

MAINE-DARTMOUTH FAMILY MEDICINE RESIDENCY
SAMPLE 1st Year Intern Employment Contract

The Maine-Dartmouth Family Medicine Residency Program agrees to provide a planned program of post-graduate education conforming to the requirements for accreditation by the American Osteopathic Association (AOA) and the Accreditation Council for Graduate Medical Education (ACGME). Upon successful completion of PGY1, give the intern the opportunity to continue at MDFMR at a PGY2 level for future eligibility for examination for board certification by the American Osteopathic Board of Family Practice (AOBFP) and/or the American Board of Family Medicine (ABFM).

It is understood that employment will be governed by the Residency's policies and procedures manual which is incorporated into this contract by reference.

Residency will:

1. In consideration of the faithful discharge of duties and responsibilities, pay you a salary of at least \$49,277 for the contract year to be paid on a pro-rata basis on the 15th and last day of each month over the course of the contract.
2. Maintain a program of benefits which is summarized below and described in detail in the Intern Benefits and Policy Handbook which is given to all interns and discussed in detail during orientation prior to beginning formal training.

Benefits include but not limited to:

- Group health insurance and the ability to purchase family group health insurance for with pre-tax dollars;
- Long-term disability insurance;
- Life insurance and the ability to purchase life insurance for spouse and dependents;
- Accidental death and dismemberment insurance and the ability to purchase same for spouse and dependents;
- Ability to contribute to a tax-sheltered annuity account;
- Ability to contribute to medical and daycare reimbursement accounts.
- Memberships to AAFP for all interns, ACOFP, AOA membership for all osteopathic interns
- Continuing education money and time away
- Professional malpractice insurance from a malpractice carrier chosen by MDFMR, with limit values of at least one million/three million (1M/3M) for the policy period, and with tail coverage after the intern leaves for all medical acts performed while at the Residency
- Cost of obtaining a temporary educational certificate to practice medicine, issued by the State of Maine
- An EAP program whereby the intern has access to free counseling.

Leave Benefits include:

- Eighteen days of paid leave and 9 paid holidays away from the program per intern's academic year, for non-educational purposes. This time is not cumulative from year to year and unused time will not be paid out at the end of the intern's academic year. In addition there is a program of leave benefits for emergency absence and extended sickness.
- Up to 12 weeks of Family Medical Leave. For maternity/paternity leave, 4 weeks will be paid leave, the remainder will be unpaid or paid if the intern has paid leave time remaining.
- Time away for taking national boards;
- Time away and support for continuing medical education, including additional time for ATLS.

Because time away restrictions exist for the American Board of Osteopathic Family Practice and the American Board of Family Medicine, interns should consult the ABOFP and ABFM requirements for certification.

3. Give 1st year interns an allowance of up to \$750 for moving expenses, based on actual expenses incurred and receipts provided to MDFMR. The Residency expects the intern to honor his/her contract and give at least four month's notice should the intern decide to leave the program. This allowance shall constitute an advance or loan to the Intern that will be forgiven only upon successful completion of this full contract term. Early termination by the Intern will require immediate repayment and Intern authorizes MDFMR to deduct any reimbursed moving allowance loan from the Intern's final paycheck.
4. Provide call rooms for night calls.
5. Provide meals for the intern whenever he/she is on duty or on call

6. Provide interns with 4 sets of scrubs to be used during their time at MDFMR. Interns are responsible for the laundering of their own scrubs.
7. Interns and Residents may annually nominate from among their number a representative to Residency's Board of Directors. Residency further agrees that the intern / resident staff may nominate each year a resident or residents to be considered by the Director for appointment as chief resident and associate chief.
8. Provide a series of policies, some of which are summarized below, and all are described in detail in the Intern Policy and Benefits Handbook. Some of which are summarized below:
 - a) The Residency has a Performance Improvement Policy made up of Remediation, Due Process and Grievance Policies. The goal of the Remediation and Due Process policies is to work with Interns to achieve success within the program. Actions of these 2 processes vary and are further explained in the Intern Handbook. After Remediation and/or Due Process, Interns have the opportunity of invoking the Grievance Policy if the Intern feels decisions made are not considered satisfactory. Interns should see the Intern manual for further explanation.
 - b) MDFMR has a Substance Abuse Policy, whereby violation could result in discipline or possible termination.
 - c) Per its personnel policy, any kind of harassment by its employees or to its employees will not be tolerated by the Residency. Such behaviors will lead to appropriate actions being taken.
 - d) New contracts will be given to interns being promoted at least 4 months prior to the end of the current contract. If renewal of the intern contract is in question, whenever possible MDFMR will give notice of the possibility of non-renewal four months prior to the expiration of the existing contract. In most circumstances, questions of contract renewal will be preceded by or concurrent with implementation of remediation or due process. In all circumstances, the Grievance Procedure may be implemented by the Intern if he/she is not satisfied by the outcome of contract renewals.
 - e) Duty hours will be assigned to meet ACGME duty hour rules, and all but one of AOA duty hour rules. For minimum hours rest between duty hours and after in-house call, MDFMR follows ACGME rules of 10 hours for all MD and DO interns. Residency personnel monitors that all Interns stay in compliance with these rules. Interns who violate the rules will be notified by the Director or his representative.

Intern agrees to:

1. Conform to the rules and regulations of the Hospitals participating in the Residency program and to the rules and regulations of the Residency itself.
2. Fulfill the educational requirements of the Residency; to execute conscientiously to the best of his abilities and with due care the professional duties and responsibilities of his/her position, and to conduct himself/herself in a professional manner at all times while engaged on any service rotation, call duty, or activity associated with the residency.
3. Prior to beginning or advancing his/her residency training, the resident will complete the necessary paperwork required for a temporary education certificate issued by the State of Maine Board of Licensure in Medicine.
4. Before beginning PGY1, provide documents proving successful completion of medical school training and passage of Part I of USMLE exams for allopathic Interns, Parts 1 and 2 of COMLEX for osteopathic Interns, or equivalent for foreign medical school graduates which include a valid ECFMG certificate.
5. Prior to being promoted to PGY2, meet the promotion criteria outlined in the resident handbook, which includes documentation of passage of National Boards that apply: USMLE Part II, COMLEX 1,2,3 or equivalent for foreign medical school graduates.
6. Conform to duty hour rules as outlined by ACGME and AOA and listed in the Intern Handbook, except for rest periods which will be no less than 10 hours for all MDs and DOs.
7. Perform rotational responsibilities including call. Call duties will meet duty hours as stated in Item 6.
8. Obtain and pay for personal housing.
9. Use any property granted for use in a professional manner, understand that the property will remain the property of and be returned to MDFMR in the same working condition as when it was received, fair wear and tear accepted.

