

## **CLINICAL TRAINEE CONTRACTS**

Partners requires that a statement of graduate trainee benefits and responsibilities (that is, a contract) be issued to each resident and clinical fellow annually. Matriculants must sign their initial contract **by July 1<sup>st</sup>**, or upon arrival if earlier. Returning residents and clinical fellows should sign a renewal contract prior to the expiration date on the current contract. Two contract templates are provided below.

You do not need to issue a contract now to candidates who have matched to your program but will not matriculate until July 1, 2010 or later. However, your *offer letter* should contain the following text and a copy of the USMLE Completion Requirements Policy (located on the GME website, address below).

“This offer is contingent upon satisfactory completion of the hospital credentialing process and satisfaction of the enclosed USMLE Completion Requirements Policy, and other licensure policies that may be in effect at the time.”

### **TRAINEE CONTRACT TEMPLATES**

Both templates described below, and all attachments to the respective contracts (these are specified at the end of each template), can be obtained at

[http://www.partners.org/research/gme/research\\_gme\\_trainee.html](http://www.partners.org/research/gme/research_gme_trainee.html)

#### **• Template for Residents and ACGME-accredited fellows**

This template should be used to generate contracts for all Interns and Residents, and for Clinical Fellows who are “actively enrolled” in an ACGME program—that is, the fellow’s program ***year*** is accredited, and they will be listed in the ACGME ADS system for the coming AY. In addition to the contract and attachments, please be sure to give each trainee a copy of your ***program-specific*** Supervision and Duty Hours Policies prior to matriculation.

#### **• Template for non-ACGME clinical fellows**

This template should be used to generate contracts for clinical fellows in training ***programs*** or training ***years*** that are ***not*** accredited by the ACGME.

### **GENERATING INDIVIDUAL CONTRACTS**

1. Throughout each template there are instructions about how to fill in the preceding blanks. The instructions appear as ***italicized, green-highlighted*** text; delete these instructions before printing each contract.
2. If using the template for non-ACGME fellows, select appropriate text entries and attachments based on the trainee’s **appointment** (Staff or Fellow).
3. We advise that you print the first page of the contract on departmental letterhead.
4. Once signed by all parties, give a photocopy of the contract plus attachments to the trainee, and retain the original signed copy in his/her folder.

### **TRAINEE SALARIES**

In the context of the current economic situation, decisions about the salary scale for the next year are still under consideration. Thus, as you prepare contracts for incoming residents please use the current AY 08-09 salary scale, posted on the GME website and labeled as the AY 09-10 salary scale. As noted, this issue is still under consideration

and if an increase is subsequently approved then we will provide you with the new scale and the resident salaries will be adjusted accordingly.

1. The Partners Resident Salary Scale for AY 09-10 is to be used by all **residency** programs; fellowship programs may choose either to use it, or develop their own salary scale.
2. Please note that the Partners Education Committee has developed additional guidelines for **resident** salaries and benefits, as follows:
  - o Salaries for each PGY level should be the same across all residency programs; any proposed exceptions should be referred to the GME Office for consideration by the Education Committee;
  - o Departments may provide variable academic funds to residents for reimbursement of educational materials/activities, such as books and travel;
  - o Loans may be made to residents in the event of unusual circumstances, with oversight from the institutional or physicians' organization.