

HIGHLIGHTS OF UNM HOUSESTAFF BENEFITS

LEAVE:

ANNUAL	All housestaff earn 21 days of annual leave per contract year (15 weekdays, 6 weekend days).
SICK/HEALTH	All housestaff earn 21 days of sick leave per contract year (15 weekdays, 6 weekend days).
MATERNITY/ PATERNITY	All houseofficers earn 14 days of maternity or paternity leave per contract year (10 weekdays, 4 weekend days).
FAMILY	Family leave comprises available annual and sick leave, with further leave of absence without pay (under FMLA) possible to bring the total to 4 months. Health insurance premiums are paid by UNM during months taken as leave without pay during approved family leave.
EDUCATIONAL	Five days paid leave to present papers, take exams, or attend educational seminars may be granted per contract year with advance approval by the program.
PROFESSIONAL	Paid leave of up to total five days per duration of the residency or fellowship training program for the purpose of interviewing for professional employment or further medical training.
CATASTROPHIC LEAVE	Catastrophic leave must be approved and requested in writing. It is to be used after sick and most annual leave are exhausted and offers continued pay status, not to exceed sixty (60) days.
HOLIDAYS	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve.
WELLNESS	½ day per quarter, or saved for 1 day per half year, for each year per contract.

INSURANCE:

HEALTH	Health care coverage for housestaff and their dependents is available through Blue Cross/Blue Shield. Care or referrals obtained from a UNM provider at the UNM Health Sciences Center require no deductible or co-payment for most services, including hospitalizations. The resident's share of the premium for this flexible plan, which can be used alternately as a PPO and as a traditional indemnity plan involving deductibles and monthly co-payments, is currently \$89.41 for individual coverage and \$259.27 for family coverage while participating in the residency program. Employee contribution is subject to annual change based on cost. The plan may be continued for up to 18 months past the end of residency training through COBRA, in which case the insured pays the entire monthly premiums.
DISABILITY	Disability insurance is provided to housestaff. Monthly shared cost is \$1.53 per month for trainees. After 90 days of disability, the plan pays 60% of salary up to age 65, up to a policy maximum. This plan can be converted to an individual policy upon termination with the University. http://app.hsac.com/unmgme
LIFE	The University carries \$75,000 group life coverage on housestaff. The policy also contains an accidental death and dismemberment component.
DENTAL	Dental insurance is available for housestaff and their dependents. Individual coverage costs the houseofficer \$8.00 per month. Family coverage costs \$20.40 per month.
VISION	Vision coverage is available for Housestaff and eligible dependents. Individual coverage is \$1.30 per month, while family coverage is \$2.80 per month.
PROFESSIONAL LIABILITY	While engaged in residency/fellowship program activities, housestaff are covered by the State of New Mexico Risk Management Division, pursuant to the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978. Insurance of the per occurrence type will be provided under that act. This does not extend to external moonlighting activities.

MISCELLANEOUS:

CALL ROOMS	Provided at University Hospital and the VAMC.
MEALS ON CALL/IN HOUSE	Provided at University Hospital and the VAMC.
403(b) PLAN	Voluntary tax-deferred salary reduction plan available.
HEPATITIS B VACCINE	Available at no cost to housestaff.
NUSENDA CREDIT UNION	Eligible for membership; branch office close to hospital.
EDUCATIONAL FUNDS	A minimum of \$600 per year for academic purposes.
USMLE Step III / COMLEX III	Exam fee paid by GME for the first attempt during the HOII year
PARKING	Available at reduced rates of \$40/yr in University Hospital lots.
TUTORSHIP REIMBURSEMENT	Up to 8 hrs/semester (4/summer) for academic credit toward a degree (e.g., masters) in health-related field. Expenses must be filed within 30 days of being incurred, and documentation of successful completion of the course/program provided at the end.
WORKOUT FACILITIES	Tennis, golf, pool and gym facilities are available to housestaff and dependents through the Johnson Gym.
UNIFORMS	White coats, laundry service provided by UH central supply.
UNION	All residents are eligible to join the UNM branch of the Committee of Interns and Residents, http://www.cirseiu.org

REQUIREMENTS TO TRAIN AT UNM:

