

Section:	Family Medicine Residency Program
Document Number:	GME004
Title:	Housestaff Appointments
Responsible Department:	Graduate Medical Education
Created:	07/12/2016
Revised:	04/26/2019
Superseded:	07/12/2016
GMEC Approved:	05/23/2019
Board of Directors Approved:	07/18/2019
Effective:	07/19/2019
Page:	1 of 4

POLICY:

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

SCOPE:

This policy applies to all Residents participating in Accreditation Council for Graduate Medical Education (ACGME)-accredited residency programs sponsored by Valley Health Team, Inc. (VHT).

PURPOSE:

Residents must be fully credentialed by the GME Office prior to commencement of training in a VHT 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 VHT 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 the program director and the faculty members of the appropriate training program. The training contract issued by VHT 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.



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Page:	2 of 4

Continuation and promotion in a program depends on the academic and professional performance of the housestaff member as evaluated by the program director and the 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 in the last two weeks of June. Orientation may vary by specialty program, but continues for up to fourteen days until the start of training. Attendance during orientation is mandatory. Training contracts for subsequent years in the program begin on July 1 and end on June 30.

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.

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 Designated Institutional Official (DIO). All other requests for off-cycle training and / or part time training must be submitted by the Program Director to the DIO and GME Office in writing with supporting documentation for its review and approval. This submission must include written support by any relevant ACGME Residency Review Committee (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.



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Page:	3 of 4

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 examination, medical school completion, passage of USMLE II/COMLEX 2)
- Postgraduate Training Authorization Letter (PTAL) for International Medical Graduates (IMGs)
 - Effective January 1, 2020, the Medical Board of California (MBC) will no longer require a PTAL for IMGs.
 - o Effective January 1, 2020, a Postgraduate Training License (PTL) will be required for <u>all</u> residents who are participating in a California ACGME Program.
- Housestaff responsibilities
- Institutional responsibilities
- Clinical Education and Experience Hours
- Moonlighting
- Link to resident handbook
- Termination



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Page:	4 of 4

Soyla A. Reyna-Griffin, CPA Chief Executive Officer

Date

Maggie Rubio

President, Board of Directors

Date