GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: Trainee Agreement
Policy Number: 1.8
Chapter: Conditions of Employment

Purpose:
To provide an explanation of the Trainee Agreement requirements.

Definitions:
MedHub: Web based trainee data management system.

Policy:
Each trainee is required to sign (by electronic signature in MedHub) a Trainee Agreement for each year of training. A year of training generally begins June 24 of one year to June 30 (53 weeks) of the next for interns, and July 1 to June 30 (52 weeks) for residents and fellows. For trainees starting off-cycle, the Trainee Agreement begins on the date of hire and ends at twelve months.

The Trainee Agreement is uniform for all trainees of University of UtahHealth. The Trainee Agreement will contain information as required by the Accreditation Council on Graduate Medical Education (ACGME). Such information will include, but not be limited to, the following: stipend information; benefit information such as vacation, liability coverage, meal money; health, dental, accident, life, and disability insurance; and information on due process and sexual harassment. Conditions of employment, such as documentation of identity and right to work, compliance with the immunization policy, ACLS certification, credentialing, and medical license requirements, will also be stated in the Trainee Agreement.
**Procedure:**

Each year the Trainee Agreement is reviewed and updated by the Office of Graduate Medical Education (GME) to reflect policy and procedure changes and new ACGME requirements. The final Trainee Agreement is approved by the University of Utah Health’s legal department. In general, the Trainee Agreement remains largely the same from year to year, except the stipend amount changes. The annual stipend amount is determined by the sponsoring institution (University of Utah Health) and approved by the Graduate Medical Education Committee.

Violations of the Trainee Agreement, on either the part of the trainee, the program, or the sponsoring institution, will be dealt with according to the Academic Action and Dispute Resolution Policy, GME 12.1.

Trainee Agreements are renewable annually, with agreement from the program director and trainee. The original Trainee Agreement will be kept in the trainee’s file in MedHub by the GME Office and is available to the trainee, the program director, and the program coordinator/manager.

No Trainee Agreement will contain restrictive covenants.