

# NOTIFICATION OF TERMS AND CONDITIONS OF APPOINTMENT OF RESIDENTS

a. **Appointment:**

This appointment is authorized by Charleston Area Medical Center (CAMC) and is subject to provisions of the rules, regulations and policies of the governing board.

b. **Resident:**

The word "Resident" is used in this document to mean any physician (M.D. or D.O.), dentist, pharmacist, or psychologist performing as a resident, intern or fellow within an accredited or non-accredited graduate educational program of CAMC.

c. **Conditions of Employment:**

Consistent with the provisions of the rules, regulations and policies of CAMC and the requirements set by accrediting boards and regulatory agencies, the appointment, continued appointment and/or compensation and benefits of the position is contingent upon fulfillment of the responsibilities of the position during the term of the appointment, the availability of funding and the conditions listed below. Failure to comply with these conditions may jeopardize resident's completion of the residency program or delay resident in the completion of the residency program.

- 1) **License to Practice Medicine/Dentistry:** If West Virginia law requires resident to hold a current license for practice in his/her specialty, the appointment is subject to the Resident maintaining an unrestricted license from the State of West Virginia and from any other state's licensing authority where the resident may be assigned. Upon renewal of a required license, resident must provide a copy of current license renewal to the GME office immediately. Resident shall notify the GME office of any action threatened or taken against his/her license.

If resident has or elects to obtain a license during residency where the license is not required by law, resident shall provide documentation of licensure to the GME office along with any renewal information and any action threatened or taken against his/her license.

Residents participating in non-accredited fellowship programs may be required to maintain an unrestricted license from the State of West Virginia. If required, Resident shall provide documentation of licensure to the GME office along with any renewal information and any action threatened or taken against his/her license.

All licensure requirements as defined by state law and CAMC must be met prior to entry into the residency and to continue residency.

Pharmacy residents must be licensed by the West Virginia Board of Pharmacy. If licensure cannot be obtained by July 15<sup>th</sup> then residents will be required to obtain an intern license. Failure to obtain a pharmacist license by October 31<sup>st</sup> will result in dismissal from the program.

- 2) **US Citizen or Visa Status:** All Residents must be United States citizens, be able to obtain a permanent or J-1 Visa prior to entry into the program and maintain visa status for continuation of the program. CAMC requires foreign medical graduates to meet all requirements of the Educational Commission for Foreign Medical Graduates (ECFMG) including enrollment in health insurance coverage prior to or upon entry into the program
- 3) **Appointment term:** Appointment of a Resident is contingent upon the ability of the Resident to be physically present at CAMC and to fully participate in the residency program during the term identified in the Resident contract. If a Resident is unable at any time to be present and to fully participate, the program in its sole discretion may allow a grace period of up to thirty (30) days, may alter the initial appointment and duration of term, and may cancel the appointment. Any extension of a grace period beyond 30 days will require the approval of the Designated Institutional Official but in no circumstance is CAMC obligated to hold a position for a new or continuing Resident.

Contracts to Residents will be issued approximately 60 days prior to the beginning of the academic year. Residents may not continue residency beyond a current contract period. The Resident contract year will typically be for a one year term; however, a term may be less than one year in special circumstances. CAMC is not obligated to hold a position for a Resident who has not signed a contract.

- 4) **House Staff Responsibilities:** Appointment or reappointment is conditional upon the Resident obtaining and maintaining permission to work at CAMC and other affiliated hospitals or institutions to which the Resident is assigned by the program and CAMC. The Resident shall be subject to all policies, rules, and regulations of those hospitals or other locations of assignment.
- 5) **Education and Service Responsibilities:** Appointment is conditional upon Resident maintaining physical and mental ability to perform or to be assigned to patient care and education responsibilities with or without reasonable accommodation.
- 6) **Resident and Employment Policies:** Resident must comply with the rules, policies and procedures of the CAMC Health System. These policies include benefit options, conditions of living quarters, meals, professional liability, health and disability insurance and others and may be accessed on the web site at <http://camc.wvu.edu>.
- 7) **Specific Assignments:** Specific assignments of this appointment will be determined by CAMC or designated representatives of CAMC and reappointment is conditional upon fulfillment of responsibilities as assigned.