

David Geffen School of Medicine, UCLA Health Sciences PODIATRIC MEDICINE & SURGERY RESIDENT LETTER OF APPOINTMENT

The David Geffen School of Medicine at UCLA ("School") hereby agrees that **Jane Smith Doe** ("Resident") is appointed as a postgraduate resident in **Podiatric Medicine and Surgery with reconstructive rearfoot/ankle** ("Program"), postgraduate year ("PGY") 3, subject to the following terms and conditions.

DEFINITION: The term "Resident" refers to all postgraduate podiatric residents enrolled in Council on Podiatric Medical Education accredited training programs.

1. DURATION OF APPOINTMENT

The initial appointment is for a one-year period commencing 7/1/2021 and ending on 6/30/2022. Reappointment, advancement and completion of the academic year is contingent upon maintenance of academic good standing and satisfactory performance of assigned rotations, exams and duties as determined by evaluations by the director of the Program ("Program Director") and faculty.

2. FINANCIAL SUPPORT & BENEFITS

School shall provide appropriate financial support and benefits (including vacation, paid and unpaid leave) to ensure that Resident is able to fulfill the responsibilities of the Residency Program. Resident's financial support and benefits for the PGY-level described herein are summarized and located at the UCLA GME website (<https://medschool.ucla.edu/gme-housestaff-salaries>). No payment or compensation of any kind or nature shall be paid to or accepted by Resident Physician from patients or third-party payers or any other sources for performance or any services rendered pursuant to this letter of appointment. Residents are paid monthly on the first of every month. PGY 1's will receive compensation on the first day of employment, to include assigned orientation.

3. CONDITIONS FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION ACADEMIC, LICENSURE AND CERTIFICATION REQUIREMENTS

A. The Resident must be a graduate of an institution accredited by the Council on Podiatric Medical Education ("CPME").

B. Residents who graduated from United States, Canadian, or international medical schools must have a license to practice medicine for the State of California in accordance with Podiatric Board of California standards. Failure to have the necessary license at the time of appointment or reappointment will result in non-appointment and automatic resignation.

C. The Resident must at all times maintain in effect and verify, upon request, all legally required permits, licenses, and other relevant documents. At the beginning of the residency, Residents must also provide proof of authorization to work in the United States. Failure to obtain or maintain necessary licenses and permits and to maintain eligibility to work in the United States will result in automatic suspension from the Program and may result in dismissal/termination of the appointment.

D. At the start of the appointment as identified in Section 1 herein, Residents must be eligible and available to commence active participation in their Program. Residents cannot have an appointment in another program which is in conflict with the UCLA Program. They must adhere to the policies of the CPME as pertains to their selection and appointment.

4. UCLA HOSPITAL SYSTEM RESPONSIBILITIES (provide or monitor as appropriate the following):

A. House Staff Sleep Quarters and Resident Lounge: House staff sleep quarters are provided. Sleep quarters may be used for overnight calls, strategic napping and napping prior to driving home when there are concerns about fatigue. A lounge with telephones, computers and TV is located near the house staff sleep quarters. Food service is available 24 hours/day in the Resident lounge.

B. Meals: Meals will be provided as defined by Residents' Meal Access Card Program.

C. Uniforms: At least one long white coat will be issued to each Resident. A one-for-one exchange program is provided. Ownership of uniforms, including white coats, will remain with the UCLA Hospital.

D. Work Hours: Residents are prohibited from participation in outside activities that could adversely affect the Resident's ability to participate in the training Program. Clinical work hours must be tracked in the residency management system (MedHub) and will be monitored and assigned by the Program Director.

E. Communications:

iPhones will be supplied for the year of appointment. Ownership of iPhones supplied by the UCLA Hospital System or School shall remain with the UCLA Hospital System or School. The UCLA Hospital System will provide an email address for the Resident and Resident is expected to monitor and utilize this email address for all UCLA business. Residents are provided access to the Internet in all areas of the UCLA Hospital System and UCLA Health clinics.

F. Libraries

All Residents have full access to the Biomedical and California Digital Library at no cost. Computer facilities are available, including word processing, spreadsheet, database and presentation software. Medical databases and reference searching are provided both by the Biomedical Library and through Information Systems and Solutions, 24 hours daily. Additionally, programs maintain on-site libraries and have computer access.

G. Occupational Safety and Health Administration ("OSHA") and Centers for Disease Control and Prevention ("CDC") Recommendations: Residents must comply with OSHA and CDC recommendations, which assume that every direct contact with a patient's blood and other body substances is infectious and requires the use of protective equipment to prevent parenteral, mucous, membrane and non-intact skin exposures to the health care provider. Protective equipment including gloves, masks, face shields and cover gowns are provided by UCLA Hospital System. Prior to the beginning of training, all Residents must comply with Occupational Health Pre-placement evaluations for all institutions in which they will be rotating. These evaluations include providing proof of immunity (and/or proof of completed vaccination series) to infectious agents such as measles, mumps, rubella, varicella and hepatitis B. All Residents must participate in annual TB screening. Annual vaccination against influenza is highly encouraged and may be required as per hospital institutional policies.