ELIGIBILITY	Graduate of an LCME accredited medical school in U.S. or Canada, or Graduate of an AOA accredited osteopathic school in U.S. International Medical Graduate with a valid ECFMG certificate or Fifth Pathway completed in an LCME-accredited medical school. Only graduates of schools approved by the California Medical Board are eligible for training licenses in New Mexico. U.S. citizen, US permanent resident with a valid work permit, visitor with a J-1 Visa. *Trainees will not be allowed to participate in any educational activity, including orientation, until all work authorization documentation is received at the Office of GME. DS 2019 must be indicated by the ECFMG as complete one week prior to start date. Non-NRMP trainees will be subject to withdrawal of offer to train at UNM HSC for failure to comply.
SELECTION	UNM sponsored programs participate in the NRMP and other specialty matches to fill positions. The University is an Equal Opportunity employer.
LEVEL OF APPOINTMENT	The level or appointment within the training program is determined by the number of years of postgraduate training approved by the RC and certifying board of the current specialty.
LICENSURE	The NM Board of Medical Examiners issues a training license through the GME office to houseofficers to participate in residency programs. Any activity outside the training program (i.e., external moonlighting) requires an unrestricted New Mexico license to practice medicine.
EDUCATIONAL ACTIVITIES	Housestaff participate in the teaching programs and educational activities of their individual departments under the guidance and direction of the Division Chief, Department Chair, Program Director and the Chief of Service / Medical Director to which they are assigned.
USMLE STEP III / COMLEX III	Application must be made to Federation of State Medical Boards approximately one month prior to end of Intern year. All residents must pass USMLE Step III or COMLEX III. Application for unrestricted medical license or Public Service license must be made at the same time from NM Medical Board in Santa Fe.
DRUG SCREEN	Urine Testing is required for some affiliated institutions.
Salary 8/1/2020	HO I \$55,515 HO II \$57,315 HO III \$59,401 HO IV \$61,599 HO V \$64,268 HO VI \$66,633 HO VII \$69,363

**THE UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION AGREEMENT**

The Regents of the University of New Mexico, a body corporate, acting through the Associate Dean for Graduate Medical Education (GME) of the University of New Mexico School of Medicine (hereafter called the University), hereby designates [REDACTED], a Post-Doctoral Fellow in the University training program and, in addition, employs [REDACTED], as (a) House Officer IV in [REDACTED]

The terms of the post-doctoral fellowship and the terms of the employment are as set forth below:

A. SALARY.

For service to be rendered, the House Officer will receive an annual salary of IV during the fiscal year 2020-2021.

Benefits and conditions of employment are on the back of this document.

B. RESPONSIBILITIES. The House Officer shall:

1. **Services:** Act in accordance with the standards of the ACGME and TJC as house staff physician for patients at the hospital to be selected by hospital physicians. Either the Program Director or a patient's attending physician may delineate the degree of responsibility expected of each House Officer for each patient. House Officers will perform other duties as directed from time to time by the Program Director and/or attending physician.
2. **Educational Activities:** Actively participate in the teaching programs and educational activities for his/her individual educational advancement, under the guidance and direction of the Program Director and Chief of the Service to which assigned. Educational activities include but are not limited to House officer orientation, seminars, conferences, and committee participation. Through these activities, the House Officer is expected to achieve competency in the following areas: patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, and wellness. House Officers are expected to provide confidential written evaluation of the faculty and the program annually.
3. **Other Responsibilities:** Included in the GME Regulation and Benefit Manual.

C. TERM AND TERMINATION.

1. This agreement shall not become effective until such time as the regulations governing licensure of physicians in the State of New Mexico have been met.
2. This Agreement shall be for the period beginning at 8:00 a.m. on 07/01/2020, and ending at 8:00 a.m. on 06/30/2021.
3. In the event of voluntary termination by the House Officer, he/she shall render due notice of resignation from the training program in writing, to the Program Director, Department Chairman and the Office of Graduate Medical Education no less than thirty (30) days prior to his/her final day of duty
4. The University reserves the right to terminate this contract for services or fellowship, or both, or to take other appropriate action, including temporary suspension, if the House Officer violates the terms of this agreement or if his/her academic or clinical performance is unsatisfactory. Upon termination, all financial obligation of the University ceases. The Associate Dean for Graduate Medical Education is authorized to initiate University action under this paragraph.
5. The Chiefs of Service, Program Directors, Medical Directors or Hospital Administrators of the University of New Mexico Affiliated Hospitals may terminate the activity of the House Officer in any of the affiliated hospitals for violations of hospital policy. Any such termination will not automatically terminate this contract.
6. House Officers are subject to the guidelines stated in the GME Benefit and Regulation Manual on resident closure and reduction of program.

