

SAMPLE ONLY

NAME: «First_Name» «Last_Name», «Credentials»

EMPLOYMENT CONTRACT

DATE: <DATE>

On behalf of the School of «School» of Virginia Commonwealth University, I am pleased to offer you an appointment as a «Year»-Year «Status» Post-Graduate «Position» in «Program» for the period 7/1/06 through 6/30/07. Your appointment as «Year»-Year Post Graduate «Position» includes employment with the Virginia Commonwealth Health System (VCUHS), and your annual salary for the period indicated will be «Annual» plus benefits as described on the summary page attached and on website <http://www.vcuhealth.org>.

Your appointment is contingent upon verification of your credentials and background (incoming residents) the continued satisfactory performance of your duties at VCUHS, and full compliance with Virginia law governing licensure. Your educational and patient care responsibilities will be established by the Department of «Program» in accordance with the standards for graduate training and education set forth in the "Essentials of Accredited Residencies" as adopted by the «Assoc» Resident hereby agrees to perform the duties of a «Status» resident in the «Program» Residency Program at VCUHS. Resident shall be responsible to the Program Director of «Program» for educational and service responsibilities and shall perform all of the duties established by the Program Director, from time to time, including, but not limited to, participating in the curriculum requirements of the Program, participating in clinical programs and serving as an educator for medical students and other health professionals.

As a condition of your appointment, you will be subject to all applicable University and VCUHS policies, each of which is incorporated herein by reference. Significant policies and procedures include, but are not limited to, University and/or VCUHS statements which address computer ethics, sexual harassment, conflict of interest, intellectual property, moonlighting, assessment, grievance, duty hours, leave policy, infection control, drug free workplace requirements, pre-employment drug testing, and completion of medical records. It is your responsibility to be aware of these policies and procedures, as well as all others that may apply to you. Copies of policies and procedures, and further information regarding those that may be applicable to you, may be obtained from your Program Director, the office of Graduate Medical Education (GME) or by visiting our web page www.medschool.vcu.edu/gme. Policies and procedures are subject to change and may be amended or revised as the University or VCUHS deems appropriate. Residents will not be asked or required to sign a non-competitive agreement.

Please indicate your acceptance of this appointment under the terms and conditions stated above, by signing and returning a copy of this document to my office within twenty days. If a signed copy is not returned within the time specified, Virginia Commonwealth University will consider this offer withdrawn. The Housestaff Handbook is on our web page so that it is always available to you. Your signature on this contract indicates your acknowledgement of it. The website is www.medschool.vcu.edu/gme. We have attached a summary description of benefits and other information related to your appointment. Should you have any questions regarding the enclosed information or the terms of this letter, please contact the GME Office.

Your appointment will be valid and binding upon approval by the Director for Graduate Medical Education.

Best wishes for a productive year.

Signature

Date

Mary Alice O'Donnell, Ph.D., Director
Graduate Medical Education
Virginia Commonwealth University Health Systems