

**Postgraduate Training Programs
Responsibilities and Benefits Overview
For Saint Louis University School of Medicine**

<p>Policy Regarding Paid Employment</p>	<p>Appointment to postgraduate training programs of the Saint Louis University School of Medicine is a full-time professional education commitment on the part of the trainee. This commitment extends to the full fifty-two week term of each trainee’s appointment period. Accordingly, the trainee is not to engage in any remunerative professional work, (“moonlighting”) or to accept fees for services rendered to patients in the course of the training program. Any exceptions to this policy must be approved, in advance, in writing by the Dean. Only exceptions recommended by the residency program director, the concerned clinical department chairman, and the Senior Associate Dean will be considered. Any violation of this policy shall be cause for dismissal from the program.</p> <p>Appointment to a Residency or Subspecialty Residency Training Program of the School of Medicine will not under any circumstances include restrictive covenants.</p>
<p>Renewal of Appointment</p>	<p>Upon acceptance, the appointment will be in force for the period set forth in the first paragraph of the Appointment Letter. Reappointment for further postgraduate training is not automatic, and the Appointment Letter constitutes no agreement that the trainee will be reappointed to the training program for an additional period. Postgraduate trainees are reappointed only on the recommendation of the residency program director, the concerned department chairman or his/her designated representative, and with the approval of the Associate Dean.</p> <p>It is a School of Medicine Graduate Medical Education Policy that re-appointments to a training program be on the basis of demonstrated progress through the goals and objectives of the appropriate year level of the Program and/or towards appropriate specialty or subspecialty board certification as evaluated by the faculty, documented by the Program Director, and regularly shared with the trainee. Program Directors must provide both training and the GME Office six (6) months written notice of intent to not renew a trainee’s appointment. Graduate Medical Education trainees notified of the intent to not renew their appointment must be allowed full access to due process.</p>
<p>Responsibilities</p>	<p>Due to the Joint Commission Accreditation for Healthcare Organizations (JCAHO) requirements at affiliated teaching hospitals all residents/fellows must pass pre-appointment drug testing.</p> <p>Postgraduate trainees are expected to comply with all departmental rules and directives governing their training, and with the rules and regulations of the affiliated institution to which they are assigned for training. Continued failure to comply with these rules will result in the trainee having all or some privileges as a trainee under this appointment suspended. Any postgraduate trainee found to have removed medical records from the hospital premises and/or to have removed a medical record from a nursing station/Medical Records Department without appropriate authorization is subject to immediate suspension from the program.</p> <p>Reinstatement is at the discretion of the program director or department chairman. Repeated or prolonged failure to comply or to satisfactorily perform departmental training program requirements may be grounds for dismissal from or failure to be reappointed to the training program.</p>
<p>Assignments</p>	<p>All assignments to institutions, rotation schedules, and hours of duty for postgraduate trainees are determined and announced by the appropriate residency program director. These assignments, rotations, and duty hours must comply with School of Medicine Graduate Medical Education Policy and ACGME standards.</p>
<p>Identification</p>	<p>The hospital to which postgraduate trainees are assigned will have prepared identification badges, which trainees are required to wear while on duty.</p>
<p>Living Quarters and Duty Environment</p>	<p>No allowance or provision is made for permanent living quarters for GME trainees. On-call quarters are made available by the hospitals for the trainees whose responsibilities dictate immediate availability during overnight call. Affiliated teaching hospitals will provide adequate and appropriate food services 24hrs. a day. No laundry service is provided.</p>
<p>Completion of Training</p>	<p>A certificate indicating board eligibility is issued upon satisfactory completion of the department’s described postgraduate training program and once all medical records are completed. Trainees should review program specific requirements for board certification at www.abms.org.</p>

Vacation	Postgraduate trainees are entitled to three weeks (21 days) of paid vacation each year (a week constitutes seven consecutive days), or a proportionate fraction thereof, if the trainee has spent less than one year in the training program. The special scheduling requirements associated with managing a large postgraduate training program necessitate that trainees must take their vacation in one week blocks, as appropriate, and with the prior approval of the concerned training program director or designated representative.
