POLICY:

All housestaff appointments to Valley Health Team Programs are made by Valley Health Team Office of Graduate Medical Education.

SCOPE:

This policy applies to all Residents participating in ACGME-accredited residency programs sponsored by Valley Health Team, Inc.

PURPOSE:

Residents must be fully credentialed by the GME Office prior to commencement of training in a Valley Health Team, Inc. training program, and prior to reappointment to the program. As such, programs as well as all residents must comply with appointment and credentialing requirements as outlined in this policy. Appointment to a Valley Health Team, Inc. training program is conditional and contingent upon successful completion of the appointment and credentialing process, which includes the satisfactory completion of the criminal background check process, verification of satisfactory prior training (if applicable), and eligibility for employment in the United States

PROCEDURE:

The decision to offer an initial appointment or to promote a housestaff member to a more advanced level of training is based on the evaluation of the applicant or housestaff member by faculty members of the appropriate training program. The training contract issued by Valley Health Team specifies the program, level of training, and terms of enrollment. The training contract, once signed by the housestaff member and the Valley Health Team CEO, is the basic document that governs the housestaff member’s academic specialty credit and level of training. These GME Policies and Procedures supplement the training contract and contain additional
requirements that are binding on all housestaff members. Housestaff members may not initiate or advance in a training year until a signed training contract is on file.

Continuation and promotion in a program depends on the academic and professional performance of the housestaff member as evaluated by faculty members of the appropriate training program. In addition, all appointments are contingent upon the acquisition and maintenance of proper medical licensure as determined by the State of California.

PGY-1 residents’ start orientation on June 16 regardless of the day of the week on which that date falls. Orientation may vary by specialty program, but continues for up to fourteen days until the start of training on June 30. Attendance during orientation is mandatory and residents will receive a stipend beginning June 16. Training contracts for subsequent years in the program follow such that each PGY year ends on June 30 and the next year begins on July 1.

Residents who are beginning training at the PGY-2 or later years start on July 1 regardless of the day of the week on which that date falls. Training contracts for subsequent years follow such that each PGY year ends on June 30 and the next begins on July 1.

Housestaff appointments and support are administered by Valley Health Team Office of Graduate Medical Education, 1690 W. Shaw Avenue, Suite 109, Fresno, CA 93711. Any questions regarding housestaff appointments or support should be directed to this office.

Part Time Training-Off Cycle Training

Training at Valley Health Team is to be on-cycle (July-June) and full time with only extraordinary extenuating circumstances being considered for exception. Off-cycle training will be considered when preliminary training is extended resulting in a delayed end date and may be approved administratively by the DIO. All other requests for off-cycle training and / or part time training must be submitted by the Program Director to the GMEC in writing with supporting
documentation for its review and approval. This submission must include written support by any relevant ACGME RRC and/or specialty Board. Any impact on trainee complement must be considered and approved by the RRC. Funding impact must be approved by the relevant funding partner.

**Elements of Contract**

Housestaff contracts will include, at a minimum, the following elements:

- Resident Name
- Resident PGY Year
- Start date of contract
- End date of contract (One year with no guaranteed reappointment)
- Annual salary
- Annual benefits
- Vacation, leave, etc.
- Conditions for beginning work (Physical, medical school, completion of USMLE II, PTAL, etc)
- Housestaff responsibilities
- Institutional responsibilities
- Clinical Education and Experience Hours
- Moonlighting
- Link to resident handbook
- Termination