

Still OPTI

POLICY		Policy No: IS-003
Subject: Agreement of Appointment/Contract	Approval: 6/29/15 Last Revision Approved: 3/25/2025	Page 1 of 2

PURPOSE

The purpose of this policy is to define responsibility for medical education agreements, or “contracts”. The policy is written in accordance with *ACGME Institutional Requirements*.

POLICY

Still OPTI, as the Sponsoring Institution (SI), will ensure that each participating site has provided every intern/resident with a written contract, which outlines terms and conditions of their appointment to a program. The SI will monitor that each program implements the terms and conditions of the appointment.

RESPONSIBILITY

Participating Site Responsibilities:

1. The participating site will notify Residents/Interns when their contract is available for signature.
NOTE: If a resident is off-cycle, they will have 30 days from the date of notification to sign their contract.
2. Required elements of the agreement/contract: The participating site will execute a contract or agreement that directly contains or references the following items as outlined in the ACGME requirements:
 - A. Intern/resident responsibilities
 - B. Duration of appointment
 - C. Financial support for residents
 - D. Conditions for reappointment and promotion to subsequent PGY level
 - E. Grievance and due process, if not reappointed or promoted
 - F. Professional liability insurance, including summary of pertinent information regarding coverage. Liability coverage must include legal defense and protection against awards for claims reported or filed after the completion of the programs if the alleged acts or omissions are within the scope of the resident’s duties in his/her program.
 - G. Health insurance benefits for intern/resident and their eligible dependents with coverage starting on the first recognized day of their program
 - H. Disability insurance for interns/residents
 - I. The hospital must also provide access to insurance to all residents for disabilities resulting from activities that are part of the educational program.
 - J. Vacation and leave(s) of absence for interns/residents, including medical, parental, and caregiver leave(s) of absence, compliant with applicable laws
 - K. Timely notice of the effect of leave(s) of absence on the ability of intern/resident to satisfy requirements for program completion
 - L. Information related to eligibility for specialty board examinations

M. Institutional policies and procedures regarding intern/resident clinical and educational work hours and moonlighting

Intern/Resident Responsibilities:

1. Interns/residents will be expected to sign their contracts within a 30-day period or the position offered will be considered unfilled.
2. Interns/residents must understand that after the 30-day period, the position will be considered unfilled, and may be offered to another individual.
3. NOTE: Exceptions will be made for those interns/residents who are on an out-rotation.

Still OPTI Responsibilities:

1. Still OPTI will provide each participating site with a sample contract upon request that meets ACGME requirements.
2. Still OPTI will review signed contracts with interns/residents periodically to ensure compliance.