

GME Policy #: II-A	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 1 of 6 Effective: 06/18/2008
	Subject: House Staff Compensation and Benefits	

POLICY

Financial support, including stipends and benefits, shall be examined on an annual basis by the Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) GME Committee (GMEC) for the purpose of enabling the Committee to fulfill its duty to make recommendations on this subject to the hospital budgetary authority.

House staff in Accreditation Council for Graduate Medical Education (ACGME) accredited training programs are eligible for the following benefits:

- Health insurance (including medical, prescription drug, dental, and vision coverage); life, accidental death and dismemberment, and disability insurance
- Employee assistance program (including confidential counseling services)
- Vacation and leave, as outlined in GME Policy #II-E and related policies
- Parking and Commuter Pass Privileges
- Meal Benefit
- Call rooms
- Lockers
- Communication devices
- Laundry services
- Email accounts

PURPOSE

The purpose of this policy is to delineate the annual financial support and benefits for house staff.

SCOPE

This policy applies to all trainees of PAH sponsored ACGME accredited training programs.


IMPLEMENTATION

The implementation of this policy is the responsibility of the Office of GME, Department Chairs and Program Directors.

PROCEDURE

Stipends

House staff stipend levels shall be based on market conditions, local and national benchmarking surveys, and overall health system fiscal responsibilities. The Chair of the GMEC may consult with

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HR to review all available data and then will make a recommendation to the GMEC for approval. The final recommendation will be sent to the hospital budgetary authority. Current stipend levels will be communicated each year to all house staff. Additionally, information on stipend levels and benefits will be provided to applicants by each training program as part of the recruitment process.

Insurance Benefits

All PAH house staff in ACGME accredited training programs will receive health insurance as described above, as well as life, accidental death and dismemberment, and disability insurance.

Information about the requirements, conditions, and costs associated with access to these various benefits for the house officer as well as his/her family members or dependents will be made available to house staff via the PAH human resources department.

House staff benefits are made effective as of the hire date.

PAH reserves the right to alter, modify, add or terminate any benefit or benefit plan.


Employee Assistance Program

PAH is committed to maintaining a safe, healthy and efficient environment that enhances the professional and personal welfare of its house staff. It is recognized that personal difficulties can adversely affect the training experience. Therefore, access to the services of an Employee Assistance Program (EAP) is provided to all house staff, their spouses, domestic partners, and family members as defined in the appropriate human resources benefits manual. The EAP provides immediate help with personal problems that affect the wellness and productivity of house staff such as depression, stress, substance abuse, family difficulties, and financial problems.

House staff also are advised to review GME Policy #II-F House Staff Impairment.

Vacation and leave including sick leave and other absences

Time off and leaves of absence must be made available to house staff, in order to balance the demands of training programs with trainees' personal needs and the needs of their families. GME Policy #II-E, as well as related policies established by individual programs, specifies the types of absence from training that are available to house staff and the procedure for requesting and approval of absence from training. Each program must have in place a vacation and leave policy that includes the impact of extended absence on the completion of a training program as well as eligibility to sit for any certification exams.

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Parking & Commuter Pass Privileges

House Staff are eligible to receive:

- paid parking, or
- SEPTA “City Pass”. The house officer is responsible for any expense above a “City Pass” commuter pass.

Appropriate documentation must be complete for parking privileges to be granted or a commuter pass to be issued. Required documentation includes: signed, current, Medical Training License; signed, current House Officer Agreement; current BLS or ACLS certification as appropriate; and a copy of the individuals ECFMG certificate if applicable.

In order to obtain house staff parking privileges, the following procedure must be followed:


- A signed parking application must be completed and submitted to the program coordinator. The application must include active vehicle registration.
- Once the application is complete, if all conditions have been met, the house officer will receive their parking privileges within 48 hours
- House Staff must maintain control of their vehicles at all times and are responsible for any damage (to vehicle or personal property) while on parking site premises. Vehicles should be parked carefully to avoid loss or damage, and inconvenience to others.
- Vehicles not authorized to park by the Office of GME may be towed away at the owner’s expense. Any misuse of this Hospital Policy may subject the House Officer to the GME Policy #II-I House Staff Discipline, Non-renewal and Dispute Resolution.

