

Miracles made daily.

Date

Dr. (Name)
(Address)

Dear Dr.(Last Name):

It is with great pleasure that we offer you a Residency Training position in the Department of (Department)- (Specialty, if applicable) service of the Public Health Trust's Jackson Health System (hereinafter "the Health System") for the academic training year beginning (Starting date) and ending (Ending date). You will be designated as a PGY-X earning a corresponding gross bi-weekly salary of \$X,XXX.XX. This offer is contingent upon the completion of satisfactory reference check, background check (including criminal), employee physical and alcohol/drug testing; proof of a medical/osteopathic doctorate degree, proof of completion of prerequisite program requirements, proper immigration status/work visas/permits, if applicable, proper licensing by the State of Florida, proof of current/valid American Heart Association (AHA) Basic Life Support (BLS) certification, and physically reporting for duty at Jackson Memorial Hospital on your start date.

If you do not sign and return this letter within thirty (30) days of the date of this letter, this offer will stand revoked on the thirty-first (31st) day.

As a Resident, the terms and conditions of your residency are detailed in the Collective Bargaining Agreement between the Public Health Trust/Jackson Health System and the Committee of Interns and Residents (CIR); and the Public Health Trust/Jackson Health System Administrative Policy and Procedure Manual. Enclosed for your reference is a list of institutional policies to which you must adhere throughout the duration of your training program and where you can access them, along with Attachment A describing the minimum conditions for reappointment and advancement. The Collective Bargaining Agreement may be reviewed online at <http://www.jhsmiami.org/> Residency and Fellowship Programs site. Policies and Procedures may be accessed and reviewed online at the JHS intranet portal upon employment.

As a Resident/Fellow, your responsibilities will include the following:

- To provide patient care, under appropriate supervision, as assigned by the training program director or his/her designee, consistent with the educational goals of the program and the highest standards of patient care ("patient care" includes responsibility for associated documentation in the medical record, which should be completed in a timely fashion, and attendance at patient care rounds as assigned);
- To make appropriate use of the available supervisory and support systems, seeking advice and input from the attending staff physician/s when and as appropriate, and in accordance with the Resident Supervision and Teaching Standards of the Health System;
- To participate fully in the educational and scholarly activities of the training program as specified by the training program director, including attendance at didactic conferences and other responsibilities which may include a research project, completion of examinations, maintenance of procedure logs or other items;

- To develop a personal program of learning to foster continued professional growth, with guidance from the teaching staff;
- To assume responsibility, as called upon, in teaching more junior trainees and medical students, within the scope of the training program;
- To participate in improving the quality of education provided by the training program, in part by submitting at least annually, written evaluations of the faculty, the program and the overall educational experience;
- To adhere to established practices, procedures and policies of the Health System, the Health System's Medical Staff, the Department and affiliated training sites;
- To participate in Health System programs, councils or committees and other medical staff activities, as appropriate;
- To abide by the Health System and program-specific Resident Duty Hours Policies and, as scheduled by the program director, accurately report his/her duty hours;
- To comply with Health System requirements for annual mandatory training and TB testing;
- Prior to completion of the program, to satisfy the Health System's and program requirements as a condition for issuance of a certificate of completion of the training program.

We hope you find this offer to be satisfactory and await confirmation of your acceptance. Please sign and return this letter as acceptance of this conditional offer of employment within thirty (30) days of the date of this letter.

Sincerely,

Peter Paige, MD, MMM, CPE, FACEP, FACPE
Executive VP, Chief Physician Executive & Chief Clinical Officer

By signing below and returning this letter within thirty (30) days of the date of this letter, I accept this offer of employment as it has been described in this letter and Exhibit 1 – “Listing of Benefits, Conditions and Policies” and Attachment A “JHS General Minimum Program Requirements for Appointment, Reappointment and Advancement” incorporated herein. I understand that if the reference check, background check (including criminal), physical examination or alcohol/drug test produce an unsatisfactory result, if I do not produce proof of my medical/osteopathic degree, proof of completion of prerequisite program requirements, appropriate immigration status/workvisa/permit, proof of current/valid American Heart Association (AHA) Basic Life Support (BLS) certification, or proper licensing with the State of Florida or if I do not report for duty at Jackson Memorial Hospital on my start date, that this offer will be revoked. This offer will also be revoked if I have been convicted, or pled ‘no contest’ to a criminal offense related to health care or have been listed by a federal agency as debarred, excluded or otherwise ineligible for participating in federally funded health care programs.

