

**2011-2012  
HOUSE OFFICER AGREEMENT OF APPOINTMENT**

**BETWEEN**

\_\_\_\_\_  
**AND**

**BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND  
AGRICULTURAL AND MECHANICAL COLLEGE**

(Hereinafter referred to as “University”), herein represented by Charles Hilton, M.D., Associate Dean of Academic Affairs, Louisiana State University School of Medicine in New Orleans, \_\_\_\_\_, Head, Department of \_\_\_\_\_, Louisiana State University School of Medicine in New Orleans, and \_\_\_\_\_, Program Director of the \_\_\_\_\_ Program in the Department of \_\_\_\_\_, Louisiana State University School of Medicine in New Orleans.

This Agreement of Appointment shall be for one training year effective (date) \_\_\_\_\_ and ending (date) \_\_\_\_\_ in the Program of \_\_\_\_\_ through the Department of \_\_\_\_\_.

**DEFINITIONS:**

For purposes of this Agreement of Appointment, the following terms shall have the meaning ascribed thereto unless otherwise clearly required by the context in which such term is used:

House Officer – The term “House Officer” shall mean and include interns, residents and fellows.

Program – The term “Program” shall mean a Resident and Fellow Training Program of University.

Program Director – The term “Program Director” shall mean the University faculty physician who shall be appointed by University to assume and discharge responsibility for the administrative and supervisory services related to a Program for a Department at University, as set forth in this Agreement of Appointment. One or more Program Directors may be appointed with respect to each Program.

**HOUSE OFFICER RESPONSIBILITIES**

(Department specific responsibilities may be appended to this document)

House Officers are responsible for patient care, teaching, and scholarly activities as discussed at orientation, detailed in the House Officer Manual, and specified in Departmental Guidelines, which are available in House Officers’ Department’s Office. Specific daily responsibilities will be assigned to House Officers on the call schedule and in day-to-day work team meetings.

The position of House Officer involves a combination of supervised, progressively more complex and independent patient evaluation and management functions and formal educational activities. The Department on a regular basis will evaluate the competence of Officers and confidential records of the evaluations will be maintained as departmental property to which House Officers have access.

House Officers shall provide patient care commensurate with their level of advancement; competence and privileges, under the supervision of appropriately credentialed attending teaching staff. House Officers' general obligations include:

- ❑ Providing safe, effective and compassionate patient care.
- ❑ Documentation of care by appropriate and prompt maintenance of medical records, orders, and notes.
- ❑ Developing and understanding of ethical, socioeconomic and medical/legal issues, and cost containment measures in the provision of patient care.
- ❑ Participation in the educational activities of the training program and assumption of responsibility for teaching and supervising other residents and students.
- ❑ Participation in institutional orientation and education programs and other activities involving the clinical staff.
- ❑ Participation in institutional committees and councils to which House Officers are appointed and invited.
- ❑ Performance of these duties in accordance with the established practices, procedures and policies of the University, its programs and clinical departments, and those of other hospitals or institutions to which the House Officer is assigned.
- ❑ Meeting and maintaining Louisiana State Board of Medical Examiners requirements for a permit for physicians in training or unrestricted medical licensure.
- ❑ LSU participates in the Federation Credentials Verification Service. This is described in the House Officer Manual under Resident Eligibility and Selection (rev 2/19/09)

## **FACULTY RESPONSIBILITIES**

The supervising faculty as appointed by the department of will be responsible for providing adequate supervision of the house officer during the course of their educational experience while rotating at all training sites as embodied by both LSU School of Medicine House Staff Policy and Procedure Manual, and affiliating entity department's staff policies. Residents will be expected to be supervised in all their activities commensurate with the complexity of care being given and the residents own abilities and experience.

## COMPENSATION

For and in consideration of services rendered under this Agreement of Appointment, compensation will be provided in accordance with the pay scale determined by the managing entity of the Louisiana Public Hospital System.

For a House Officer (level) \_\_\_\_\_, the salary will be \$\_\_\_\_\_ for fiscal year beginning July 1, 2011.

House Officer level and compensation is based on a resident successfully completing all requirements for academic promotion to the next PGY level. Residents not academically promoted or who must repeat all or part of a year prior to academic promotion will be paid at the current PGY level until academically promoted by the program.(approved by GMEC 1/2011).

Availability of housing, meals, lab coats, etc. will vary among the hospitals to which House Officers are assigned. House Officer work hours vary within acceptable ranges determined by House Officer Program. House Officers are paid on the 15<sup>th</sup> of the month and on the last working day of the month, calculated from the above salary expressed as hourly pay for a 7-day workweek of 8 hours per day.