5. RESIDENT RESPONSIBILITIES

The goals of the Program are to provide Residents with experience in the art and science of medicine in order to achieve excellence in the diagnosis, care, and treatment of patients. To achieve these goals, the Resident agrees to do the following:

- A. Develop and participate in a personal program of self-study and professional growth with guidance from the School's teaching staff.
- B. Participate in clinical care activities as appropriate to their level of training and abilities under the supervision and direction of their attending physicians. Residents should immediately report any concerns about quality or safety of the provision of patient care by themselves or any other person to the attending physicians, Program Director or Department Chair.
- C. Participate fully in the educational activities of the Program and assume responsibility for participation in the teaching of more junior Residents. In this regard, Residents must be knowledgeable of the goals and objectives of the Program, rotation and/or clerkship as applicable.
- D. Develop an understanding of ethical, socioeconomic and medical/legal issues that affect the practice of medicine.
- E. Consider clinically appropriate cost containment measures in the provision of patient care.
- F. Comply with all University of California, School, and UCLA Hospital System rules, regulations, practices, procedures and policies, professional standards and codes of ethics. These include but are not limited to, the University Patent Agreement Policy, Sexual Harassment Policy, HIPAA and other patient privacy policies, Policy on a Drug Free Workplace, Medical Staff Health Program Policy (Impaired Physician), background checks and health screenings.
- G. Adhere to the call schedule and schedule of assignment in a prompt and timely fashion.
- H. Attend and participate in the standing committees of the Graduate Medical Education Committee ("GMEC") and Medical Staff, including those that relate to patient care activities and quality improvement initiatives, as assigned by the Program Director or elected by your peers.
- I. Keep charts, records and reports signed and up to date as per Medical Staff Policy #110 Medical Record Suspension. All notes and orders should be appropriately authenticated as required by policy.
- J. Adhere to CPME, RRC, Program, and Board requirements, including meeting the work hour policy and appropriately addressing rest and fatigue issues. The GME website (medschool.ucla.edu/gme) contains information on and links to the CPME, ABMS, California Medical Board, USMLE, and the Department of Justice Drug Enforcement Administration ("DEA").
- K. Participate in the evaluation of the Program and its faculty using the mechanisms provided by the Program in a timely manner.

L. Comply with Program, School and CPME policies regarding moonlighting. Obtain permission of the Program Director prior to any moonlighting activities. Each UCLA Program is required to have a Moonlighting Policy for its residents. The UCLA Policy on Moonlighting can be found at www.gme.medsch.ucla.edu/-click on "Resident Policies."

M. The special nature of residency programs requires ongoing communication between the Residents, the training programs, administrators and others at UCLA Hospital System, and affiliated institutions. The general policy of the School of Medicine requires Residents to be responsible for the content of their email and to check their email at least every three days unless on approved leave. The UCLA Policy on email (Policy #9453-A).

N. Identify in themselves and others impairment from fatigue, drugs, depression, or other causes, and seek help for themselves or others so identified.

O. Comply with specific/special requirements of affiliated institutions to which Resident may rotate as part of his/her training. These may include, but are not limited to, background checks, substance abuse testing, health screenings, and providing additional paperwork/information.

P. Notify Program and GME Office of conviction for any misdemeanor or felony. This reporting obligation is ongoing and applies to events occurring prior to the period of appointment and during Resident's appointment for Program participation. Resident shall also report to the Program any felony charges that are required to be reported to the Podiatric Medical Board.

6. BENEFITS/LEAVE

A. Leave: Residents are entitled to four (4) calendar weeks of paid vacation time per year, which shall be scheduled by mutual agreement with the chief resident, department chairperson, or residency Program Director. All other leaves, including medical, sick, parental, or family leave may be taken according to written policy as noted on the GME website (medschool.ucla.edu/gme). Time spent on leave other than vacation may be required to be made up per Program and American Board requirements. Programs are required to provide timely notice of the effect of leave(s) on the ability of the Resident to satisfy requirements for Program completion.

B. Liability Insurance: The UCLA Hospital System shall include Residents under the University of California's self-insurance program for the liability of the Resident while acting in the performance of his/her duties or in the course and scope of his/her assignment. Claims made after termination of training will be covered if based on acts or omissions of the Resident within the course and scope of her/her assignments during training.

Residents must agree to comply with UCLA Hospital System and School policies and cooperate as requested by UCLA Hospital System and School. Liability coverage will be provided for the Resident on rotations outside UCLA Hospital System provided such rotation or activity has been approved or mandated by the Program. Liability coverage is not provided by the University of California with respect to a Resident's acts or omissions outside the course and scope of the Resident's employment and assigned Program duties, for example coverage is not extended to a Resident's moonlighting at non-UCLA facilities.