Signature

Date

ATTACHMENTS

EXHIBIT 1 – INSTITUTIONAL BENEFITS, CONDITIONS AND POLICIES APPLICABLE TO RESIDENTS AND FELLOWS

Benefit, Condition or , Policy	Referenced in:
1. Resident Supervision	Resident Supervision and Teaching Standards, GME Policy No.524; JHS Institutional Policy No.282- Resident Supervision
2. Compensation	Collective Bargaining Agreement, Article 2, Section 2 & 7 and Article 16, Section 7
3. Conditions under which on-call rooms, meals, laundry are provided	Collective Bargaining Agreement Article 17, Sections 1, 4 and 6B
4. Conditions for reappointment and promotion to subsequent PGY level	Collective Bargaining Agreement Article 11, Section 4; JHS/GME General Minimum Program Requirements for appointment, Reappointment and Advancement (attached); Individual Program Requirements
5. Grievance procedures and due process	Collective Bargaining Agreement Article 12 and Article 14
6. Professional liability insurance	Collective Bargaining Agreement Article 8
7. Liability insurance coverage for claims filed after completion of program	Collective Bargaining Agreement Article 8
8. Health and disability insurance	Collective Bargaining Agreement Article 6, Sections 1 and 3, plus Hospital Enrollment Information Flyer on website
9. Leave of absence policy	Collective Bargaining Agreement Article 4, Sections 3, 4, 5, 6, and 10
10. Vacation policies	Collective Bargaining Agreement Article 4, Section 1
11. Parental leave of absence	Collective Bargaining Agreement Article 4, Section 2B and Section 3
12. Sick leave policies	Collective Bargaining Agreement Article 4, Section 2
13. Policy on effects of leaves on satisfying criteria for program completion	Collective Bargaining Agreement, Article 4, Section 12 ; and Specific Program Requirements
14. Duty-hour policies and procedures	Collective Bargaining Agreement Article 3, Sections 1, 2 and 3
15. Policy on moonlighting	Collective Bargaining Agreement Article 17, Section 5 and GME Policy No. 514
16. Policy on Outside Employment (external moonlighting)	JHS Institutional Policy No. 311- Outside Employment
17. Policy on Dual Employment (internal moonlighting)	JHS Institutional Policy No. 379 – Alternate Work Policy – DUAL, JOINT OR SHARED EMPLOYMENT
18. Policy on other professional activities outside the program	Collective Bargaining Agreement Article 17, Section 5 and JHS Institutional Policy No.311- Outside Employment
19. Counseling, medical, psychological support services	Collective Bargaining Agreement Article 15 and Employee Work/Life Services – EAPJHS Institutional Policy No.366 and No.347 Worker’s Compensation Injury and Illness on Duty
20. Policy on physician impairment and substance abuse	Collective Bargaining Agreement Article 15 and JHS Institutional Policy # 337 Drug Free Work Place
21. Policy on sexual harassment and on-discrimination	Collective Bargaining , Article 9- and JHS Institutional Policies # 323 – Sexual Harassment/Intimidation and 378 – Anti-Discrimination and Retaliation
22. Policy on Mandatory Education; CPR Training; License and Certification	Institutional Policy No. 306 – Mandatory Education; #306A – CPR Training; 387-Professional license/certification; program specific policies
23. Policy on eligibility for specialty board examinations	See Individual Programs for Specialty Board Examinations.

