

**NOTIFICATION OF TERMS AND CONDITIONS
OF APPOINTMENT
MEDICAL AND DENTAL RESIDENTS**

Name: «Name»

Annual Salary:

«PGSALARY».00

Administrative Supplement: «SUPPLEMENT».00

School
School of Medicine

Title
Medical Resident

Start
«start_date»

Stop
«end_date»

Appointment: This appointment is made by virtue of the authority vested by law in the West Virginia University Board of Governors and is subject to and in accordance with the provisions of the rules, regulations and policies of the governing Board.

1. **Conditions of Employment:** Consistent with the provisions of the rules, regulations, and policies of the governing Board and of West Virginia University, this appointment and/or compensation is/are subject to the fulfillment of the responsibilities of the position during the term of the appointment, the availability of the state funding, and the following:

- 1.1 **Eligibility to Work in the United States.** WVU is required to maintain Federal I-9 Forms that verify each employee's identity and eligibility to work in the United States. To comply with federal requirements, new employees who are United States citizens or green card holders must bring employment eligibility and identity documentation to Employee Processing Services on or before their first day of employment. These individuals should see <http://payroll.wvu.edu/> for a list of acceptable documents as well as employee processing locations and hours. New employees who are a Foreign National should provide their documentation to Tax Services on or before their first day of employment. They should see <http://taxservices.wvu.edu/internationals> or contact Tax Services at (304) 293-3379 ext. 3 for additional information. If Resident is a nonresident alien and Resident currently does not possess authorization to work in a position at West Virginia University, immediately contact the WVU Office of International Students and Scholars at 304-293-3519.

- 1.2 **License to Practice Medicine/Dentistry:** If the medical Resident holds a Medical Doctor (M.D.) degree this appointment is subject to the Resident obtaining and maintaining an educational training permit or an unrestricted license to practice medicine from the State of West Virginia and/or from any other State's licensing authority where the Resident has been assigned by the Dean of the School of Medicine. If the medical Resident holds a Doctor of Osteopathy (D.O.) degree, this appointment is subject to the Resident obtaining and maintaining an educational training permit or an unrestricted license to practice medicine from the State of West Virginia Board of Osteopathy and/or from any other State's licensing authority where the Resident has been assigned by the Dean of the School of Medicine. In the case of dental Residents, this appointment is subject to the Resident obtaining and maintaining an unrestricted license to practice dentistry from the State of West Virginia and/or from any other State's licensing authority where the Resident has been assigned by the Dean of the School of Dentistry. This requirement must be met at all times during the duration of this appointment.

- 1.3 **Resident Responsibilities:** This appointment is subject to the Resident obtaining and maintaining a Resident appointment at the affiliated hospital(s) to which Resident is assigned by the Dean of the West Virginia University School of Medicine or Dentistry. The Resident shall be subject to all policies, rules, and regulations of said affiliated hospitals(s).

- 1.4 **Health Maintenance Organizations, Managed Care Entities and Other Purchasers of Health Care:** Resident's signature below in acceptance of this appointment shall constitute the authorization by the Resident for the School of Medicine or Dentistry or affiliated hospitals of the School of Medicine or Dentistry, to release confidential information concerning the Resident's education, skills, quality of care, utilization, and patient care experience to health maintenance organizations, managed care entities and other purchasers of health care that contract for the provision of professional medical/dental services by residents. The Resident participating in managed care activities shall be subject to all policies, rules, regulations and agreements of said organizations or entities.

- 1.5 **Conflicts of Interest, Ethics, & Intellectual Property.** Resident will avoid at all times throughout the term of

Resident's employment the existence or appearance of a conflict of interest. During Resident's employment, Resident will comply with all laws, statutes, regulations and policies governing conflicts of interest, including, without limitation, any conflict of interest policy that may be in force at the University and the applicable provisions of the West Virginia Governmental Ethics Act (W. Va. Code Chapter 6B). Resident understands and agrees that in the course of Resident's employment, Resident may receive and become aware of information, projects, and practices which are sensitive and confidential in nature. Resident agrees to keep all such information strictly confidential and further agrees not to communicate, disclose, divulge or otherwise use – directly or indirectly – such confidential and/or sensitive information for any purpose other than the necessary and appropriate business use related to Resident's position. Resident further agrees to be bound by WVU Intellectual Property policy and/or practices.

2. **Benefits:** Information on benefits including conditions for reappointment, conditions under which living quarters, meals, laundry are provided, professional liability insurance, liability insurance coverage for claims filed after completion of the program, and health and disability insurance can be found in the GME/WVU Bylaws and on the GME website, at <http://medicine.hsc.wvu.edu/gme>.

- 2.1. **WVU Human Resources Policies:** WVU Policies regarding leaves include annual leave, sick leave, parental leave, leave of absence, policy accommodations for disabilities, etc., and information about insurance may be found at <https://talentandculture.wvu.edu>. Policy on effects of leaves on satisfying criteria for program completion is determined by each program and subject to grievance process.

- 2.2. **WVU Faculty and Staff Assistance Program:** WVU Faculty and Staff Assistance Program is available for WVU employees and additional information may be accessed at www.hsc.wvu.edu/fsap/.

3. **Miscellaneous:**

- 3.1. **WVU Sexual Harassment Policy:** The University's Rule Regarding Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships can be found at: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. Additional information, including where complaints can be filed, may be accessed at <https://diversity.wvu.edu/equity-assurance>.

- 3.2. **Grievances:** Information may be accessed at <https://pegb.wv.gov/Pages/default.aspx> for Human Resources issues related to the conditions of your employment. Additionally, Grievance procedure and due process information for academic issues may be accessed at: <http://medicine.hsc.wvu.edu/gme>.

- 3.3. **Other Policies:** Information on duty hour policies and procedures, policy on moonlighting, policy on other professional activities outside the program, counseling, medical, psychological support services, harassment, program closures & reductions, restrictive covenants, and the policy on physician impairment and substance abuse may be found at: <http://medicine.hsc.wvu.edu/gme>. Resident will be reimbursed in accordance with applicable laws and University policies for travel, work related conferences and other reasonable expenses as necessary in the performance of Resident's duties. Reimbursement for attendance at work-related conferences shall be subject in all cases to the prior written approval of the Program Director. Additional policies that govern workplace expectations and conduct can be found at:

Human Resources Policies and Procedures,
<http://employeerelations.hr.wvu.edu/wvu-policies-procedures>

Information Technology Services Governance and Policies
<http://it.wvu.edu/governance>

University Police Department Website
<http://police.wvu.edu/>

- 3.4. **Clery Report:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require West Virginia University to distribute an annual security report to current employees and to give notice of its availability to prospective employees. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by West Virginia University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as

policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Resident can obtain a copy of this report by contacting the WVU Police at 304-293-3136 or by accessing the following website: <http://police.wvu.edu/clery-act>.

4. **Specific Assignments:** Specific assignments of this appointment will be determined by the Program Director and employment in the appointed position is contingent upon the fulfillment of the responsibilities assigned.
5. **Acceptance of Appointment:** This notification of terms and conditions of appointment must be signed, dated and returned to Graduate Medical Education for the School of Medicine or Dentistry within ten (10) days of its receipt in order to indicate acceptance of the appointment.



Clay B. Marsh, MD
Vice President and Executive Dean for
Health Sciences

E. Gordon Gee
President

I hereby accept the appointment described above, subject to all the specified terms and conditions.

Resident Signature

Date