

Graduate Trainee Contracts Policy

- Sponsoring departments must issue a contract to each graduate trainee.
 - Partners Graduate Trainee contract templates should be utilized, with any significant revisions (i.e. non-formatting) approved by the Director or an Associate Director of GME.
 - This contract shall be signed by the graduate trainee and by program leadership no later than the start of the trainee's appointment.
- The following provisions apply to programs that offer successive years of training:
 - The contract shall include information about the criteria for reappointment/renewal.
 - A renewal contract must be issued each year before the expiration date of the current appointment to graduate trainees approved to continue in the program.
 - A decision not to renew a contract other than by mutual agreement will be provided to the graduate trainee in writing. The non-renewal notice will include a brief description of the grounds for this decision and should be delivered at least four months prior to the expiration date of the existing annual contract whenever possible. If the primary reason/s for the non-renewal occur/s within the four months prior to the end of the agreement or if sufficient information necessary for the reappointment decision is not available at least four months prior to the expiration date, the program will provide the graduate trainee with as much advance notification of the intent not to renew as the circumstances will reasonably allow.
 - Graduate trainees may exercise their rights under the Graduate Trainee Adverse Action Process if and when notified that the contract will not be renewed.
- Programs must provide those applicants who are invited for an interview with a written copy of or an electronic link to the current trainee contract template at or before the time of the interview. [Note: ACGME-accredited programs are required to provide other information regarding working conditions and amenities as specified in the ACGME requirements.]
- Graduate trainees cannot be asked or required to sign a non-competition agreement.

Note: Policies approved by the Partners Education Committee apply to GME trainees in programs sponsored by the Brigham and Women's Hospital, Brigham and Women's Faulkner Hospital, Massachusetts General Hospital, McLean Hospital, Newton Wellesley Hospital, North Shore Medical Center, and Spaulding Rehabilitation Hospital.

Revisions Approved by the Partners Education Committee, 04/24/2017

Revised Approved by the Partners Education Committee, February 24, 2014

Revisions Approved by the Partners Education Committee, 03/15/04

Approved by the Partners Education Committee, 12/16/2002