## INSURANCE

**Health Plans:** House Officers are eligible for the same health insurance/HMO plans as those for state employees or for Health Science Center students. Other health insurance may be chosen if desired and paid for by House Officers. As a condition of employment, House Officers agree to maintain one of these health plans or another plan with equal or better benefits.

**Disability Insurance:** The Graduate Medical Education Office provides Long-term basic disability.

**Medical Practice Liability Coverage:** House Officers providing services pursuant to this Agreement of Appointment are provided professional occurrence liability coverage in accordance with the provisions of Louisiana Revised Statutes 40:1299.39 et seq. House Officers assigned as part of their prescribed training under this Agreement of Appointment to facilities outside the state of Louisiana must provide additional professional liability coverage with indemnity limits set by the House Officer Program. House Officers while engaged in activities outside the scope of the House Officer program are not provided professional liability coverage under LSA-R.S. 40:1299.39, unless said services are performed at Louisiana public health care facilities.

## LEAVE

**Vacation Leave:** House Officers are permitted 21 days (three 7 day weeks) of non-cumulative paid vacation leave in the HO1 year, and 28 days (four 7 day weeks) per level year (HO2 and above ) thereafter, subject to Departmental policy. All vacation must be used in the year earned and may not be carried forward. All vacation leave not used at the end of the academic year is forfeited. (GMEC Feb 2011)

**Sick Leave:** House Officers are permitted 14 days (two 7 day weeks) of non-cumulative paid sick leave per year. Extended sick leave without pay is allowable, at the discretion of the Department and in accordance with applicable law.

**Maternity/Paternity Leave:** To receive paid maternity leave, House Officers must utilize available vacation leave (up to 21 or 28 days depending on the House Officer level) plus available sick leave (14 days), for a total of up to 42 days. Department Heads and/or Program Directors may grant extended unpaid maternity leave as appropriate and in accordance with applicable law. **Paternity Leave:** To receive paid paternity leave, House Officers must utilize available vacation leave and may qualify for unpaid leave under applicable law. Under special circumstances, extended leave may be granted at the discretion of the Department Head and/or Program Director and in accordance with applicable law.

**Educational Leave:** House Officers are permitted 5 (five) total days of paid educational leave to attend or present at medical meetings.

**Military Leave:** House Officers are entitled to a total of 15 (fifteen) days of paid military leave for active duty. All military leave, whether paid or unpaid, will be granted in accordance with applicable law.

**Leave of Absence:** Leave of absence may be granted, subject to Program Director approval and as may be required by applicable law, for illness extending beyond available sick leave, academic remediation, licensing difficulties, family or personal emergencies. To the extent that a leave of absence exceeds available vacation and/or sick leave, it will be leave without pay. Make up of missed training due to leave of absence is to be arranged with the Program Director in accordance with the requirements of the Board of the affected specialty. The Department and University reserve the right to determine what is necessary for each House Officer for make-up including repeating any part of House Officer Program previously completed.

The Office of Graduate Medical Education must be notified of any sick leave extending beyond two weeks. Weekends are included in all leave days. Each type of leave is monitored and leave beyond permitted days will be without pay. Makeup of training time after extended leave is at the discretion of the Department Head and/or Program Director and governed by applicable law.

## **LSU HEALTH SCIENCE CENTER DRUG PREVENTION POLICY**

The unlawful possession, use, manufacture, distribution or dispensation of illicit drugs or alcohol on University property, in the work place of any employee or student of University, or as any part of any functions or activities by any employee or student of University is prohibited.

LSUHSC has adopted a pre-employment drug screening requirement and a drug and substance abuse policy that includes provisions for employee drug-testing. Acceptance of this offer constitutes acceptance of LSUHSC drug screening policy as a condition for employment and adherence to all related institutional policies that may be implemented now or in the future. This offer is contingent on satisfactory completion of a drug screen.

## **REQUIRED IMMUNIZATIONS AND VACCINATIONS**

Incoming House Officers are required to provide proof of the following Immunizations / Vaccinations as conditions of employment:

- TB/PPD skin test or blood test within 4 months prior to start date
- Rubella immunity proven by titer or documentation of two injections of MMR vaccine
- Mumps immunity proven by titer or documentation of two injections of MMR vaccine
- Measles immunity proven by titer or documentation of two injections of MMR vaccine
- Varicella (chickenpox) immunity proven by titer, two injections of varicella vaccine, or reliable history of past varicella infection
- Hepatitis B immunity proven by proof of antibodies to Hepatitis B or documentation of Hepatitis B vaccine
- Td/Tdap vaccination within the past 10 years

Continuing House Officers are required to provide ongoing documentation of the following immunizations to continue employment and be appointed to the next House Officer level:

- Annual TB/PPD skin test or blood test
- Maintenance of Td/Tdap vaccination as needed

Annual TB test results must be turned in on the specified LSU TB form within the House Officer Contract. All vaccination records will be maintained and monitored by the Student Health Department.

