelines and curriculum.

All non-programmatic activity must be approved by the program director and/or department chairman, and the Designated Institutional Official (DIO). For approval forms contact your program.

Certificate of Completion: A certificate of graduate medical training will be issued to a resident on the recommendation of the University's appropriate Chair and Program Director only after satisfactory completion of service, educational requirements, and fulfillment of all other obligations and debts. Information regarding specialty board examinations can be found at the American Board of Medical Specialties: www.abms.org

Medicaid Credit Balance: Your signature below affirms that you have diligently inquired and to your knowledge you have no outstanding Florida Medicaid credit balances that you incurred prior to your employment with the University of Florida that would in any way bar or delay Florida Medicaid reimbursement for your services rendered with the University of Florida. If any such credit balances are revealed at any time and results in the University of Florida being unable to collect from Florida Medicaid reimbursement for services you render on behalf of the University of Florida, you will be considered to have failed to effectively maintain eligibility with that program, which is a condition of your employment. Should such an event occur and should you fail to promptly resolve the credit balance issue to the satisfaction of the University of Florida, you will be subject to immediate termination of your employment with the University of Florida.

Florida Medicaid Provider Services

Website: ahca.myflorida.com

Federal Levy Program: The Taxpayer Relief Act of 1997, Section 1024, authorized the Centers for Medicare & Medicaid Services (CMS) to reduce certain federal payment, including Medicare and Medicaid payments, in order to allow collection of an employee's overdue federal debts. Please be aware that if any such overdue federal debts are revealed at any time during your employment with the University of Florida resulting in the university being unable to collect Medicare or Medicaid reimbursement for your services, you will be considered to have failed to effectively maintain eligibility with that program, which is a condition of your employment. Should such an event occur and should you fail to promptly resolve the personal overdue debt issue to the satisfaction of the University of Florida, you will be subject to immediate termination of your employment with the University of Florida.

HIPAA Statement: All University of Florida College of Medicine employees are required to sign a statement agreeing to maintain the confidentiality of protected health information. Enclosed is a copy of the University of Florida's confidentiality statement. Please read, sign and return the confidentiality statement to me. All University of Florida Health Science center employees also are required to complete specialized training regarding privacy and security that involves HIPAA general awareness and Principal Investigator training, as applicable. Arrangements will be made to assist you with accessing this on-line training following your arrival at the university. Please be aware that all Health Science Center employees are required annually to re-sign the confidentiality statement and to complete on the on-line privacy and security training.

Employment Eligibility: This offer and your active employment status are contingent upon your eligibility to work under the provisions of all applicable immigration laws and regulations including the Immigration Reform and Control Act of 1986, as amended, and you're providing the necessary documents to establish identity and employment eligibility to satisfactorily complete U.S. Citizenship and Immigration Services' Form I-9. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of employment, you must complete Section 1 or Form I-9. Additionally, you must present



documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law; your appointment will be terminated until you can provide such documentation. A list of acceptable documents to establish identity and employment eligibility can be found at: [List of Acceptable Documents](#)

Sincerely,

Accepted:

Signature

Signature

Program Director Name:

Click or tap here to enter text.

Resident Name:

Click or tap here to enter text.

Date:

Click or tap to enter a date.

Date:

Click or tap to enter a date.