Caregiver/Sick/Parental Leave	<p>Caregiver/Sick/Parental: If a postgraduate trainee is off duty because of caregiver/sick/parental leave for greater than 3 consecutive days, 3 days for the same illness or 3 days in a 30-day period, then medical evidence substantiating the nature and probable duration of leave will be required. FMLA paperwork must be completed for a caregiver/sick/parental period greater than 3 consecutive days or 3 days for the same condition. Up to 6 weeks (30 working days plus adjacent weekends) of fully paid "Caregiver/Sick/Parental Leave" is provided once within the same appointed training program for FMLA qualifying conditions. If this leave is exhausted during the first 2 years (24 months) of appointed training and the program is longer than 24 months, then an additional two weeks (10 working days plus adjacent weekends) of paid caregiver/sick/parental leave for FMLA qualifying caregiver/sick/parental is provided for each additional 12 month training appointment after completing 24 months of appointed training. This additional time is accrued, beginning with the next 12 month appointment period and prorated should the trainee not complete the full 12 month appointment period.</p> <p>Trainees must first exhaust available and qualifying paid caregiver/sick/parental leave followed by available vacation time during the appointment year prior to entering unpaid leave status. If the trainee must enter unpaid leave status due to exhausting all paid vacation and caregiver/sick/parental leave for a FMLA qualifying condition, the trainee may reserve by deferring one week of remaining paid vacation or caregiver/sick/parental to be used during the remaining appointment period. Additional unpaid leave may be granted for a FMLA qualifying condition.</p> <p>When the trainee is able to return to the program from an extended caregiver/sick/parental leave, it shall be the responsibility and the prerogative of the training program director, in consultation with the GME Office and under the requirements of the ACGME and medical specialty board requirements, to determine whether or not clinical duties must be made up or training time extended to meet graduation requirements. The decision of the program director shall be final.</p>
Family Medical Leave Act (FMLA)	All matters relating to the Family Medical Leave Act (FMLA) must be requested in advance by the postgraduate trainee to the training program director or designated representative <u>and</u> by the appropriate human resources representative. Information and forms for FMLA leaves may be obtained in the Human Resources Department of Saint Louis University. FMLA is not available until the trainee has completed 12 months of continuous appointment.
Unpaid Leave	A trainee must request approval in advance in writing by the program director, in consultation with the GME Office, to enter unpaid leave status in order to determine eligibility for benefits, graduation requirements, extension of training, necessary ADA or accommodations for return to work, and additional paid time off.
Resignation From Program	Postgraduate trainees are required to provide two months written notice of resignation to their residency program director when termination is to occur at any time other than at the completion of a training year. This requirement may be waived only with the approval of the Program Director and the Senior Associate Dean.
Grievances and Due Process	<p>Residents are informed in their letter of appointment that any misunderstanding or dispute involving a graduate trainee is to be resolved by and within the clinical departments. The GME Ombudsman is available to assist any trainee through this process. Concerns about systematic and fair application of GME policies and procedures may be brought to the representatives of SLURA.</p> <p>In the event of an adverse or reportable academic action including probation, suspension, restriction of privileges, non-renewal of appointment, or dismissal, if a resident or fellow believes, however, that any such matter has not been handled reasonably, recourse is available from administration of the School of Medicine through the Dean's Office. The resident will first grieve to the Program Director via the Clinical Competency Committee, then the Departmental Chair. The Associate Dean for Graduate Medical Education or designee will review the situation, meet separately with the trainee and the Program Director, review all program and performance documentation, and either reverse or uphold the decision made at the departmental level or may recommend to the Dean that a hearing be held. Such a hearing would be held by a committee of the faculty external to the Program and Department, appointed by the Dean, who may prescribe such rules for the conduct of the hearing as may be necessary. If dismissal is the issue, prior to the hearing the resident shall be advised of the basis for the proposed dismissal. At the hearing, the trainee shall be afforded opportunity to make such statements and present such evidence as may be desired in reflection of the concerns documented and adverse action recommended. The determination of the committee shall be transmitted to the Associate Dean for Graduate Medical Education, whose ruling on the decision shall be final.</p> <p>This process is separate, distinct, and in addition to any proceeding associated with the Code of Professional Conduct.</p>
Sexual Harassment Policy	Saint Louis University's policy is that sexual harassment is not acceptable conduct at the University. Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703 and by the Education Amendments of 1972, Title IX. Further, the University shall take all steps reasonably necessary to prevent sexual harassment from occurring, which will include affirmatively raising the subject and expressing strong disapproval thereof, developing appropriate sanctions, informing faculty, staff, and students of their rights and developing methods to sensitize all concerned.