## **OUTSIDE ACTIVITIES (Moonlighting)**

Professional activity outside the scope of the House Officer Program, which includes volunteer work or service in a clinical setting, or employment that is not required by the House Officer Program (moonlighting) shall not interfere in any way with the

responsibilities, duties and assignments of the House Officer Program. House Officers must not be required to moonlight. It is within the sole discretion of each Department Head and/or Program Director to determine whether outside activities interfere with the responsibilities, duties and assignments of the House Officer Program. Before engaging in activity outside the scope of the House Officer Program, House Officers must receive the written approval of the Department Head and/or Program Director of the nature, duration and location of the outside activity. Foreign Medical Graduates sponsored for clinical training as a J-1 by ECFMG are not allowed to moonlight or perform activities outside the clinical training program.

All moonlighting activities must be counted in the 80 hours maximum work hour limit. House Officers must track these moonlighting hours into their duty hours and must not schedule moonlighting so as to exceed the 80 hour week. Failure of residents to track hours or to allow moonlighting to cause work in excess of the 80 hours will result in disciplinary action. (Revised June 2007, Feb 2011)

### **OUT-OF-STATE SERVICE**

If rotating to an out-of-state institution, House Officers agree to follow the rules, regulations, and/or by-laws of that institution. Educational objectives and the level of compensation will be established between the institution and the appropriate Department Head. Malpractice coverage must be arranged other than that provided by LSA-R.S. 40:1299.39.

### **SUPPORT SERVICES FOR HOUSE OFFICERS:**

Confidential counseling, medical and psychological support services are available through the LSU School of Medicine Campus Assistance Program (“CAP”) for the house officer voluntarily seeking assistance.

### **DISABILITY**

Please refer to the House Officer Manual (October 2007), and Chancellor Memorandum – 26 [http://www.medschool.lsuhs.edu/medical\\_education/graduate/page\\_programs.asp](http://www.medschool.lsuhs.edu/medical_education/graduate/page_programs.asp) and <http://www.lsuhs.edu/no/administration/cm/> (October 2007).

### **PHYSICIAN IMPAIRMENT POLICY**

House Officers who work at University are expected to report to work in a fit and safe condition. A House Officers who is taking prescription medication(s) and/or who has an alcohol, drug, psychiatric or medical condition(s) that could impair the House Officer’s ability to perform in a safe manner must contact the Louisiana State Medical Society’s Physicians’ Health Program, whose mission is to assist and advocate for physicians who are impaired or potentially impaired as approved by the Louisiana State Board of Medical

Examiners. If a House Officer knows of a physician or colleague who House Officer reasonably believes may be impaired or potentially impaired, House Officer may report that physician to the Physicians' Health Program.

A House Officer who is reasonably believed to be impaired or potentially impaired, but refuses to avail him/herself of assistance shall be reported to the Campus Assistance Program and/or the Physicians' Health Program for evaluation.

### **CANCELLATION/NON-PROMOTION AND RENEWAL/NON-RENEWAL OF AGREEMENT OF APPOINTMENT**

House Officer Agreement of Appointments are valid for a specified period of time no greater than twelve (12) months. During the term of this Agreement of Appointment, the House Officer's continued participation in the House Officer Program is expressly conditioned upon satisfactory performance. This Agreement of Appointment may be terminated at any time for cause. Conditions for re-appointment and non-renewal of the contract are discussed in the House Officer Manual. (Revised October 2007)

Neither this Agreement of Appointment nor House Officer's appointment hereunder constitute a benefit, promise or other commitment that House Officer will be appointed for a period beyond the term of this Agreement of Appointment. Promotion, reappointment and/or renewal of this Agreement of Appointment is expressly contingent upon several factors, including, but not limited to the following: (i) satisfactory completion of all training components; (ii) the availability of a position; (iii) satisfactory performance evaluation; (iv) full compliance with the terms of this Agreement of Appointment; (v) the continuation of University's and House Officer Programs' accreditation by the Accreditation Council for Graduate Medical Education ("ACGME"); (vi) University's financial ability; and (vii) furtherance of the House Officer's Program.

