

UC San Diego Health

September 5, 2023

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

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

Cc: Charles G. Goldberg, MD
Associate Dean for Graduate Medical Education and DIO

Inc: **Terms & Conditions**
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.

¹Appointment Letter, UC Acceptance of Appointment, Resident Physician Position Description,

²A signed Acceptance of Appointment is the UC's equivalent of a 'signed contract'

³The term "Resident Physician" refers to any intern, resident or fellow in an ACGME accredited training program

⁴The "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.

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UC San Diego Health

TERMS AND CONDITIONS OF APPOINTMENT

PAY LEVEL SALARY SCALE*

Represented House Officer

Title Codes	Position	Pay Level
2709	Resident Physician 1	1
2723, 2736	Resident Physician 2	2
2723, 2736	Resident Physician 3	3
2723, 2736	Resident Physician 4	4
2723, 2736	Resident Physician 5	5
2723, 2736	Resident Physician 6	6
2723, 2736	Resident Physician 7	7
2723, 2736	Resident Physician 8	8
2733, 2750	Non-Accredited Training & NIH Grants	3-8
2738	Chief Resident Stipend	As Posted

NON-Represented House Officer

Title Codes	Position	Pay Level
2708	Resident Physician 1	N/S
2724, 2726	Resident Physician 2-8	N/S
2714	Psychology Interns (NPCT)	As Posted
2740	Non-Physician Clinical Trainees	As Posted
2732	2111 Resident Physician 4-8	N/S
2732	Post-graduation Chief Resident Year in Medicine, Pediatrics, Radiology, or Surgery	TBD
2725	Chief-Resident	N/S
*Pay Level Salary Scales posted on the OGME website: https://meded.ucsd.edu/index.cfm/gme/house_officer/		
N/S: Non-Salaried Appointment NPCT: Non-Physician Clinical Trainee		

POLICY TITLE	HOPPD ¹ Page #	M6 MOU ² Page #
LEAVE POLICY	6	20
• Vacation	6	20
• Professional Leave	7	20
• Sick Leave	7	21
• Sick Leave Family Illness & Bereavement	7	21
• Personal Leave of Absence	7	21
• Pregnancy/Childbearing Disability	8	21
• Parental Leave	8	22
• Paid Parental Leave/Bonding	8	22
• Medical & Caregiver Leave	9	
• Family and Medical Leave	9	22
• Leave for Work-Incurred Disability	11	23
• Military Duty	11	24
• Jury Duty	11	24
• Policy on Effect of Leave on Completion of the Training Program	11	

Benefits and Deductions	11	9
• Health Insurance Package	11	
• Professional Liability Coverage	13	25
• On Call Meals		27
• Uniform and Uniform Laundering	14	42

¹HOPPD: House Officer Policy and Procedure Document (<https://meded.ucsd.edu/gme>)

²M6 MOU: UC San Diego Health & San Diego House Staff Association MOU (<https://www.cirseiu.org/wp-content/uploads/2022/11/UCSD-SDHSA-FINAL-CONTRACT-1.pdf>)

VISA REQUIREMENTS

Non-US citizens may pursue residency and fellowship training at UC San Diego Health while holding permanent resident status or a J1 Exchange Visitor Visa under the sponsorship of the ECFMG.

UCSDH policy reflects that graduate medical education training is not completed by individuals who hold an H visa. An exception to this policy may be requested by the UCSDH GME training program director for an applicant who is in the US and currently holding a valid H visa at the time of application to the UCSDH GME program.

SAMPLE HOUSE OFFICER UCSDH APPOINTMENT LETTER (CONTRACT)

The two following pages are examples of the initial appointment documents for all new incoming House Officers which include:

- UC Appointment Letter (Contract)
- UC Resident Physician Position Description

2024-25 Official Training Appointment Contract & UCSDH Resident Physician Position Description

Program: Cardiology

Appointment for: Dr. Jane Doe

Appointment Dates: 7/1/2024 - 6/30/2025

Pay Level: PL5

Appointments are made on an annual basis. The 2024-25 pay scale is available in the Resource/Documents folder on the main page in MedHub or on the OGME web site at <https://medschool.ucsd.edu/education/gme>

Reappointments are made on an annual basis following successful completion of the prior year of training. You may review the specifics on non-renewal of appointments and due process issues in the UCSD House Officer Policy and Procedure Document (HOPPD) available in MedHub (Resources/Documents) or on the OGME website: <https://medschool.ucsd.edu/education/gme>

Please be advised that your appointment is contingent upon (1) Compliance with California medical licensure regulations (2) Federal Immigration laws and (3) Satisfactory completion of your current academic program.

1. HOUSE OFFICER POLICY AND PROCEDURE DOCUMENT (HOPPD) GME ACADEMIC POLICIES, PROCEDURES AND GUIDELINES (APPG) MOU UCSD HEALTH & SAN DIEGO HOUSE STAFF ASSOCIATION (M6 MOU)

These documents are available in MedHub or on the OGME web site.

