



School of Medicine
Office of the Dean

Graduate Medical Education
500 Parnassus Avenue
MU-250 East
San Francisco, CA 94143-0474
tel: 415/476-4562
fax: 415/502-4166

03/22/2024

SAMPLE AGREEMENT/APPOINTMENT LETTER

Dear Prospective Resident

It is our pleasure to offer you an appointment to the Housestaff in the Department of Psychiatry at the University of California San Francisco ("UCSF") for the academic year of 2024-2025. We are very pleased about your selection and look forward to your joining our Department.

Appointments are granted for a period of one year and must be renewed each academic year based upon mutual agreement. This appointment/contract is for the period commencing 6/21/2024 and ending 6/20/2025. Conditions for reappointment are further described in the UCSF Housestaff Information Booklet. The contract(s) for subsequent years of training will be presented to you no later than four months prior to the end of this current contract (more information regarding this may be found in the Academic Due Process Policy in the UCSF Housestaff Information Booklet).

Your postgraduate training year (PGY) in the Psychiatry, Residency, ACGME Program will be PGY1. UCSF residents and fellows in the School of Medicine are members of a bargaining unit represented by the Committee of Interns and Residents, SEIU Healthcare (CIR). UCSF trainees may also be members of a bargaining unit represented by CIR when rotating at ZSFG. Deductions will be taken from your gross pay by CIR if you are a member of either bargaining unit. For more information, please contact your program administrator. Your salary for the academic year, based on the collective bargaining agreement will be \$92,284.00. Actual earnings may vary depending upon hospital rotation assignment. Under the collective bargaining agreement, the 2024-2025 academic year salaries go into effect on July 1, 2024. Trainees with an appointment/contract start date prior to July 1, 2024 will earn the 2023-2024 academic year salary equivalent for their 2024-2025 PGY for their appointment/contract dates prior to July 1, 2024. A list of the salaries are included as an addendum at the end of this contract.

The Housestaff Information Booklet describes institutional policies and procedures applicable to residents and fellows appointed to the UCSF Housestaff. Program-specific policies are available from your program coordinator. The Booklet shall be read in full via the UCSF School of Medicine website prior:

<https://meded.ucsf.edu/come-resident-and-fellow-resources>. In particular, please note the following policies:

- Resident and fellow responsibilities
 - Leave, including vacation, education, sick, and parental as well as the effect of leave on the ability of trainees to satisfy requirement for program completion
 - Professional liability insurance (including tail coverage)
 - Conditions for reappointment and promotion
 - Conditions of non-renewal of appointment
 - Counseling services/physician impairment
 - Program closure/reduction
 - Health and disability insurance
 - Grievance and due process
 - Moonlighting
 - Duty hours
 - General competencies
 - Gender, sexual, and other forms of harassment
 - Restrictive covenants
 - Background screening
 - Affiliations



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Trainees in ACGME or ABMS approved programs must abide by the moonlighting policy specific to their program/departmental policies which are consistent with the general UCSF moonlighting policy found in the UCSF Housestaff Information Booklet.

The UCSF duty hours policy is consistent with ACGME and/or ABMS requirements. Trainees must become and remain educated in the duty hours requirements and general competencies. Trainees must provide accurate information as requested by their department and the Dean's office regarding duty hours and general competencies.

UCSF trainees are offered a robust benefits package that includes health, dental, vision, life, and long-term disability. For more information, <https://www.ucresidentbenefits.com/>

The University of California has self-insurance coverage for professional liability insurance. Trainees are covered by this insurance when working within the course and scope of their training programs. In the event that a claim involving a trainee's work is brought after the trainee has left UCSF, trainees are expected to cooperate and participate in the defense of the litigation or claim without the expectation of compensation. Coverage specifics can be found at <http://www.rmis.ucsf.edu>.

Physician assistance programs are available for counseling and psychological support. In addition, the Faculty & Staff Assistance Program provides confidential well-being resources for Housestaff (<https://hr.ucsf.edu/wellbeing/faculty-and-staff-assistance-program>). The UCSF policy on physician impairment and substance abuse as well as resources to help with these problems are available in the Housestaff Information Booklet.

UCSF provides some housing for employees. Housing Services (<https://campuslifeserviceshome.ucsf.edu/housing>) can assist you with this and other housing options.