Program specific policies are available from your Program Coordinator

**JHS/GME GENERAL MINIMUM PROGRAM REQUIREMENTS FOR APPOINTMENT,
REAPPOINTMENT AND ADVANCEMENT
Attachment A**

All residents are required to abide by the Jackson Health System Policies and Procedures. Resident appointments are continuously reviewed and are contingent upon successful completion of the following.

Individual Programs may have more stringent requirements than those set forth below, and residents and fellows are required to abide by the Individual Program Requirements.

- Obtain and provide proof of certification in AHA Basic Life Support (BLS) no later than your start date. All certifications are to be maintained in accordance with JHS Policies and Procedures and Individual Program Requirements.
- Attend Grand Rounds, Morning Report, Noon conference, and participate fully in all other educational activities of this program, including assuming the responsibility for the teaching and supervising of other residents and students as set forth in your specific program requirements.
- Be competent in the performance of certain medical procedures by the end of the academic year, commensurate with your level of training.
- Completion of all mandatory JHS JEN Mandatory Education Modules, as assigned. Failure to complete the modules may subject the resident to disciplinary action, non-advancement or non-renewal of appointment, in accordance with JHS Policy and Procedure # 306 – Mandatory Education and the collective bargaining agreement.
- Completion of all medical notes in accordance with institutional policy, Policy and Procedure # 400.021. – Medical Records Policy and # 400.021.1 – Medical Records Suspension Policy
- Weekly entry of ALL duty hours into “New Innovations” in accordance with ACGME Common Duty Hour Requirements, GME and JHS Policies and Procedures and the current collective bargaining agreement.
- Achieve and maintain satisfactory performance/training progress, including adherence to professionalism standards on periodic reviews and New Innovations Evaluations of the residents’ educational and professional achievement, competence and progress, as determined by the program director and teaching faculty. Unsatisfactory progress or performance may result in remediation, non-advancement, dismissal, or non-renewal. Performance will be reviewed and recommendations for continuation in the program will be communicated by the Program Director and in accordance with the current collective bargaining agreement. Residents may review their evaluations with their Program Director or designee.
- Obtain the necessary TB screening in accordance with institutional policy, JHS Policy & Procedure # 399 on either a bi-annual or annual basis, dependent upon the TB Risk Code.
- Meet the eligibility requirements for specialty board examinations as set forth by the specific program.
- **USMLE Step III (Part 1 and Part 2)**
 - a. Documentation of successful completion of USMLE Step III or equivalent, is required by January 15th of the PGY-2 year. Trainees who fail to meet this requirement will receive written notification that their employment will end on June 30th of the PGY-2 year and that their contracts will not be renewed for the PGY-3 year.
 - b. The non-renewal of contract letter may be rescinded if the trainee provides proof of passing the USMLE Step III, or equivalent, by June 30th of the PGY-2 year. There will be no extensions or grace periods for trainees who fail to provide proof of passing by June 30th.

As a result of the current COVID-19 health care emergency, USMLE/COMLEX testing centers are temporarily closed, which has impacted residents' ability to fulfill the requirement to take the USMLE Step 3/COMLEX Level 3 exam in order to advance to the next PGY-level or to graduate at the end of the current academic year (2019-2020). In support of our residents & fellows, the following amendments, will be granted during this emergency period:

- Any current PGY-2 resident who has not successfully passed their USMLE Step 3/COMLEX Level 3 exam, will be advanced to PGY-3 level (and receive the commensurate pay) at the end of the academic year. However, within 6 months of testing centers being re-opened, they must sit and successfully pass the exam. Residents in this category, will not be advanced to PGY-4 level or allowed to graduate unless they fulfill this requirement.
- Fellows being hired for the 2020-2021 academic year without a successfully passed USMLE Step 3/COMLEX Level 3 exam must take and successfully pass the exam within 6 months of test centers re-opening. Fellows in this category will not be advanced to the next PGY-level unless they successfully pass the exam.
- Residents who are graduating this academic year (2019-2020) who have not successfully passed the USMLE Step 3/COMLEX Level 3 exam will be allowed to graduate.