

DATE: Reviewed/Updated 8/2025

MEMORANDUM

TO: Resident/Fellow Applicant  
FROM: University of Florida College of Medicine  
RE: Terms and Conditions of Appointment

The Accreditation Council of Graduate Medical Education Institutional Requirement (IV.B.3.) requires that applicants for ACGME-accredited programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment.

Please find a summary of those items below or click on the bolded, blue hyperlinks for more information:

**TERMS AND CONDITIONS OF APPOINTMENT:** Appointments are renewed annually and continued retention in the training program depends on your satisfactory performance/training progress, including adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program. A resident's/fellow's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's/fellow's educational and professional achievement, competence, and progress as determined by the program director and teaching faculty. All assignments and call schedules are made at the discretion of the appropriate program director of the University.

The primary site of your graduate medical training will be the University of Florida College of Medicine and its major teaching hospitals and affiliates, but the location of the training for any resident or fellow may occur at various sites. All members of the medical training program are subject to the policies and procedures of the University of Florida College of Medicine and the teaching hospitals and affiliates in which the training and rotations occur.

Regulations and policies that may affect your appointment are reviewed on an ongoing basis. To ensure that you are aware of the most current University regulations and policies, please regularly visit the Regulations and Policy Hub at <https://policy.ufl.edu/>.

Additional policies are located on the College of Medicine page: [Housestaff Departmental Resources » Human Resources » College of Medicine » University of Florida \(ufl.edu\)](#).

Graduate Medical Education (GME) Institutional Policies can be found on the GME page: <https://gme.med.ufl.edu/graduate-medical-education/program-directors-corner/gme-policies-and-procedures/>

**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. 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. Click the following link for additional information regarding stipend levels : <https://hr.med.ufl.edu/housestaff-stipends/>

**Health, Life and Disability Insurance, Worker's Compensation Insurance:** Health insurance is provided to residents and their eligible dependents; life and disability insurance are provided to residents only. A summary of benefits for residents is found here: [Health Benefits » Human Resources » College of Medicine » University of Florida \(ufl.edu\)](#). 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.

**Professional Liability Coverage:** All residents are employees of the University of Florida Board of Trustees ("UFBOT"). As state employees, residents may not be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of her or his employment or function, unless they acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. Subject to Section 768.28, Florida Statutes, 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 Section 1004.24, Florida Statutes, 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. Additional information regarding the College of Medicine's professional liability coverage is available at: <https://flbog.sip.ufl.edu/>

**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 and is found here: [Housestaff-Leave-from-Training-Policy-with-30-days.pdf \(ufl.edu\)](#). It is



the responsibility of the resident to review with the Program Director at the time leave is requested how leave(s) of absence may impact the ability of the resident to satisfy requirements for program completion and/or eligibility for specialty board examinations.

**Employee Assistance Program (EAP):** 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](http://eap.ufl.edu)

**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:** [UF ADA Compliance \(ufl.edu\)](http://UF ADA Compliance (ufl.edu))

**UF GatorPerks Program:** This discount program provides exclusive discounts for its faculty and employees. Click on the hyperlink to learn more.

Any questions regarding this information may be discussed at the time of the interview.