CHRISTIANA CARE HEALTH SERVICES

<table>
<thead>
<tr>
<th>POLICY:</th>
<th>Resident Agreement of Appointment</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>GMEC</td>
</tr>
<tr>
<td>DATE OF ORIGIN:</td>
<td>March 13, 2001</td>
</tr>
<tr>
<td>LAST REVISION DATE:</td>
<td>February 2018</td>
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<tr>
<td>REGULATORY REFERENCE:</td>
<td>ACGME</td>
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**POLICY:**
CCHS shall provide each resident with a written agreement of appointment outlining the terms and conditions of their appointment to the educational program.

**PURPOSE:**
To specify that CCHS will provide all residents with a written contract.

**SCOPE:**
All residency programs at CCHS

**PROCEDURE:**
The Office of Academic Affairs - iLEAD and Office of Legal Affairs shall prepare the resident agreement of appointment in February of each year, for the upcoming academic year. The agreement of appointment shall contain, as a minimum, the following:

a) Resident/fellow responsibilities  
b) Duration of appointment  
c) Financial support for residents/fellows  
d) Conditions for reappointment and promotion to a subsequent PGY level  
e) Grievance and due process  
f) Professional liability insurance, including a summary of pertinent information regarding coverage  
g) Hospital and health insurance benefits for residents/fellows and their eligible dependents  
h) Disability insurance for residents/fellows  
i) Vacation, parental, sick and other leave(s) for residents/fellows, compliant with applicable laws;  
j) Timely notice of the effect of leave(s) on the ability of resident/fellows to satisfy requirements for program completion;  
k) Information related to eligibility for specialty board examinations;  
l) Institutional policies and procedures regarding resident/fellow duty hours and moonlighting

Information may be provided in the agreement of appointment, or referenced in other materials, such as the resident Handbook, or Policy Manual.

**SIGNATURES/APPROVALS:**

Reviewed 12/05/2019