August 9, 2019

To: Residency/Fellowship Program Directors
   Residency/Fellowship Program Administrators

From: Cindy Slaughter, Director
       Office of Graduate Medical Education (OGME)

Cc: Sherry C. Huang, MD
    Associate Dean for Graduate Medical Education and DIO

Inc: Terms & Conditions
     2019-20 Salary Scale

Subject: UC San Diego Health (UCSDH) Terms and Conditions of Appointment for Trainees in Graduate Medical Education (GME) Training Programs

Please be reminded that pursuant to policies of the ACGME, of the UC San Diego (UCSD) Graduate Medical Education Committee and of the National Residency Matching Program (NRMP), applicants to your training programs must receive documentation regarding the Terms and Conditions of Appointment to UCSD GME Training Programs. The attached UCSDH Terms and Conditions of Appointment (T&C) is provided for your use.

NRMP REGULATIONS MANDATE THAT PROGRAMS MUST PROVIDE A COPY OF THE CONTRACT1 THAT APPLICANTS WOULD BE EXPECTED TO SIGN IF MATCHED TO THE PROGRAM. To assist you with this policy, we are providing sample documents of the Appointment Letter, Acceptance of Appointment2, and Resident Physician3 Position Description. Incoming trainees are required to complete and sign all documents.

Per NRMP regulations, this information must be communicated to interviewees in writing prior to the rank order list deadline. The NRMP recommends that each program obtain a signed acknowledgment of such communication from each applicant who interviews with their program. An acceptable alternative is to post the contract and policies on the institution’s website4 and notify interviewees where the information may be found. The signed acknowledgment should include a statement that the interviewee was notified that the information is posted on the website.

1 Appointment Letter, UC Acceptance of Appointment, Resident Physician Position Description
2 A signed Acceptance of Appointment is the UC’s equivalent of a ‘signed contract’
3 The term “Resident Physician” refers to any intern, resident or fellow in an ACGME accredited training program
4 The “institution’s website” for this information is the OGME website: http://meded.ucsd.edu/index.cfm/gme/
Summary

1. The following UCSD application documents should be posted to your program website or be available for your applicants to view at the time of interview:
   - Terms and Conditions of Appointment
   - Appointment Letter
   - Resident Physician Position Description

2. THE NRMP RECOMMENDS THAT EACH PROGRAM OBTAIN A SIGNED ACKNOWLEDGMENT OF RECEIPT OF THE AFOREMENTIONED DOCUMENTATION FROM EACH APPLICANT WHO INTERVIEWS WITH THEIR PROGRAM.

The training program application (documents listed below) is available to anyone requesting a copy. Please invite interested parties to visit the OGME website for that information. http://meded.ucsd.edu/index.cfm/gme/

- Terms and Conditions of Appointment to UCSD GME Training Programs
- Policies: The House Officer Policy and Procedure (HOPPD) and GME Academic Policies, Procedures and Guidelines contain information regarding:
  - Institutional eligibility, selection and nondiscrimination criteria
  - Hours and working conditions policy
  - Supervision policy
  - Policies regarding Evaluation, Promotion, Corrective Action, and Dismissal
  - The specifics of the house officer group health, life, dental, vision and disability programs
- Sample Appointment Letter, Resident Physician Position Description

Please contact the OGME should you have any questions regarding any of the policies or documents pertaining to the Terms and Conditions of Appointment.