They contain the UC San Diego Health (UCSDH) policies and procedures for each of the following topics. Please refer to the HOPPD, M6 MOU, and the GME Academic Policies, Procedures and Guidelines for details on the points noted below:

Vacation Policy

Policies on Gender or Other Forms of Harassment

Policies on House Officer Duty Hours and Working Environment

Policies on Professional Activities External to the Educational Training Program Designated as Moonlighting

Policies on Effect of Leave for Satisfying Completion of Program

Leave of Absence Policy

Professional Liability Insurance (Tail Coverage) |

Disability and Health Insurance Parental Leave of Absence Benefits

Sick Leave Benefits

Counseling, Medical Psychological Support

Services Conditions for Living Quarters, Meals,

Laundry Duration of Appointment

Conditions for Reappointment

Grievance Procedure

2. Bylaws of the Medical Staff - UCSD Health
This document is located on the UCSD Health intranet at: [Pulse.ucsd.edu](https://pulse.ucsd.edu)

3. SPECIALTY BOARD EXAMINATION

Information related to eligibility for your specialty board examination can be obtained through your training program. The list of specialty board contacts is also available on the OGME website: <https://medschool.ucsd.edu/education/gme>

If you have any questions regarding this appointment, please do not hesitate to contact either Office of Graduate Medical Education at (619) 543-8254 or your training program directly.

Sincerely,



Charlie Goldberg, M.D.
Clinical Professor of Medicine
Associate Dean of Graduate
Medical Education and DIO

UCSD Resident Physician Position Description

The goal of the graduate medical education training program is to (a) provide trainees (interns, residents, and fellows) with an extensive experience in the art and science of medicine in order to achieve excellence in the diagnosis, care, and treatment of patients and (b) to establish trainee eligibility to participate in the relevant ABMS Specialty Board examination. To achieve this goal, the trainee agrees to do the following for the duration of his/her graduate medical education training at UCSD Health.

1. Develop and participate in a personal program of self-study and professional growth with guidance from the Medical School's teaching staff.
2. Under the supervision of the Medical School's teaching staff, participate in safe, effective and compassionate patient care, consistent with the trainee's level of education and experience.
3. Participate fully in the educational activities of the residency/fellowship program and assume responsibility for participation in the teaching of more junior physicians, of medical students and students in allied health professions.
4. Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures and policies of the institution.
5. Participate in the standing committees of the Medical Staff and institutional committees, as assigned by the program director, especially those that relate to patient care review activities.
6. Develop an understanding of ethical, socioeconomic and medical/legal issues that affect graduate medical education and the practice of medicine. Learn cost containment measures in the provision of patient care.
7. Perform all duties in accordance with the established practices, procedures and policies of the institution, its programs, clinical departments and other institutions to which the resident physician is assigned.
8. Strict adherence to the moonlighting policies of UCSD and to the program in which the resident/fellow is appointed.
9. Comply with the duty hour and working condition policies of UCSD and the program in which the resident physician is appointed. This includes, in part, completion of surveys or data entry into GME database management systems as required by the training program, UCSDH, and the ACGME.
10. Adhere to the program's call schedule and schedule of assignment.
11. Document patient care in the medical record in a timely fashion as per Medical Staff policy.
12. Adhere to the ACGME Institutional Requirements (1) and to the ACGME-RRC Program Requirements (2) for the specialty in which the resident physician is in training.
13. Participate in the evaluation of the training program and its faculty.
14. Comply with the licensure requirements of the State of California, and the laws of the State and Federal Governments.
15. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her training. These requirements may include, but are not limited to, criminal background checks, substance abuse testing, health screenings, providing additional paperwork/information, etc.
16. Adhere to the policies defined in the UCSDMC document entitled, Guidelines for Managing Impaired Residents and the UCSD House Officer Policy and Procedure Document (HOPPD).
17. Adhere to UCSD Office of Graduate Medical Education Resident Use of Email policy.

By signature, I acknowledge acceptance of this appointment and agree to comply with all University Policies (3) including those described in the House Officer Policy & Procedure Document (HOPPD (4)), GME Academic Policies, Procedures and Guidelines (APPG (6)), and UCSD Resident Physician Description.

Jane Smith

Name: Doe, Jane Smith

Program: Cardiology

Appointment Dates: 7/1/2024 - 6/30/2025

(1) ACGME Institutional Requirements: <http://www.acgme.org/>

(2) ACGME-RRC Program Requirements: <http://www.acgme.org/>

(3) University Policies: <https://rmp.ucsd.edu/policy-records/ppm.html>

(4) HOPPD: <https://ucsd.medhub.com> (Resources/Documents), <https://medschool.ucsd.edu/education/gme>

(5) M6 MOU <https://ucsd.medhub.com> (Resources/Documents),

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m6/index.html>

(6) APPG: <https://ucsd.medhub.com> (Resources/Documents), <https://medschool.ucsd.edu/education/gme>

UC San Diego Health

HOUSE OFFICER

SALARY SCALE

2023 – 2024

2024 - 2025

	7/1/23 – 6/30/24	7/1/24 – 6/30/25
	Annual	Annual
<i>Resident Physician</i>		
<i>Pay Level 1</i>	\$80,388	TBD
<i>Pay Level 2</i>	\$82,695	TBD
<i>Pay Level 3</i>	\$85,521	TBD
<i>Pay Level 4</i>	\$88,471	TBD
<i>Pay Level 5</i>	\$91,652	TBD
<i>Pay Level 6</i>	\$94,657	TBD
<i>Pay Level 7</i>	\$97,446	TBD
<i>Pay Level 8</i>	\$102,008	TBD
<i>Chief Resident Stipend</i>	\$ 900.00	TBD
<i>Non-Physician Clinical Trainees</i>		
<i>Salary Ranges</i>	\$ TBD	\$ TBD