In order to obtain house staff commuter pass privileges, the following procedure must be followed:

- A commuter pass application must be completed and submitted to the Office of GME at least 35 days prior to the monthly commuter pass requested (e.g., an application must be submitted by July 23rd for a September Compass).
- Once the application is completed and submitted to the Office of GME, if all conditions have been met, the house officer will be directed to receive a commuter pass.
- House Staff with commuter passes that exceed the cost of the discounted zone 1 pass will be responsible to pay the remaining amount by payroll deduction.
- House Staff who wish to discontinue or change participation in the commuter pass program must provide at least 35 days notice to the Office of Graduate Medical Education.

Meal Benefit

The Hospital provides meal vouchers for house officers who are on-call overnight at Pennsylvania Hospital. These vouchers are for use in the cafeteria. This policy applies to house officers who are

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provided meal vouchers. **These house officers must provide clinical service to Pennsylvania Hospital, be on-call on site and/or sleep within the institution overnight in order to be eligible to receive any meal vouchers according to the procedure below:**

Meal Coupons are not provided for residents who are scheduled for on-call duties more than one in every third night. This is in alignment with ACGME standards that limit residents to be on-call no more than every third night.

Department representatives are responsible for maintaining all meal vouchers in a secure location until distributed to each house officer. The Hospital is not responsible for lost or stolen vouchers. House officers are to safeguard any vouchers given to him/her. The Graduate Medical Education Office will not replace lost or stolen vouchers.

Requests for additional meal vouchers must be accompanied by documentation and submitted to the Coordinator of Graduate Medical Education for consideration or approval.

Meal vouchers are Hospital property. Any misuse of these vouchers is misuse of hospital property, may be considered theft, and is subject to GME Policy #II-I House Staff Discipline, Non-renewal and Dispute Resolution.

In addition, all house staff will have unlimited access to vending services 24 hours a day.

Call Rooms

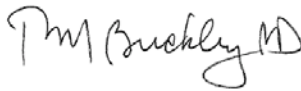
House staff must be provided with adequate and appropriate space for resting/sleeping when on duty for more than 16 continuous hours.

The assignment and operational aspects of call rooms to house staff are a joint responsibility of the Office of GME, the training programs and the hospitals. Maintenance issues with call rooms are the responsibility of the Office of GME. Any changes in call room assignment shall be promptly communicated to all parties affected.

Communication Devices


All house staff in core training programs will be eligible to receive either a cell phone or an alpha numeric pager upon matriculation into their training program.

Each device is the property of PAH and should be used only for hospital or UPHS related business. At the conclusion of training, the device will be returned to the department. Any resident or fellow who loses a device will be charged a \$25 replacement fee.

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Any individual using the device for inappropriate communication will be subject to disciplinary action under the GME Policy #II-I House Staff Discipline, Non-renewal and Dispute Resolution.

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Laundry Services

Access to UPHS issued scrubs will be provided to each house officer free of charge. Such access includes laundry services for all UPHS issued scrubs.

Individual departments may also provide laundry services for white coats.

E-mail Accounts

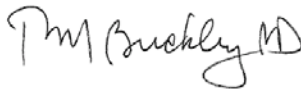
All house staff all residents/fellows must receive and keep current a University of Pennsylvania Health System (UPHS) e-mail account for e-mail communications. The primary means of communication with house staff is e-mail. The Office of GME in conjunction with the program coordinators will be responsible for insuring that each house officer receives a UPHS email account at the time of onboarding to UPHS.

UPHS e-mail may be accessed from any computer with Internet access. Use of the UPHS e-mail account is subject to UPHS Information Security policies and procedures, including but not limited to access, authentication, and password management.

It is the responsibility of the residents/fellows to retrieve their e-mails in a timely manner. It is recommended that e-mail be checked frequently.

University, UPHS and Hospital communications sent electronically by e-mail are subject to the same confidentiality, privacy and records retention requirements and policies as University, UPHS and Hospital communications that are sent non-electronically.

Any individual using UPHS email for inappropriate communication will be subject to disciplinary action under the GME Policy #II-I House Staff Discipline, Non-renewal and Dispute Resolution.

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