

UC San Diego Health

UC SAN DIEGO HEALTH TERMS AND CONDITIONS OF APPOINTMENT

PAY LEVEL SALARY SCALE*

UC San Diego Health (UCSDH) Pay Level Salary Scale*

Represented House Officer			NON-Represented House Officer		
Title Code	Position	Pay Level	Title Code	Position	Pay Level
2709	Resident Physician 1	1	2708	Resident Physician 1	N/S
2723, 2726	Resident Physician 2	2	2724	Resident Physician 2-8	N/S
2723, 2726	Resident Physician 3	3	2728	Pharmacy Residents (PGY1)	As posted
2723, 2726	Resident Physician 4	4	2729	Pharmacy Fellows (PGY2)	As Posted
2723, 2726	Resident Physician 5	5	2740	Non-Physician Clinical Trainees	As Posted
2723, 2726	Resident Physician 6	6	TBD	2111 Resident Physician 4-8	BYA
2723, 2726	Resident Physician 7	7	TBD	4th Year Chief Medical/Peds Chief Resident	BYA
2723, 2726	Resident Physician 8	8	2725	Chief-Resident	N/S
2732	Non-Accredited Training & NIH Grants	3-8	*Pay Level Salary Scales are/will be posted on the OGME website: https://meded.ucsd.edu/index.cfm/gme/house_officer/		
2738	Chief Resident Stipend	As Posted			

LEAVE POLICY

Vacation

House Officers accrue vacation at the official rate of 13.33 hours per month. This provides a total of 20 vacation “working days” per year. Due to the complexities of rotation schedules for House Officers in various training programs, 28 calendar days or one calendar month will be given as leave depending upon the mode of scheduling of a given service.

Sick Leave

House Officers shall accrue sick leave at the rate of 8 hours (one working day) per month, which is the equivalent of 12 working days per year.

Sick Leave – Family Illness

A House Officer shall be permitted to use not more than 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the House Officer's spouse, parent, child, sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered.

Pregnancy/Childbearing Disability Leave

A House Officer disabled due to pregnancy, childbirth, or related medical conditions shall be granted a medical leave of absence of up to four months, but not to exceed the period of verified disability.

Pregnancy disability leave may consist of leave without pay and/or paid leave such as accrued sick leave, and accrued and/or advanced vacation leave.

If a House Officer on an approved pregnancy disability leave is also eligible for family and medical leave, (noted below under Family and Medical Leave), up to 12 work weeks of pregnancy disability leave shall run concurrently with family and medical leave under Federal law.

Upon termination of a pregnancy disability leave that runs concurrently with Federal family and medical leave, a House Officer is also entitled to up to 12 work weeks of State family and medical leave (designated as Supplemental Family and Medical Leave).

Parental Leave

Parental leave may be granted in accordance with the provisions of

- FMLA /CFRA– for the purpose of caring for the House Officer's newborn or a child placed with the House Officer for adoption or foster care

LEAVE POLICY

Family and Medical Leave

Family and Medical Leave (FMLA) is provided for an eligible House Officer's serious health condition, the serious health condition of the House Officer's child, spouse, or parent, or to bond with the House Officer's newborn, adopted, or foster care child in accordance with State and Federal law in effect at the time the leave is granted.

A House Officer is entitled to up to 12 work weeks of FMLA leave during the 12 month leave year, provided that:

- The House Officer has at least 12 cumulative months of University service (all prior University service shall be used to calculate the 12-month service requirement); and
- The House Officer has worked at least 1,250 actual hours during the 12 months immediately preceding the commencement date of the leave.

Professional Leave

With the approval of the Training Program Director, House Officers may be granted up to five work days of leave with pay, per academic year, to pursue scholarly activities pursuant to their educational curriculum. Time not taken may not be carried over from one academic year to the next and will be forfeited.

Effect of Leave on Completion of the Training Program

Make-up time may be required to meet the educational objectives and certification requirements of the training program and/or the American Specialty Board when a House Officer is required to utilize leave time.

PROFESSIONAL LIABILITY INSURANCE

TYPE OF COVERAGE

UC Self-insured Retention (Fully Funded)

Tail Coverage is produced by virtue of the fact that the coverage is "per occurrence"

LIMITS

\$1,000,000 each occurrence

\$3,000,000 aggregate

The UC Self Insurance Program (UCSIP) will defend and indemnify House Officers and medical students against any professional or general liability or malpractice claim arising out of the House Officer's or medical student's acts or omissions that are within the course and scope of his/her University duties, for work completed during the training period. The UCSIP does not cover: (1) acts/omissions that are not within the course and scope of the House Officer's University duties, or (2) acts or omissions resulting from fraud, corruption, malice or criminal negligence.

