

E. A. CONWAY MEDICAL CENTER

a Louisiana State University Health Sciences Center-(Shreveport) Affiliated Hospital

4864 JACKSON STREET, P. O. Box 1881

MONROE, LA 71210-1881

Agreement for Internship and/or Residency Training

I, _____ the undersigned, do hereby accept the appointment as postgraduate year level (*PGY*)*I*, in the specialty of Family Medicine at Louisiana State University Health Sciences Center in Shreveport (LSUHSC-S), E. A. Conway Division (EACMC), for the period beginning _____ and ending _____.

My responsibilities will include, but not be limited to, care of inpatients and outpatients of all clinical services; my responsibilities may also include the performance of appropriate laboratory, microbiologic, radiologic and/or pathologic examinations. Specific responsibilities will be determined by the Chairman of the EACMC Department of Family Medicine and/or the Family Medicine Residency Program Director.

For duty and the time periods specified in this agreement during which full-time internship/residency work is being performed, I will be paid \$ _____. I will also be eligible for all employee benefits for house officers as set forth in LSUHSC-S policy.

House Officers are responsible for educational and patient care duties as assigned by the Program Director and Department Chairman and are expected to keep charts, records and reports up to date and signed at all times in accordance with the Hospital/Departmental Medical Records Completion Policy.

House Officers must obtain a current permit or license from the Louisiana State Board of Medical Examiners and pursue appropriate examinations as required to maintain current license or permit.

Incoming House Officers must meet all pre-employment requirements, including a drug screen, prior to beginning employment at LSUHSC-S. House Officers may be required to pass a drug screen on demand for cause at any time.

The State of Louisiana provides to House Officers malpractice insurance coverage in accordance with LRS 43:1299.39 when providing health care on behalf of the State of Louisiana. Moonlighting outside EACMC, LSUHSC-S or affiliated hospitals is not covered by LSUHSC-S liability insurance. Moonlighting shall not be allowed to interfere with the House Officer's duties at LSUHSC-S, in no case shall a House Officer moonlight during EACMC full-time residency duty hours. The Department of Family Medicine shall set and monitor its own moonlighting guidelines.

Any professional activity, including outside practice, that is not a required part of my residency training program, must be approved, in advance, by my Residency Program Director and/or my Department Chairman.

Any clinical services which may be provided to EACMC or LSUHSC-S which are considered outside and beyond the scope of my approved training program, (i.e. "Moonlighting"), will be reimbursed at an hourly

rate of pay that will be separate from my regular Intern/Resident salary. As a non-credentialed practitioner, I will always function under the auspices of a credentialed member of the Medical Staff.

Medical care for you and your immediate dependents is not provided free of charge. You have the option to purchase group health insurance, and LSUHSC-S offers several health insurance options. LSUHSC-S also offers disability insurance at no cost.

First year House Officers are allowed up to 15 weekdays of annual leave and up to 10 weekdays of sick leave. Second year and above are allowed up to 20 weekdays of annual leave and up to 10 weekdays of sick leave. Leave without pay may be granted above the annual and sick leave at the discretion of the Program Director. Leave without pay will be made up by lengthening the House Officer's training time. Arrangements must be made by the House Officer with benefits section of Human Resources to continue any coverage of insurance as well as payment of insurance premiums. Maternity and Paternity leave policy and Family Medical Leave shall be granted in accordance with the institutional policy. Departmental policy or Board regulations/restrictions may affect the number of allowable days.

Each House Officer will receive a written evaluation of performance no less than every six months to be reviewed with the Program Director or Departmental designee.

House Officers who feel that they have been unfairly treated, sexually harassed discriminated against or are forced to work in a hostile environment are entitled to file an appropriate grievance and receive an appropriate investigation and due process hearing. These investigations and hearing shall be conducted in accordance with University Policy and filed with the Office of Legal Affairs.

Work hours for House Officers will be in accordance with maximum limits set by the ACGME Program Requirements for each specialty. Structure of duty hours and on-call schedules must focus on the needs of the patient, continuity of care, and the educational needs of the resident. Assignments of duty hours, call and other schedules will be determined by the Residency Program Director and/or the Department Chairman.

Should the House Officer's program be closed for any reason, the House Officer shall be notified of the projected closing as early as possible. LSUHSC-S will attempt to assist the House Officer in finding a new residency program. LSUHSC-S will pay salary and benefits to the conclusion of the contract. Residency education records will be made available to the House Officer and to programs to which he/she applies.

House Officers will be issued a meal card at a cost of \$10.00 per bi-weekly pay period. This allows the House Officer to obtain food from the EACMC cafeteria for himself/herself only and should be within the allocated daily allowance. Any violation of rules and regulations of the meal plan is subject to termination of meal privileges.

Incoming House Officers are provided with 3 lab coats and two sets of scrub suits to be maintained by the individual. Additional coats may be issued in subsequent years. During the course of the contract should the House Officer require the assistance of confidential counseling, medical and psychological support services or any assistance relating to physician impairment; those services shall be provided in accordance with the Family Medicine Residents' Manual.

House Officer contracts are valid for a specified period of time no greater than 12 months. Renewal of the contracts are at the discretion of the Program Director or Department Chairman dependent upon available funding and/or the performance rating of the House Officer. House Officer contracts may be terminated at any time for just cause which includes unsatisfactory job performance or conduct unbecoming a physician. The House Officer has the right to appeal any action of termination for cause in accordance with provisions outlined in the Resident's Manual. All remuneration will be discontinued at the time of termination or resignation. Institutional personnel policies will determine termination of benefits.

This agreement may only be voided by mutual written consent between authorized representatives of Louisiana State University Health Sciences Center (Shreveport), E. A. Conway Division, and me or in accordance with due process procedures.

I understand that I am obligated to do the following:

- 1) Develop a personal program of self study and professional growth with guidance from the teaching staff;
 - 2) Participate in safe, effective and compassionate patient care under supervision, commensurate with my level of advancement and responsibility;
 - 3) Participate fully in the educational activities of my Program and, as required, assume responsibility for teaching and supervising other residents and students;
 - 4) Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures, and policies of the institutions;
 - 5) Participate in institutional committees and council especially those that relate to patient care review activities; and
 - 6) Apply cost containment measures in the provision of patient care.
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- 7) Demonstrate, as defined by my program, the specific knowledge, skills, attitudes, and education experiences required for:
 - a) Patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health;
 - b) Medical knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care;
 - c) Practice-based learning and improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care;
 - d) Interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and other health professionals;
 - e) Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population;

