



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

DATE

Trainee's Legal Name

Trainee's Email Address

Dear Dr. Trainee's Last Name,

It is our pleasure to offer you an appointment to the Housestaff in the Department of Department Name at the University of California San Francisco ("UCSF") for the academic year of 2025 - 2026. 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 DATE and ending DATE. 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 Name of Program, Residency/Fellowship, ACGME Program will be PGY#. 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 \$xxx,xxx.00. Actual earnings may vary depending upon hospital rotation assignment. Due to ongoing union negotiations, we will continue to use the AY24-25 salary scale until the new scale is determined. The effective date and retroactivity of any adjustments to the salary scale will be subject to the results of the union negotiations. 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/gme-resident-and-fellow-resources>. In particular, please note the following policies, procedures, benefits and resources:

- Resident and fellow responsibilities
- Leave, including vacation, education, sick/medical, caregiver and parental, as well as the effect of leave on the ability of trainees to satisfy requirements for program completion and compliance with applicable state and federal law
- Professional liability insurance (including tail coverage and pertinent information regarding coverage)
- Conditions for reappointment and promotion to a subsequent PGY level
- Conditions of non-renewal of appointment
- Counseling services/physician impairment
- Program closure/reduction
- Health insurance and benefits for residents/fellows and their eligible dependents
- Disability insurance for residents/fellows
- Grievance and due process
- Moonlighting



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- Clinical and educational work hours
- General competencies
- Gender, sexual, and other forms of harassment
- Restrictive covenants
- Background screening
- Affiliations

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 clinical and educational work hours policy is consistent with ACGME and/or ABMS requirements. Trainees must become and remain educated in the clinical and educational work hour 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.

Available resources related to providing support and help for residents and fellows with disabilities can be found at the UCSF Disability Management Services website (<https://hr.ucsf.edu/teams/disability-management-services>).

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 and appointment is conditioned upon successful completion and results of a background check, signed attestation and accredited training verification form(s) (if applicable), including any related inquiry, investigation, or review that UCSF deems appropriate. This offer and appointment is also contingent upon you clearing an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct and provide information related to investigations and appeals. Accordingly, UCSF may revoke its offer or appointment, 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. PD First and Last Name
Training Program Director

Chair First and Last Name, MD
Professor and Chair of Department Name

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

Trainee First and Last Name

Date