



## Agreement of Appointment

**Effective:** July 1, 2018  
**Reviewed by GMEC:** February 13, 2018  
**Initial Approval by GMEC:** November 2, 1993

### Statement

Palmetto Health and Program Directors assure that residents are provided a written agreement of appointment that outlines the terms and conditions of educational appointment to their program. Palmetto Health monitors programs with regard to implementation of terms and conditions of appointment.

### Associated Policy(ies)

Certificate  
of Graduation Dismissal  
Duty Hours  
Grievance and Due Process  
Impairment  
Leave  
Moonlighting/Other Professional Activities Promotion/  
Reappointment

### Responsible Positions (Title)

Residents/Fellows  
Program Directors  
GME Office

### Equipment Needed

*None*

### Procedure Steps, Guidelines, Rules, or Reference

1. The agreement should specify the following:
  - 1.1 Resident/Fellow responsibilities;
  - 1.2 Faculty responsibilities and supervision;
  - 1.3 Duration of appointment;
  - 1.4 Financial support for Resident/Fellows;
  - 1.5 Conditions for reappointment and promotion to a subsequent PGY level;
  - 1.6 Grievance and due process;
  - 1.7 Professional liability insurance, including pertinent information regarding coverage;
  - 1.8 Hospital and health insurance benefits for Residents/Fellows and their eligible dependents;
  - 1.9 Disability insurance for Residents/Fellows
  - 1.10 Vacation, parental, sick, and other leave(s) for Residents/Fellows, compliant with applicable laws
  - 1.11 Timely notice of the effect of leaves on the ability of Residents/Fellows to satisfy requirement for program completion;
  - 1.12 Information related to eligibility for specialty board examinations;
  - 1.13 Institutional policies and procedures regarding Resident/Fellow clinical and educational

experiences (formerly duty hours) and moonlighting

1.14 Confidential counseling, medical psychological and other support services;

1.15 Physician impairment;

1.16 Procedures for handling complaints of harassment and exploitation, and

1.17 Accommodations for disabilities.

2. Annual renewal of the agreement of appointment depends upon promotion to the next appropriate level of training.

### **References**

ACGME Institutional Requirements

ACGME Common Program Requirements