Termination, non-promotion, and non-renewal of this Agreement of Appointment shall be subject to appeal in accordance with the provisions delineated in the House Officer Manual. (Revised June 2007)

### **INSTITUTION/HOUSE OFFICER PROGRAM CLOSURE/REDUCTION**

If University itself intends to close or to reduce the size of a House Officer program or to close a residency program, University shall inform the DIO, GMEC, and the House Officers as soon as possible of the reduction or closure. In the event of such reduction or closure, University will make reasonable efforts to allow the House Officers already in the Program to complete their education or to assist the House Officers in enrolling in an ACGME accredited program in which they can continue their education. (Revised October 2007).

## **SUMMARY SUSPENSIONS**

University, Program Director, or designee, Department Head, or designee, each shall have the authority to summarily suspend, without prior notice, all or any portion of House Officer's appointment and/or privileges, whenever it is in good faith determined that the continued appointment of House Officer places the safety or health of patients or University personnel in jeopardy or to prevent imminent disruption of University operations.

## **RESTRICTIVE COVENANTS**

The ACGME does not allow restrictive covenants. (October 2007).

## **GRIEVANCE PROCEDURES**

Policies and procedures for adjudication of House Officer complaints and grievances related to action which result in dismissal or could significantly threaten a House Officer's intended career development are delineated in the House Officer Manual. Complaints of sexual harassment and/or other forms of discrimination may be addressed in accordance with the policy delineated in the House Officer Manual.

## **DUTY HOURS**

Duty hours must be in accordance with the institutional and ACGME policies. The house officer agrees to participate in institutional programs monitoring duty hours. House Officers who fail to log duty hours or log erroneous duty hours are subject to disciplinary action. Questions about duty hours should be directed to the LSUHSC Graduate Medical Education Office or Ombudsman listed in the House Officer Manual, when they can not be resolved at the program level. (Revised Feb 2011)

## **BOARD CERTIFICATION**

All House Officers should refer to the House Officer Manual for information relating to access to eligibility for certification by the relevant certifying boards.



By signing this Agreement of Appointment, House Officer affirms that House Officer has read and agrees to all the terms and conditions delineated in the House Officer Manual. In addition House Officer agrees to comply with any and all University policies or procedures as are from time to time adopted, authorized and approved by University.

This Agreement of Appointment is not valid until it is executed by: (i) the House Officer; (ii) the Program Director, or designee; (iii) the Department Head or designee; and (iii) the Associate Dean for Academic Affairs or designee.

A copy of this executed contract is available upon request in your program office  
(Revised October 2007).

This document, with any appendices represents the entire agreement between the parties.

\_\_\_\_\_  
House Officer

\_\_\_\_\_  
Program Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Associate Dean for Academic Affairs

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Health Sciences Center

NEW ORLEANS

School of Medicine  
Office of Medical Education

School of Medicine  
School of Dentistry  
School of Nursing  
School of Allied Health Professions  
School of Graduate Studies  
School of Public Health

## Annual TB Skin Test

Name \_\_\_\_\_  
Last First

SSN \_\_\_\_\_

DOB \_\_\_\_\_

Program \_\_\_\_\_

Patient instructed and agrees to return to clinic within 48-72 hours for reading of TB skin test.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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For clinician use only

### Results

NEG@\_\_\_\_\_mm

POS@\_\_\_\_\_mm

Chest XRay      Neg      Pos

Blood Test      Neg      Pos

INH

TB sx discussed w/pt

Provider's Name \_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

*\*The results cannot be read by the individual taking the TB test\**

*Please attach all necessary documentation to this form*

### Positive PPD Screening

(If given a positive result, this form should be completed by your health care provider)

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If PPD positive, document:

1) Date of positive PPD testing: \_\_\_\_\_

2) Treatment: \_\_\_\_\_ Dates: \_\_\_\_\_

3) Chest X-Ray: \_\_\_\_\_ Dates: \_\_\_\_\_  
Results within past 24 months

\_\_\_\_\_  
Screening Practitioner's Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Screening Practitioner's Signature

If you received the BCG Vaccine or if you have previously had a positive PPD test but have not had a chest x-ray within the past 24 months, please respond below:

Are you currently experiencing any of the following symptoms:

- |                      | Yes                      | No                       |
|----------------------|--------------------------|--------------------------|
| • Fever              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cough              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Recent Weight Loss | <input type="checkbox"/> | <input type="checkbox"/> |
| • Hemoptysis         | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Applicant's Signature