

APPOINTMENT TO HOUSE STAFF AGREEMENT

This Appointment to House Staff Agreement (this “*Agreement*”) is entered into as of «Date», by and between THE CHARLOTTE-MECKLENBURG HOSPITAL AUTHORITY d/b/a CAROLINAS MEDICAL CENTER (“CMC”) and «First_Name» «Middle_Name» «Last_Name», «Degree» (“*Resident*”).

Statement of Purpose

CMC desires to appoint Resident as a member of Carolinas Medical Center’s (“CMC”) House Staff participating in CMC’s graduate medical education resident training program and Resident desires to accept such appointment, on the terms and conditions set forth in this Agreement. CMC is an affiliate of Atrium Health and, as such, adheres to certain Atrium Health policies and practices.

In consideration of the foregoing, the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Duration of Appointment

1. **Appointment and Term.** Subject to the terms and conditions of this Agreement, CMC hereby appoints Resident as a member of CMC’s House Staff and assigned to the department of «Program» (“*Program*”) and Resident desires to accept such appointment, commencing on «Date» (first day of Orientation), or such later date that the conditions precedent set forth in Section 13 have been met, and ending on «Date» (the “*Term*”), unless earlier terminated pursuant to Sections 14 and 15.

Financial Support

2. **Salary.** CMC shall provide to Resident an *annual salary of* «Salary», payable in biweekly installments in accordance with Atrium Health’s customary payroll practices. The annual salary may be increased by CMC from time to time. CMC may withhold from any amounts payable under this Agreement such federal, state and local taxes or other amounts required to be withheld pursuant to applicable law.

Benefits, Professional Liability Insurance, and Leaves of Absence

3. **Benefits.** During the Term, CMC shall provide Resident with health and dental insurance, life and disability insurance, and professional liability insurance (including a reporting endorsement (tail coverage)). Atrium Health offers health plan options for Resident and their dependents to select from. Resident is provided with the “*Summary of Benefits and Financial Support*” which details the coverages and options for each type insurance listed in this section. Residents have the option to select one health plan where coverage provided for Resident and eligible dependents/spouse with premium paid by Atrium Health while the other health plan has a significantly subsidized biweekly premiums paid by the Resident. Health insurance coverage begins on the resident/fellow physicians first day of employment and must be renewed annually by the trainee during open enrollment. Health insurance will continue through the final day of residency or fellowship training. CMC shall also provide leave of absence benefits in accordance with CMC’s Graduate Medical Education’s House Staff Policy entitled “*Policy on Medical, Parental, Caregiver and Other Leave*”, *program specific policy* and any such successor policy.

Vacation & Continuing Medical Education

4. **Vacation and Continuing Medical Education.** Resident shall be entitled to twenty (20) weekdays for vacation during the Term. Residents are allowed five days for educational meetings an academic year basis, pending Program Director approval. Such vacation and continuing medical education days must be scheduled with the designated scheduler of the Program and otherwise taken in accordance with CMC’s Graduate Medical Education’s House Staff Policy entitled “*Policy on Vacation*”, “*Scholarly Expense Allowance Policy*”, *program specific policy* and any such successor policy. Vacation or continuing medical education days not taken during the Term may not be carried forward and shall expire if not used during the Term. No additional payments shall be made to Resident for vacation or continuing medical education days not taken upon termination of this Agreement or otherwise.

Clinical and Educational Work Hours & Supervision

5. Clinical and Educational Work Hours and Call Schedules. Resident shall perform his or her duties under this Agreement during such hours as the Program Director may direct in accordance with CMC's Graduate Medical Education's House Staff Policy entitled "***Policy for Clinical and Educational Work Hours***", ***program specific policy*** and any such successor policy, applicable federal, state and local laws, rules, regulations and policies, and Accreditation Council for Graduate Medical Education ("ACGME") requirements. If a scheduled clinical and educational work assignment is inconsistent with such policies, laws, rules, regulations or requirements, Resident shall bring such inconsistency to the Program Director as soon as possible who shall take the necessary steps to reconcile or cure such inconsistency.

6. Moonlighting. Before engaging in any moonlighting activity, Resident must get the approval of the Program Director. They must also follow CMC's "***Moonlighting Policy***", ***program specific policy*** and any such successor policy. Interns or PGY1 Residents are not allowed to moonlight. Resident who have a North Carolina resident training license (RTL) cannot do any external moonlighting. Foreign national Resident with a J-1 visa are also prohibited from moonlighting. All the hours spent in moonlighting must be logged in MedHub for tracking and oversight purposes.