Drug and Alcohol Abuse Prevention Policy	In accordance with the Drug Free Workplace Act and Drug Free Schools and Universities Act, Saint Louis University prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of the illicit drugs or alcohol in the workplace, on University premises, or as part of the University activities. All employees are expected to abide by these standards of conduct as a condition of employment. For purposes of this policy, unlawful conduct involving illicit drugs or alcohol is governed by the laws in effect where the employee is working. Trainees with a history of drug and alcohol dependency must notify their program director prior to admission and will be required to work with the Employee Assistance Program (EAP). The University reserves the right to perform “for cause” drug testing and requires drug testing prior to contact with patients.
Employee Assistance Program	A major goal of the Saint Louis University School of Medicine is the postgraduate trainee’s growth and development. Saint Louis University is aware of the stresses and impact of these years of training on postgraduate trainee’s and their families. Counseling services are available to residents and fellows from a variety of sources, including the University Behavioral Health Program which provides access to a 24-hour phone service (available through a counseling “hotline” at 314-977-1066). These services are available at low or zero co-payments and/or out-of-pocket costs. These resources are available both from the residents’ and fellows’ insurance, and other university resources.
Saint Louis University Residents Association (SLURA)	The organization was designed to give residents a voice in the decision making of the residency programs and practices that directly affect the trainee’s education and life while a resident/fellow. SLURA helps guide the decisions that are made about the hospital programs, acts as an advocate for residents in any matters that need to be addressed with specific programs, departments or the hospital administration (anonymously if need be), and to increase positive publicity for our hospital residency programs. There are at least four (4) resident voting positions on the Graduate Medical Education Committee that are filled by representatives from SLURA.
Professional Liability Coverage	Saint Louis University provides professional liability indemnification for postgraduate trainees either through the Saint Louis Health Sciences Center Health Professional Letter of Indemnity “Letter of Indemnity” or through agreements with affiliated entities and their professional liability programs to cover patient care liability arising out of the trainees’ postgraduate training program. All postgraduate trainees are responsible for prompt reporting of any potential liability incidents, for example, accidents, untoward results of treatment, quality issues/injuries or dissatisfied patients, as set forth in the Letter of Indemnity. Should there be any indication of potential liability, the trainee shall complete a “Confidential Report for Counsel in Anticipation of Litigation” form and forward it to the Office of General Counsel, Saint Louis University, whose office is located in the Caroline Building, Room 130. Serious incidents resulting in significant injuries must be reported immediately to the Office of General Counsel at 977-5767. Any questions regarding the details of a trainee’s coverage or reporting obligations should be directed to the Office of the General Counsel.
Consolidated Omnibus Budget Reconciliation Act (COBRA)	Continuation Rights, a Federal Law, requires that group health plans provide for the continuation of coverage beyond an individual’s termination of employment/training and under other specified conditions. Information regarding eligibility and continued health care coverage may be obtained through the Benefits Office of Saint Louis University.
Medical Benefits	Health insurance is provided to GME trainees through the University Health Plan (UHP). Monthly premiums are paid at 100% for Saint Louis University School of Medicine’s postgraduate trainees and members of their immediate family. Information on enrolling dependents is available through the UHP Office at 977-5666.
Life Insurance	A choice is offered between benefits equal to one, two, three or four times base annual earnings. The University provides a benefit equal to one times base annual stipend and the remaining benefit selected is provided at low group rates based upon age. Dependent life in the amount of \$25,000 for spouse and \$12,500 for an eligible dependent child is also available.