C. Health Insurance and Disability Insurance: The Residents and eligible members of their immediate family are provided with health, dental and vision care insurance in accordance with UCLA policy. In addition, Residents are provided life and disability insurance. UCLA offers a Mental Health Program for Physicians in Training. Impaired physician services and evaluations are offered through the UCLA Medical Staff Health Committee. Information on these plans can be found on the GME website medschool.ucla.edu/gme. The UCLA Hospital policy on Physician Impairment can be found at <https://www.uclahealth.org/medical-staff/workfiles/policies-rrucla/MS107-Medical-Staff-Health-Program.pdf>

D. Parking: The UCLA Hospital System provides parking access and sets monthly parking fees. If parking is purchased, pre-tax deductions will be made from the monthly paychecks.

7. PROFESSIONAL ACTIVITIES BEYOND THE SCOPE OF THE RESIDENCY

Residents are discouraged from engaging in compensated medical professional activities beyond the scope of this letter of appointment. University of California liability insurance or other indemnity does not cover a Resident who participates in unapproved clinical activities outside of the UCLA Training Program (See Section 6.B above).

8. EVALUATION, COUNSELING AND ADVANCEMENT

A. Each Program appoints a Clinical Competency Committee to review all Resident evaluations semi-annually and advise the Program Director regarding Resident progress, including promotion, remediation and dismissal.

B. Formative Evaluation- A written evaluation of each Resident shall be made by the attending physician(s) on each Resident's educational assignment(s). The evaluations of Resident performance must be accessible for review by the Resident, in accordance with UCLA policy.

C. An annual written composite of all evaluations shall be made and a copy of the composite must be provided to the

individual Resident. The Resident shall be given the opportunity to discuss his/her performance with the Program Director or designee at least semi-annually. The Resident shall be notified within a reasonable time if an evaluation for a given rotation indicates unsatisfactory performance. Both annual and rotational evaluations shall be included in the Resident's records.

D. Summative Evaluation: The Program Director shall provide a summative evaluation for each Resident upon completion of the Program. This evaluation will be part of the Resident's personnel file maintained by UCLA, and it is accessible for review by the Resident in accordance with UCLA policy. This evaluation must verify whether the Resident has demonstrated sufficient competence to enter practice without direct supervision.

E. Residents' personnel files will be maintained consistent with applicable federal and state law. Residents may review their composite evaluations and other administrative materials in their personnel file upon request and in accordance with applicable University policies.

F. Program appointment, advancement, completion, and eligibility for specialty board examinations are not assured or guaranteed to the Resident, but are contingent upon the Resident's satisfactory demonstration of progressive advancement in scholarship and continued professional growth. An unsatisfactory Resident evaluation can result in required remedial activities, temporary suspension from duties, or termination of appointment and residency education. These actions and any periods of absence may result in the extension of the Program.

9. ACADEMIC DUE PROCESS and GRIEVANCE PROCESS

Residents have the right to appeal adverse actions through the Academic Due Process policy, as outlined at medschool.ucla.edu/gme. Residents may initiate this process either through contact with their Program Director or the GME Office.

The Ombuds Office is available for consultation to all Residents. A local Ombudsperson is located in the School of Medicine. Details can be found at www.ombuds.ucla.edu.

10. COMMITTEE PARTICIPATION

Medical Staff Committees

Residents are appointed to serve and participate on a variety of Medical Staff Committees which involve Resident training. Residents interested in serving on any of these committees should contact the GME Office for details.

11. NONDISCRIMINATION

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy¹, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

The University of California's policy on discrimination can be found at <https://equity.ucla.edu/programs-resources/policy/#svsh>

¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth

12. UNLAWFUL HARASSMENT

The School and UCLA Hospital System are committed to creating and maintaining a community in which students, faculty and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation, on any basis prohibited by law including harassment based on sex. The University is strongly opposed to sexual harassment and other unlawful harassment, and such behavior is prohibited both by law and University policy.

The University of California's policy on Sexual Harassment can be found at <https://equity.ucla.edu/programs-resources/policy/#svsh>

13. ACCOMODATION FOR DISABILITY

The University of California will make reasonable accommodations for physical or mental limitations of an otherwise qualified individual with a disability in accordance with applicable state and federal law and University policy.

The University of California policy for accommodation can be found at <https://policy.ucop.edu/doc/4010420/PSPM-81>

14. ACCREDITATION STATUS

David Geffen School of Medicine at UCLA will inform Residents of adverse accreditation actions taken by the CPME in a reasonable period of time after the action is taken. Should UCLA begin the process of closing a Program for accreditation reasons or for other reasons, the Residents will be kept in the institution for the remainder of the academic year and UCLA will assist the Residents in finding a program for completion of the specialty, in order to be eligible for

board requirements.

I HAVE READ AND AGREE TO THE ABOVE AND HAVE RECEIVED A COPY.

Signatures:

Jane Smith Doe
Resident Signature

Jack Buckley
Jack Buckley
Program Training Director Signature

Lisa Skinner, MD
Interim Designated Institutional Official