7. Faculty Responsibilities and Supervision. CMC will provide, to the best of its ability, appropriate faculty supervision of Resident at all levels of training to ensure that Resident provides safe and effective care and ensure that Resident is not subjected to responsibilities beyond his/her capabilities. Supervision of residents is detailed in the "***Policy for Supervision of Residents and Fellows***", ***program specific policy*** and any such successor policy.

Obligations & Accommodations

8. Obligations of CMC. During the Term, CMC shall use its best efforts, with available resources, to provide an educational training program and environment that meets the applicable ACGME accreditation standards. In addition, CMC shall provide Resident with timely notice of the effect of leave(s) on the ability of resident to satisfy requirements for program completion and all information related to his/her eligibility for specialty specific board examinations. CMC will provide appropriate meals, sleeping quarters during such times as Resident is taking formal night call, laboratory coats, laundry service for laboratory coats, and parking.

9. Accommodation for Disabilities. CMC will comply with all legal obligations to Residents with disabilities. Procedures for accommodations are set forth in Atrium Health's Human Resource Policy (HR 4.02) entitled "***Disabilities: Teammates and Applicants***" and any such successor policy.

10. Harassment and Discrimination. CMC will not tolerate harassment or discrimination. See Atrium Health's Human Resource Policy (HR 5.07) entitled "***Protection from Discrimination, Harassment and Retaliation***" for further details.

11. Grievance. CMC will provide its residents and fellows with fair, equitable, reasonable, and readily available processes and resources to raise and resolve matters they encounter in the performance of their GME duties. These processes and resources are described in the "***Policy on Grievance***" and any such successor policy.

Resident Responsibilities

12. Certain Obligations of Resident. During the Term, Resident shall do the following:

- a. Participate fully in the educational and scholarly activities of CMC's residency training program;
- b. Use his or her best efforts to provide safe, effective, and compassionate patient care and present always a courteous and respectful attitude toward all patients, colleagues, employees and visitors at CMC and Atrium Health;
- c. Provide clinical services commensurate with his or her level of advancement and responsibilities under appropriate supervision under circumstances and at locations covered by Atrium Health's professional liability insurance maintained for Resident;

- d. Abide by all applicable federal, state and local laws, rules, regulations and policies, including the North Carolina Medical or Dental Board, as applicable, and other appropriate governmental agencies and departments and by the standards required to maintain accreditation by ACGME, the Residency Review Committee and the Joint Commission on Accreditation of Healthcare Organizations and any other relevant accrediting, certifying, or licensing organization, including the legible and timely completion of patient medical/dental records, charts, reports, statistical operative and procedure logs, evaluations, and other documentation required by such agencies and organizations;
- e. Abide by all applicable rules, regulations, bylaws, policies, practices, and procedures of CMC and Atrium Health, its clinical departments and its facilities and the Medical or Dental Staff as in effect from time to time, including the House Staff Policies. A copy of the House Staff Policies in effect as of the date hereof have been provided to Resident as part of the contract package and Resident hereby acknowledges that he or she has read and understands such policies.
- f. All residents and fellows must uphold the highest standards of professionalism, ethics, and respect in their health care practice.
- g. Submit to drug screens (including pre-employment, random, and reasonable suspicion drug screenings) pursuant to Atrium Health's Policy (HR 4.08.) entitled: "Drug and Alcohol Use" and any such successor policy.
- h. Refrain from taking any action or making any statements with the intention or effect of disparaging the goodwill or reputation of CMC or Atrium Health;
- i. Take the USMLE or Comlex Step 3 exam prior to the end of the first year of the Term, or within 90 days after the first year as determined at the sole discretion of the program director; and
- j. Furnish such further information, execute and deliver such other documents, and do such other acts and things, in each case as CMC or Atrium Health reasonably requests at any time for the purpose of carrying out the intent of this Agreement.

13. Conditions Precedent to Effectiveness. This Agreement shall become effective on the date that each of the following conditions has been satisfied:

- (a) The Designated Institutional Official of CMC shall have received (i) a completed ERAS common application form, including an official medical school transcript, (ii) proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.), (iii) a copy of a resident training license (RTL) or full/unrestricted license (as required by Atrium Health) in Resident's name from the North Carolina Medical or Dental Board, as applicable;
- (b) Resident shall have submitted to a pre-employment drug screen under Atrium Health's pre-employment drug screening program and such drug screen shall have been negative;
- (c) During the orientation process, Resident shall have active certification or be scheduled and reasonably expected to obtain relevant life support course or courses (i.e., Basic Life Support, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support (Atrium required course), Advanced Trauma Life Support, and/or Neonatal Resuscitation Program); and
- (d) Resident shall have complied with all other pre-employment requirements of CMC and Atrium Health that are generally applicable to similarly situated residents and employees.