Dental Plans	Three optional plans of coverage are available through payroll deduction. Application can be made at any time. Changing from one plan to another is allowed during open enrollment periods.
403 (b) Plan	Tax deferred investments are available through payroll reduction (pre-tax) from the same mutual fund families and annuities used for the University Retirement Plan. All Housestaff are immediately eligible for the 403(b) Plan.
Flexible Spending Plan	The Flexible Spending Plan lets you pay for eligible medical and dental expenses that are not otherwise covered by insurance with contributions taken from your pay before taxes. You may elect an amount of benefit up to \$2,500 per year. Enrollment must be made within 31 days of start of training or during the annual open enrollment period.
Dependent Care Plan	The Dependent Care Spending Account lets you pay for eligible child or dependent care expenses with contributions taken from your pay before taxes. You may elect any amount of benefit up to a legal limit of \$5,000 per year (married persons filing separate returns would be limited to \$2,500). An enrollment choice must be made within 31 days of your date of start of training or during the annual open enrollment period.
Long-Term Disability	Coverage is automatic as a condition of appointment, pre-existing conditions will apply. Benefits begin after three months of disability or the exhaustion of sick leave not to exceed six months. The plan pays 60% of stipend up to \$15,000 per month. Benefits will be reduced by payments received under Workers’ Compensation and/or Social Security laws. There will be a small payroll deduction assessed for benefits that apply to any portion of stipend that exceeds \$36,000 per year.

Social Security	Saint Louis University Graduate Medical Education Trainees are currently covered by the Federal Insurance Contributions Act and are subject to withholding. Certain individuals are exempt from withholding and coverage. Nonimmigrant alien under Section 101 (a) (15) (F), (J), or (M) of the Immigration and Nationality Act classified as student, scholar, trainee, teacher, etc.: Proof of eligibility and a Copy of DS-2019 (formerly IAP-66) and Visa, are required.
Workers' Compensation	According to Missouri Workers' Compensation law, insurance provides benefits for employees who sustain covered injuries at work. Operationally, the University chooses to provide this same coverage to GME trainees. Questions and incident reports should be directed to the Risk Management Office at 977-2633. When trainees are assigned to other hospitals and an injury has occurred, the trainee must file an incident report with that hospital, in addition to filing with the Saint Louis University Risk Management Office, and be treated through Saint Louis University Employee Health located in Saint Louis University Hospital West Pavilion, (314)268-5499. If an injury is serious or after normal business hours, initial treatment may be rendered at the Hospital Emergency Department of the assigned facility, with reporting to Employee Health on the next business day.
Savings Bonds	Savings bonds may be purchased through Payroll deduction.
Direct Banking	Arrangements may be made to have stipend checks deposited automatically to a designated personal account(s) each stipend period.
Check Cashing	An ATM machine is located in the Saint Louis University Hospital. Check cashing services are available in the Admitting Department of the Saint Louis University Hospital.
Recreation Center	Trainees may sign-up for the Simon Recreation Center at no cost providing enrollment occurs within 31 days of start of training or renewal of membership within designated dates of enrollment. Spouse membership may be obtained for a fee.
Changes in Program Size or Closure	Whenever a Program is considering a change in the number of trainees at any year level of the Program, the Program Director must notify the GMEC, and complete the Residency Program Assessment Tool or provide similar justification. Any changes in number of trainees, either an increase or a decrease (including closure of the Program) must be communicated to current trainees in writing. While not anticipated, the School of Medicine requires that Programs with approved plans to decrease the number of trainees or close the Program must allow trainees already in the Program to complete their training, or will assist the trainees in enrolling in ACGME accredited programs to continue their training.
Human Resource Administration	Saint Louis University is an Equal Opportunity Employer and abides by all State and Federal regulations related to employment including criminal record checks for health care workers.

All benefits summarized in this addendum are subject to the terms and conditions of the appropriate plan document that may be changed at any time.