REGENTS OF THE UNIVERSITY OF NEW MEXICO

House-officer Signature

Date: _____

Joanna Fair, MD, PhD
Associate Dean, Graduate Medical Education

Date: _____

D. BENEFITS:

1. **Benefits:** The following benefits will be provided in accordance with established policies and procedures as set forth by the University of New Mexico School of Medicine, Division of Graduate Medical Education, and as may be amended from time to time and are hereby made a part of this Agreement as set forth in the GME Regulation and Benefit Manual.
 - a. **Leave:** Educational, annual, sick, maternity/paternity/family leave, catastrophic, military, wellness, bereavement, and leave of absence. Additional information on each is available in the GME Regulation and Benefit Manual. Quantity of leave may extend required training based upon House Officer specialty.
 - b. **Insurance:** House Officers are provided health, dental, vision, disability, and life benefits. Health, disability and life benefits for House Officers are effective the day a contract is executed. For dental and vision information, see GME Regulation and Benefit Manual. For additional information on spouses, family and qualified domestic partners see GME Regulation and Benefit Manual.
 - c. **Support Services:** Counseling, medical, psychological, educational assessment and services.
 - d. **Other Benefits:** Living quarters (callrooms), uniforms, meals (on call), parking (reduced fee) and security.
2. **Professional Liability Insurance:** Professional Liability of the House Officer is regulated by the New Mexico Tort Claims Act. A copy of the certificate of insurance is provided at the point of hire, and copies are available in GME. Professional Liability with Tail Coverage will be provided for the House Officer in accordance with the Act. Professional Liability will be provided for professional activities outside the training program (moonlighting, etc.) when those activities are coordinated by the University of New Mexico. Legal defense is provided by the State of New Mexico.

E. CONDITIONS OF EMPLOYMENT:

1. **Health Screen Questionnaire:** Provide documentation on or before the effective date of this Agreement that he/she is in good physical health.
2. **Cardio-Pulmonary Resuscitation:** Provide documentation of certification in basic Cardio-Pulmonary Resuscitation techniques for the term of this Agreement. See GME Regulation and Benefit Manual for ACLS, PALS, and ATLS requirements
3. **Places and Hours of Duty:** Serve in accordance with the standards of the ACGME and specific RRCs as appointed in all hospitals, clinics, and in all activities to which assigned in the University of New Mexico Affiliated Hospitals' teaching program as prescribed by the Director of his/her particular training program. The parties recognize and agree that it may be necessary to alter the duties and activities set forth in Paragraph B in order to meet the needs of the program. House Officers must report duty hours weekly. Refer to GME Regulation and Benefit Manual.
4. **Standards of Performance:** Perform the duties prescribed for him/her by the hospital or by a staff doctor or department of the hospital in a competent, efficient, satisfactory and courteous manner in strict accordance with the professional and ethical standards of the medical profession. The UNM GME Code of Professional conduct is described in the GME Regulation and Benefit Manual. The services of the House Officer will be devoted solely to the advancement of the program of this hospital, except such other services as may be approved in advance in writing by the Program Director. Each House Officer will notify the Office of GME of any investigations by the NMMB or other agency.
5. **Rules and Policies:** Comply with applicable personnel policies or professional staff rules at the hospital, clinic or activity to which assigned.
6. **Harassment:** Sexual and other forms of harassment will not be tolerated. Refer to GME Regulation and Benefit Manual and UNM Policy for additional details.
7. **Physician Impairment:** House Officers are subject to the guidelines as stated in the GME Regulation and Benefit Manual.
8. **Non Competition Clause:** House Officers are not subject to such clauses.
9. **Accommodations for Disabilities:** Americans with Disabilities Act, see UNM Policy 3110.

F. REAPPOINTMENT:

For reappointment to the next higher level of training, each resident physician must complete a new residency agreement (contract) and have been recommended by their department for promotion to the next level of training. Determination regarding a decision not to reappoint will be made by the Program Director in consultation with the Department Chair and the Associate Dean for Graduate Medical Education.