Reappointment and Promotion

14. Reappointment and Promotion to Subsequent PGY level. Resident will be monitored and counseled regarding his or her status within the Program, including whether he or she is on track to reach the milestones as set by the Program in compliance with the "***Policy on Promotion, Appointment Renewal and Dismissal***" and any such successor policy. If the milestones are met in each of the six competencies, Resident shall be appointed to the next PGY level for a subsequent term. If milestones are not reached, CMC may take corrective action, up to and including suspension or termination in accordance with the policy entitled "***Policy for Due Process***" and any such successor policy.

Termination & Due Process

15. Termination and Due Process. This Agreement is subject to termination prior to expiration of the Term in accordance with CMC's Graduate Medical Education's House Staff Policy entitled "*Policy on Resident/Fellow Discipline*" and "*Policy for Due Process*" and any such successor policies as follows:

- (a) If milestones are not reached, CMC may take corrective action, up to and including suspension or termination;
- (b) By CMC due to Resident's failure to comply with the terms of this Agreement, substandard or unsatisfactory performance, unprofessional or illegal conduct (including a positive drug screen pursuant to Atrium Health's policy), debarment or exclusion from federal program participation, or conduct disruptive to the operations of CMC, Atrium Health, or the Program; or
- (c) By Resident upon thirty (30) days prior written notice.

16. Effect of Termination. If this Agreement is terminated prior to the expiration of the Term or if this Agreement is terminated as a result of the expiration of the Term, Resident shall be entitled to receive the compensation and benefits earned through the effective date of termination. Except as expressly provided above or as otherwise required by law, Atrium Health shall have no obligations to Resident in the event of the expiration or termination of this Agreement for any reason. Atrium Health shall comply with the obligations imposed by state and federal law and regulations to report instances in which Resident is not reappointed or is terminated for reasons related to alleged mental or physical impairment, incompetence, malpractice or misconduct, or impairment of patient safety or welfare.

Professional Liability Insurance

17. Litigation Support. If CMC or Atrium Health is investigating, evaluating, pursuing, contesting or defending any incident, proceeding, charge, complaint, claim, demand, notice, action, suit, litigation, hearing, audit, investigation, arbitration or mediation, in each case whether initiated by or against CMC or Atrium Health (collectively, "Proceeding"), Resident shall cooperate with CMC or Atrium Health and its counsel in the evaluation, pursuit, contest or defense of the Proceeding and provide such testimony and access to books and records as may be necessary in connection therewith. If the Resident or anyone with whom the Resident works receives, on his/her behalf, any summons, complaint, subpoena, or court paper of any kind relating to activities in connection with this Agreement or the Resident's activities at CMC or an Atrium Health facility, the Resident agrees to immediately report this receipt and submit the document received to Atrium Health's Corporate Risk Management Office. **This Section 15** shall survive termination of the Agreement.

18. Miscellaneous.

- (a) All paragraph and item headings are inserted for convenience only and do not expressly or by implication limit, define, or extend the specific terms of the section so designated. The word "including" in this Agreement means "including without limitation." All words in this Agreement shall be construed to be of such gender or number as the circumstances require.
- (b) This Agreement contains the entire understanding of the parties and shall be amended only by written instrument signed by both parties.
- (c) This Agreement shall be governed by and interpreted under North Carolina law, without giving effect to the conflict of laws provisions thereof.
- (d) Whenever a notice is required to be given in writing under this Agreement, such notice shall be given by certified mail, return receipt requested, and returned to the respective party at his or her last known address.
- (e) The failure by either party to promptly exercise a right hereunder or to seek a remedy available hereunder because of a breach of this Agreement shall not be construed as a waiver of that right or a waiver of any remedy for that breach or any future breach of this Agreement.
- (f) Nothing in this Agreement shall be construed as creating or giving rise to any rights in any third parties or any persons other than the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement as of the date first written above.

RESIDENT:

DATE:

Name: «First_Name» «Middle_Name» «Last_Name», «Degree»

CMC:

**THE CHARLOTTE-MECKLENBURG
HOSPITAL AUTHORITY d/b/a
CAROLINAS MEDICAL CENTER**

By:

DATE:

Name: Suzette Caudle, M.D.

Title: ACGME Designated Institutional Official

By:

DATE:

Name: «First_Name» «Middle_Name» «Last_Name», «Degree»

Title: Program Director, Department of «Program»

SAMPLE