For more information regarding eligibility for specialty board examinations please ask your program director or program coordinator or go to the American Board of Medical Specialties website at <http://www.abms.org>

More information concerning gender, sexual, and other forms of harassment can be obtained by contacting the UCSF Affirmative Action Equal Opportunity Office (<https://ucnet.universityofcalifornia.edu/contacts/eeo-aa-da-contact-list.html>).

Please acknowledge your acceptance of this appointment and your agreement to comply with all University and Medical Center policies, including those described in the UCSF Housestaff Information Booklet, by signing and returning this letter as soon as possible. By signing this letter you are authorizing UCSF to conduct a background check for the purpose of evaluating you for employment, promotion, reassignment, or retention, and agree that follow-up background checks may be done for cause at any time during the course of employment. This offer is conditioned upon successful completion and results of a background check and signed attestation. Accordingly, UCSF may revoke its offer or amend the conditions thereof based on the screening results and/or signed attestation, including any required written explanation of any "yes" response on the attestation statement.

We look forward to our association with you in our training program. If you have any questions regarding the above please contact us. Please sign below and return indicating your understanding of the above, your access to the UCSF Housestaff Information Booklet on the UCSF School of Medicine GME website, and your acceptance of our offer.

Sincerely,

Dr. Alissa Peterson
Training Program Director

Matthew W State, MD, PhD
Professor and Chair of Psychiatry

By signing below, I hereby accept the terms and conditions of the offer stated in this letter and acknowledge the appointment as described above and acknowledge that I have read the UCSF Housestaff Information Booklet.

Resident Signature

Date

UCSF Trainee Notice on Affiliations

Dear Trainees and Students:

UC's new Health Affiliation Policy went into effect December 1, 2023. More information can be found in the full text of the **Presidential Policy on Affiliations with Certain Health Care Organizations** and of the Regents Policy 4405 **Policy on Affiliations with Healthcare Organizations**

What You Need to Know

Training at an affiliated organization with policy-based restrictions on care is voluntary, and if a trainee or medical student has an objection, the UCSF program or school will try to identify an alternative site.

Medical residents and fellows must complete all educational and clinical experiences that are required by the Accreditation Council for Graduate Medical Education (ACGME), the American Board of Medical Specialties, the UCSF School of Medicine and the UCSF residency or fellowship program in order to successfully complete the training program and be eligible for specialty board certification. Medical students must satisfactorily complete all educational and clinical activities that are required by the Liaison Committee on Medical Education (LCME) and the UCSF School of Medicine to successfully attain their medical degrees.

If a **resident/fellow** objects to training at a site because of the policy-based restrictions as described in this policy, the resident/fellow must formally submit this objection with a detailed explanation in writing to the Program Director and the UCSF School of Medicine's Designated Institutional Official in the Graduate Medical Education Office (**Katherine Julian, MD, kathy.julian@ucsf.edu**) eight weeks before the assigned rotation start date.

If a sponsoring location receives a trainee or medical student objection, it will attempt to identify alternative sites with the necessary faculty, resources and clinical/educational experiences to comply with applicable accreditation standards, specialty board and institutional requirements while maintaining a consistent training experience for all UC trainees and consistent program funding. If an alternative site is found with which a training agreement has been or can be established consistent with UC policy and requirements, the trainee or medical student will be reassigned to the alternative site. If an alternative site is not found, the Designated Institutional Official will inform the trainee or medical student and the relevant Dean. The trainee or medical student will be given the option to train at that covered affiliate site, or to find another program if possible.

Sharing Concerns or Complaints

UC and UCSF expect that UC employees and trainees will deliver evidence-based health care services and, in those locations where a required service cannot be delivered, appropriate referrals or transfers must be made. If at any time a UC employee or trainee is asked to do otherwise, or a patient has a complaint, the University should be immediately informed as described below.

- If patients have any concerns or complaints about care received at a covered affiliate's location, they may contact UCSF Health Patient Relations, patient.relations@ucsf.edu, (415) 353-1936. Online feedback form:
<https://www.ucsfhealth.org/patient-and-visitor-feedback>
- If you, as a **UCSF trainee**, believe your professional judgment or freedom to counsel, prescribe, refer, transfer, or provide emergency care has in any way been impeded at a covered affiliate's facility, you should immediately contact: **Katherine Julian, MD, Associate Dean for Graduate Medical Education**, kathy.julian@ucsf.edu, (415) 476-4562
- If you, as a **UCSF medical student**, believe your professional judgment or freedom to counsel, prescribe, refer, transfer, or provide emergency care has in any way been impeded at a covered affiliate's facility, you should immediately contact: **John A. Davis, PhD, MD, Associate Dean for Curriculum**, john.davis2@ucsf.edu, (415) 770-8792

We hope that you will follow generations of UCSF providers who have been superbly trained through these longstanding relationships and who continue to contribute to improving the health of all patients, regardless of where they access care. Please contact your deans or program directors for any questions.