1. **Promotion and Nonrenewal:** See GME Regulation and Benefit Manual for policy on promotion and nonrenewal.
2. **Timely Notice:** House Officer will be given timely notice of non-reappointment.
3. **Grievance Procedures:** See GME Regulation and Benefit Manual for grievance procedures.

G. GRIEVANCE PROCEDURE/EDUCATION AND WORK ENVIRONMENT:

House Officers are provided with an educational and work environment in which they may raise and resolve issues without fear of intimidation or retaliation. House Officers are subject to the GME grievance procedure as outlined in the GME Regulation and Benefit Manual.

H. CERTIFYING BOARDS:

Each program will be responsible for providing House Officers with a written policy in compliance with its program requirements concerning the effects of leave, for any reason, on satisfying the criteria for completion of the residency program; and information relating to the access to eligibility for certification by the relevant certifying board.

I. INSTITUTIONAL CLOSURE/PROGRAM REDUCTION/DISASTER:

House Officers are subject to the policy as outlined in the GME Regulation and Benefit Manual.

J. ACADEMIC OR DISCIPLINARY ACTION:

If the University imposes academic sanctions or takes disciplinary action against the House Officer in his/her capacity as a student, such action will be taken in accordance with the established rules of the University, the School of Medicine and the applicable clinical department covering such matters.

K. SUPERVISION: Supervision policy HSC, see GME Regulation and Benefit Manual.

L. MOONLIGHTING:

House Officers are subject to the moonlighting policy as stated in the GME Regulation and Benefit Manual.

M. GME BENEFITS MANUAL:

This Agreement and the GME Regulation and Benefit Manual represent the entire agreement between the undersigned parties, and the sole remedy for breach shall be pursuant to the GME Regulation and Benefit Manual.

Signature of this contract acknowledges the above, and receipt of University of New Mexico House Officers and University Regulation and Benefit Manual 2020-2021 (hereafter referred to as GME Regulation and Benefit Manual); both are incorporated as part of this agreement.

N. VENDOR: See HSC personnel and conflict of interest policies governing vendor-resident interactions.

Eligibility and Selection Requirements

ELIGIBILITY:

To be eligible for a training position, a physician must be a graduate of an LCME accredited medical school in the United States or Canada or an AOA accredited Osteopathic school in the United States. Graduates of international medical schools must hold a current valid ECFMG certificate, or possess a full and unrestricted license to practice medicine in the state of New Mexico, or have completed a Fifth Pathway program in an LCME accredited medical school.

All Houseofficers must have valid work authorization to be eligible to participate in a residency or fellowship program at UNM. Foreign medical graduates who do not possess valid work authorization prior to beginning their program must seek a valid work authorization through the Educational Commission for Foreign Medical Graduates (ECFMG) in the form of a J-1 training visa. UNM Graduate Medical Education does not sponsor individuals for employment-based visas, including but not limited to H-1B visas. Houseofficers who do not obtain, renew, or maintain valid work authorization will not be allowed to participate in their residency or fellowship program during the period in which work authorization is not valid. Houseofficers who are unable to obtain sponsorship or renewal of a J-1 visa through the ECFMG within sixty (60) days of their start date in a residency or fellowship program or the renewal date of the J-1 visa may be released from their training program. Houseofficers who lose their work authorization for any reason have sixty (60) days from the loss of the work authorization to obtain a valid work authorization; failure to do so may result in their release from their training program. Eligibility for training at UNM does not guarantee future eligibility for granting of an unrestricted professional license by the New Mexico Medical Board.

HOUSEOFFICER EXCLUSIONS FROM FEDERAL PROGRAMS (OIG/GSA):

University standard and federal law requires all Houseofficers to be investigated through the US Department of Health and Human Services Office of Investigator General (OIG) and Government Services Administration (GSA). The OIG and the GSA have the authority to exclude individuals and businesses who have engaged in fraud of Medicare, Medicaid, or other Federal health care programs from receiving payment or reimbursements from a Federal health care program. Federal programs include NIH, Medicare, Medicaid, Tricare, Veteran Programs, and others. Cases for exclusion include: convictions for program related abuse, patient abuse, licensing board actions, and default on health education assistance loans.