UCSIP coverage for House Officers and part-time, volunteer clinical faculty is limited to specific assignments in specific locations. Work at affiliated or associated hospitals or elsewhere is covered when it falls within the course or scope of the House Officer's University appointment. However, "moonlighting" is not part of the residency program and is not covered under the UCSIP.

Questions regarding legal issues, including subpoenas should be addressed to the UCSDH Office of Risk Management.

HEALTH INSURANCE

House Officers are eligible for enrollment in the UCSDH House Officer [health, dental, vision, long term disability, and life insurance plans](#). Coverage is available for the House Officer, for a spouse, for dependent children or for a domestic partner. Two plans are available:

Health Coverage

- PPO Plan
 - 3 tier fee-for-service indemnity plan
 - Insured may seek treatment anywhere from provider of choice
 - Services at UCSDH (tier 1), are generally covered at 100% with no deductible and no co-insurance
 - Services obtained away from UCSDH, within the PPO Network (tier 2), are generally covered at 80%, after satisfaction of a deductible amount
 - Services obtained outside of the PPO Network, (tier 3), are generally covered at 60%, after satisfaction of a deductible amount
 - Co-pays are required at all participating providers including UCSDH for: Routine Exam, Emergency Room (unless admitted) and for Prescription Drugs
 - Maximum annual out-of-pocket expenses
 - ▶ In Network: \$1,000/Individual, \$2,000/Family
 - ▶ Out of Network: \$2,000/Individual, \$4,000/Family

- HMO
 - Insured must select a primary care provider who will manage the care
 - No deductibles
 - Co-pays are required for Routine Exam, Outpatient Psychiatric Care, Prescription Drugs, Home Health Care, Emergency Room (unless admitted)
 - Maximum annual out-of-pocket expenses
 - ▶ In Network: \$2,000/Individual, \$4,000/Family

Vision Coverage

The vision plan provides coverage for eye exams, lenses, frames, medically necessary contacts and cosmetic contacts. There is a deductible amount for services rendered. The plan requires that the insured uses specific participating providers in order to receive full benefits.

Dental Coverage

Our Dental plan pays 100% for Preventative Care, 80% on Basic Care, and 50% towards Major Care.

Life Insurance

Basic Life Insurance coverage is offered as a \$50,000 benefit.

Disability Insurance

Long term disability insurance is provided by the University for members of the House Officer.

- Eligibility – The House Officer is appointed at least 20 hours each week or an average of 20 hours each week during the preceding 12 months.
- Definition of Disability – During the benefit waiting period and the next 24 months of disability, the House Officer is disabled if unable to perform with reasonable continuity the material duties of his/her own occupation as a resident physician. Benefits will end if the House Officer is working in any occupation and earning more than 80% of indexed pre-disability earnings. Thereafter, the House Officer is disabled if he/she is unable to perform the material duties of any occupation with an earnings test.
- Monthly Benefit – 60% of the first \$5,000 of pre-disability earnings reduced by deductible income. Maximum monthly benefit is \$3,000.
- Benefit Waiting Period – Benefits become payable after the House Officer has been continuously disabled for 30 calendar days.
- Conversion Insurance – LTD conversion insurance is available under defined parameters.

LIVING QUARTERS

UCSDH has no permanent living quarters at for members of the staff, House Officers or employees.

ON CALL MEALS

Adequate and appropriate food services are provided for House Officers. House Officers who are on call are provided meals according to [UCSDH GME On Call Meal Policy](#) (GME – 020) Each meal has a maximum value of \$12.00.

UNIFORM & UNIFORM LAUNDERING

Three sets of uniforms (lab coats) are provided to the House Officers at the time of initial appointment. The lab coats will be laundered by UCSDH at no charge to the House Officer. Uniforms that deteriorate through normal wear and tear shall be replaced by the UCSDH.

VISA REQUIREMENTS

Non-US citizens may pursue residency and fellowship training at UC San Diego Health while holding permanent resident status or while holding 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 under an H visa at the time of application to the UCSDH GME program.

SAMPLE HOUSE OFFICER UCSDH APPOINTMENT LETTER (CONTRACT)

Attached are samples of the initial appointment documents for all new incoming House Officers:

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

UC San Diego Health

2019-20 Official Training Appointment Contract & UCSDH Resident Physician Position Description

Program: DEPT – Division

Appointment for: Dr. Post Fellowship

Appointment Dates: Post 7/1/2019

Appointment Type: Fellow PGY: 4^ Pay Level: PL4^

Initial appointments are made on an annual basis. The 2019-20 pay scale, applicable for any training during the period 7/1/2019-6/30/2020, will be posted on the OGME web site at <http://meded.ucsd.edu/gme/> in the spring of 2019. The 2020-21 pay scale will be posted on the OGME website in the spring of 2020 for any training continuing into the 2020-21 academic year.