Sincerely,

Karen Hauer, MD, PhD
Vice Dean for Education

John A. Davis, PhD, MD
Associate Dean for Curriculum

Katherine Julian, MD
Associate Dean for Graduate Medical Education

Resident and Fellow Salary Scale, UCSF School of Medicine - Effective July 1, 2023

Residencies - ACGME-accredited

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|-----|--------------|--------------|
| 2709* | I | \$7,324.17 | \$87,890.00 |
| 2723* | II | \$7,522.00 | \$90,264.00 |
| | III | \$7,764.25 | \$93,171.00 |
| | IV | \$8,017.25 | \$96,207.00 |
| | V | \$8,289.92 | \$99,479.00 |
| | VI | \$8,547.67 | \$102,572.00 |
| | VII | \$8,786.92 | \$105,443.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

Fellowships - ACGME or ABMS-accredited

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|------|--------------|--------------|
| 2736* | IV | \$8,017.25 | \$96,207.00 |
| | V | \$8,289.92 | \$99,479.00 |
| | VI | \$8,547.67 | \$102,572.00 |
| | VII | \$8,786.92 | \$105,443.00 |
| | VIII | \$9,178.08 | \$110,137.00 |
| | IX | \$9,395.92 | \$112,751.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

Fellowships - Non-ACGME or Non-ABMS-accredited

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|------|--------------|--------------|
| 2733* | II | \$7,522.00 | \$90,264.00 |
| | III | \$7,764.25 | \$93,171.00 |
| | IV | \$8,017.25 | \$96,207.00 |
| | V | \$8,289.92 | \$99,479.00 |
| | VI | \$8,547.67 | \$102,572.00 |
| | VII | \$8,786.92 | \$105,443.00 |
| | VIII | \$9,178.08 | \$110,137.00 |
| | IX | \$9,395.92 | \$112,751.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

HEAL Fellowship

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|-----|--------------|-------------|
| TBD | IV | \$6,755.50 | \$81,066.00 |
| | V | \$7,028.17 | \$84,338.00 |
| | VI | \$7,285.92 | \$87,431.00 |

Resident and Fellow Salary Scale, UCSF School of Medicine - Effective July 1, 2024**Residencies - ACGME-accredited**

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|-----|--------------|--------------|
| 2709* | I | \$7,690.33 | \$92,284.00 |
| 2723* | II | \$7,898.08 | \$94,777.00 |
| | III | \$8,152.42 | \$97,829.00 |
| | IV | \$8,418.08 | \$101,017.00 |
| | V | \$8,704.42 | \$104,453.00 |
| | VI | \$8,975.08 | \$107,701.00 |
| | VII | \$9,226.25 | \$110,715.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

Fellowships - ACGME or ABMS-accredited

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|------|--------------|--------------|
| 2736* | IV | \$8,418.08 | \$101,017.00 |
| | V | \$8,704.42 | \$104,453.00 |
| | VI | \$8,975.08 | \$107,701.00 |
| | VII | \$9,226.25 | \$110,715.00 |
| | VIII | \$9,637.00 | \$115,644.00 |
| | IX | \$9,865.67 | \$118,388.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

Fellowships - Non-ACGME or Non-ABMS-accredited

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|------|--------------|--------------|
| 2733* | II | \$7,898.08 | \$94,777.00 |
| | III | \$8,152.42 | \$97,829.00 |
| | IV | \$8,418.08 | \$101,017.00 |
| | V | \$8,704.42 | \$104,453.00 |
| | VI | \$8,975.08 | \$107,701.00 |
| | VII | \$9,226.25 | \$110,715.00 |
| | VIII | \$9,637.00 | \$115,644.00 |
| | IX | \$9,865.67 | \$118,388.00 |

*Title code is for trainee positions in the CIR-SEIU bargaining unit

HEAL Fellowship

| TITLE CODE | PGY | Monthly Rate | Annual Rate |
|------------|-----|--------------|-------------|
| TBD | IV | \$7,093.25 | \$85,119.00 |
| | V | \$7,379.58 | \$88,555.00 |
| | VI | \$7,650.25 | \$91,803.00 |