Houseofficers must be eligible for employment as verified by the US Department of Health and Human Services Office of Inspector General (OIG) and the Government Services Administration (GSA). Individuals on the OIG/GSA Exclusion List will not be considered for hire. Once hired, periodical checks will be made for eligibility of continued employment. Houseofficers who appear on the list after the initial hiring will be excluded from the UNM HSC training programs. Houseofficers will have the right to the appeal process developed by the US Department of Health and Human Services Office of Investigator General.

The Office of Graduate Medical Education will be responsible for the initial check on OIG/GSA and EPLS databases. Thereafter, a periodic list of Houseofficers physicians will be provided to the HSC Compliance Office. The Houseofficers Physician Contract will include an acknowledgement by the Houseofficers that they have not been disqualified from the CMS list of physicians.

SELECTION:

UNM sponsored programs participate in the National Residency Matching Program and other specialty matches to fill their positions. The University is an Equal Opportunity employer and makes selections based on the preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs do not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, sexual orientation, ancestry, or medical conditions or ACGME required status.

LEVEL OF APPOINTMENT:

The level of appointment within the training program is determined by the number of years of Postgraduate and graduate training. The verification of the level of competency which are approved by, and acceptable to the Department, Institution, Residency Review Committee, and certifying board of the particular specialty of pursuit.

University of New Mexico
Graduate Medical Education
Eligibility and Selection Criteria

Eligibility

Resident Physician applicants must be a member of one of the following categories to be eligible for participation in training:

- A graduate of an LCME (Liaison Committee on Medical Education) accredited medical school in the United States or Canada
- A graduate of an AOA (American Osteopathic Association) accredited Osteopathic school in the United States.
- Graduates of medical school outside of the United States or Canada must meet one of the following qualifications:
 - Possess a valid certificate from the Education Commission for Graduate Medical Education
 - Possess a full and unrestricted license to practice medicine in the state of New Mexico.
- Completion of a fifth pathway program in an LCME accredited medical school.

Employment Eligibility

At the time of employment the applicant must fit into one of the following categories:

- US Citizen
- Valid US alien work authorization card
- J-1 Visa sponsorship by the ECFMG to train at UNM HSC

Selection

The University of New Mexico strives to hire the best qualified candidate we can while maintaining our commitment to affirmative action principles. Programs do not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, sexual orientation, ancestry, or medical conditions.

Programs establish additional criteria consistent with RRC and board requirements, such as score requirements on USMLE, successful completion of prior training, etc.

The University sponsors all Intern level positions through the National Residency Matching Program. Various other departments fill their positions through the subspecialty match for their specific discipline. ***Residents hired outside of the Match must have a signed release if they have previously matched with another institution for the same year of training.***

Programs that accept residents who transfer from other ACGME training programs must obtain a written or electronic confirmation of previous educational experiences and a summative competency based performance evaluation. Program directors must also provide timely verification of the above for those leave UNM programs.

Level of Appointment

The level of appointment within the training program is determined by the number of years of postgraduate and graduate training. The verification of the level of competency which are approved by, and acceptable to the Department, Institution, Residency Review Committee and certifying board of the particular specialty of pursuit.

**The University of New Mexico
Graduate Medical Education**

Resident Physician OIG/GSA Exclusions

University standard and federal law requires all Resident Physicians to be investigated through the US Department of Health and Human Services Office of Inspector General (OIG) and Government Services Administration (GSA). The OIG and the GSA have the authority to exclude individuals and businesses who have engaged in fraud of Medicare, Medicaid, or other Federal health care programs from receiving payment or reimbursements from a Federal health care program. Federal programs include NIH, Medicare, Medicaid, Tricare, Veteran Programs, and others. Cases for exclusion include: convictions for program related abuse, patient abuse, licensing board actions, and default on health education assistance loans.

Resident Physicians must be eligible for employment as verified by the US Department of Health and Human Services Office of Inspector General (OIG) and the Government Services Administration (GSA). Individuals on the OIG/GSA Exclusion List will not be considered for hire. Once hired, periodical checks will be made for eligibility of continued employment. Residents, who appear on the list after the initial hiring, will be excluded from the UNM HSC training programs. Residents will have the right to the appeal process developed by the US Department of Health and Human Services Office of Inspector General.

The Office of Graduate Medical Education will be responsible for the initial check on OIG/GSA and EPLS databases. Thereafter, a periodic list of Resident Physicians will be provided to the HSC Compliance Office. The Resident Physician Contract will include an acknowledgement by the Resident that they have not been disqualified from the CMS list of physicians.

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