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 at the OGME web site <http://meded.ucsd.edu/gme>.

Please be advised that your appointment is contingent upon (1) A satisfactory Criminal Background Check (information enclosed) (2) Compliance with California medical licensure regulations (3) Federal Immigration laws and (4) Satisfactory completion of your current academic program.

1. UCSD HEALTH ORIENTATION PROGRAM FOR POST 7/1 TRAINING START

The Office of Graduate Medical Education (OGME) will host its annual orientation and registration on the first day of your appointment. Trainees will receive their orientation date, time, location and applicable requirements via email. **ATTENDANCE IS MANDATORY.**

2. HOUSE OFFICER POLICY AND PROCEDURE DOCUMENT (HOPPD) GME ACADEMIC POLICIES, PROCEDURES AND GUIDELINES (APPG)

These documents are available on the OGME web site at: <http://meded.ucsd.edu/gme/>.

They contain the UC San Diego Health (UCSDH) policies and procedures for each of the following topics. Please refer to the HOPPD 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

3. OCCUPATIONAL & ENVIRONMENTAL MEDICINE & TB CONTROL

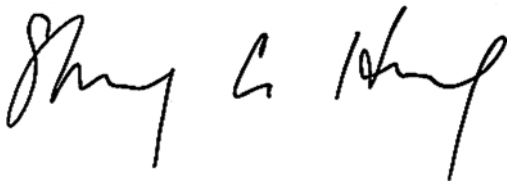
A successful health screening is a condition of employment. Prior to attending orientation, all questionnaires, proof of TB testing and all available immunization records have been submitted as instructed.

4. 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: <http://meded.ucsd.edu/gme/>.

If we may be of assistance prior to your arrival, please do not hesitate to contact either Office of Graduate Medical Education at (619) 543-7242 or your training program directly.

Welcome to UCSDH! I hope that the year ahead will be one of much learning, many new friendships and great personal and professional satisfaction.



Sherry C. Huang, M.D.
Professor of Pediatric Medicine
Associate Dean of Graduate Medical Education and DIO

UC San Diego Health

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 (3) and Medical Center Policies (4) including those described in the House Officer Policy & Procedure Document (HOPPD(5)) and UCSD Resident Physician Description.

New Post Fellow Signature

(e-signed m/d/yyyy)

Name: PostFellow, New

Date: MMMM dd, YYYY

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- (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) Medical Center Policies: <https://blink.ucsd.edu/HR/policies/personnel.html>
 - (5) HOPPD: <https://blink.ucsd.edu/HR/policies/personnel.html>

UC San Diego Health

HOUSE OFFICER

SALARY SCALE

2017-2018

2018-2019

	7/1/17 – 6/30/18		7/1/18 – 6/30/19	
	Monthly	Annual	Monthly	Annual
<i>Resident Physician</i>				
<i>Pay Level 1</i>	\$ 4,625.92	\$ 55,511	\$ 4,769.42	\$ 57,233
<i>Pay Level 2</i>	\$ 4,779.33	\$ 57,352	\$ 4,927.50	\$ 59,130
<i>Pay Level 3</i>	\$ 4,967.00	\$ 59,604	\$ 5,121.08	\$ 61,453
<i>Pay Level 4</i>	\$ 5,163.08	\$ 61,957	\$ 5,323.25	\$ 63,879
<i>Pay Level 5</i>	\$ 5,374.42	\$ 64,493	\$ 5,541.08	\$ 66,493
<i>Pay Level 6</i>	\$ 5,574.17	\$ 66,890	\$ 5,747.00	\$ 68,964
<i>Pay Level 7</i>	\$ 5,759.50	\$ 69,114	\$ 5,938.08	\$ 71,257
<i>Pay Level 8</i>	\$ 6,062.67	\$ 72,752	\$ 6,250.67	\$ 75,008
<i>Chief Resident Stipend</i>			\$ 50.00	\$ 600.00
<i>Resident Pharmacist</i>				
<i>PGY 1</i>	\$ 3,833.33	\$ 46,000	\$ 3,833.33	\$ 50,500
<i>PGY 2</i>	\$ 4,166.67	\$ 50,000	\$ 4,166.67	\$ 54,000
<i>Non-Physician Clinical Trainees</i>				
<i>Salary Ranges</i>	\$ TBD - \$ TBD		\$ TBD - \$ TBD	