GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: OTHER UNIVERSITY APPOINTMENTS FOR TRAINEES
Policy Number: 5.4
Chapter: Faculty Appointments

Purpose:
Establishment of requirements and delineation of GME Office responsibilities for GME trainees' continuation of practice, research activities, or other employment beyond the completion of, or dismissal from, an established GME training program.

Policy:
GME trainees will not be retained as paid or unpaid employees with the Office of Graduate Medical Education unless actively engaged in a GME-recognized training program, excepting as deemed necessary by GME to facilitate transition to a successive GME training position.

University of Utah School of Medicine Academic Departments bear all responsibility for administration of continued employment, research activities, or other appointment of personnel associated with their department outside of approved GME training programs.

Procedure:
A. School of Medicine Academic Departments who wish to retain a trainee after departure from a GME approved training program will be responsible for hiring the employee into a department position.

1. Upon completion of, or dismissal from, a GME training program, trainees must be immediately moved from the GME Trainee position (job code 0253).

   a. Departments are solely responsible for processing a transfer and/or collaboration with Human Resources to maintain employment in a non-GME position.
b. All GME oversight of such individuals will be discontinued and assumed by the department. Such oversight includes, but is not limited to:
   i. Payroll and benefits management,
   ii. Liability coverage,
   iii. Licensing,
   iv. Security/systems privileges, and
   v. Compliance monitoring.

c. Individuals may be placed on a Short Work Break, or similar status by departments, working with Human Resources, to avoid a lapse in employment for deferred appointments.

2. Existing GME training programs may not retain trainees for optional research or other ‘extra’ time following a trainee’s completion of the prescribed program requirements except by transferring trainees to a non-GME position.

   a. Programs may petition the Graduate Medical Education Committee if they wish to develop a GME-recognized, non-accredited option for research or additional training. Such options must be at least one year in length to be considered for GME recognition.

B. The GME Office may, at its own discretion, maintain a trainee’s GME appointment for individuals who have completed one training program, and have been accepted into another program starting at a later date.

   1. Such individuals may be retained in the GME Trainee position (job code 0253) for the duration of any time gap between GME programs to avoid a lapse in employment.

      a. Trainees may not receive compensation (stipend or benefits) from University of Utah Hospital GME funds while awaiting a future appointment.

         i. School of Medicine Academic Departments may, at their discretion, provide pay and/or benefits support for time between GME appointments.

      b. These trainees may not perform any clinical duties prior to the start of their new training appointment excepting under any privileges granted under a separate, non-GME, faculty or other department appointment.