

Augusta University  
House Staff Notice of Appointment

House Staff Name:  
PGY Level:  
Employee ID:  
Department:  
Program:


The House Staff accepts appointment with Augusta University under the following terms and conditions:

1. **Duration of appointment:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_
2. **Compensation:** At the rate of \_\_\_\_\_ per month.
3. **Resources:** Call/rest rooms will be available for House Staff at Wellstar MCG Health Hospitals and Clinics. House Staff who are required to remain in-house while on call for 24 hours (or greater) will be provided with a meal or a meal allowance for use at the hospital facilities. Uniforms are not provided. Laundry services are arranged by each department. The arrangements at other facilities/participating sites may vary.
4. **Time Off:** See the GME House Staff Leave policy- [https://www.augusta.edu/mcg/residents/hspolicies/4.0houseofficerleavepolicy\\_editedjan2023.pdf](https://www.augusta.edu/mcg/residents/hspolicies/4.0houseofficerleavepolicy_editedjan2023.pdf). Leaves of absence including but not limited to medial/caregiver/parental leave may affect the ability of House Staff to satisfy program requirements or delay program completion. Programs will communicate this to House Staff including board eligibility status and individual specific requirements and guidance.
5. **Professional Liability:** Coverage is provided by Augusta University for activities within the scope of the training program. Coverage is contingent upon the terms of those policies and upon the House Staff's cooperation and assistance in reporting, investigating, and defending any claim or potential claim. Professional Liability Insurance will continue to cover House Staff for occurrences during employment at Augusta University even after termination/graduation (i.e., "tail coverage").
6. **Criminal Background Check and Drug Testing:** This contract is contingent upon consenting to a criminal background check through the Augusta University's Division of Human Resources and upon Augusta University's approval of the results of that background check. Pre-employment drug testing will be completed typically during House Staff orientation. Positive testing will result in the Senior Associate Dean of GME and DIO rescinding the training offer.
7. **Licensure:** This contract is contingent on being able to practice medicine in Georgia. To do so, House Staff must have either a valid residency training permit or an unrestricted license to practice medicine issued by the Georgia Composite Medical Board. Programs may require House Staff to obtain a regular license. NOTE: House Staff cannot moonlight or practice medicine outside of their GME Training program without a full, regular license from the applicable state Medical Board. J-1 or H1B visa holders are not allowed to moonlight under any circumstance.
8. **Policies and Procedures:** This appointment is made subject to the policies, procedures, and regulations of Augusta University and the University System of Georgia, which are hereby incorporated into this contract by reference. The House Staff agrees to perform satisfactorily and to the best of their ability the customary services of residency/fellowship; to conform to applicable policies, procedures, and regulations; and not to engage in any outside remunerative work without the express permission of the Chairperson of the Department. Should the House Staff obtain permission for activities/work outside the scope of the training program, licensure and professional liability insurance for said activities/work is the personal responsibility of the House Staff. House Staff also agree to abide by the policies at any institution where they may perform services, including Wellstar MCG Health, the VA Medical Center, and others, as applicable. House Staff are required to comply with all GME policies including Policy HS10.0 (House Staff Learning and Work Environment) and must complete One45 clinical and educational work hours reporting weekly. House Staff are required to complete medical records at all participating institutions in a timely manner as outlined in applicable policies; noncompliance may serve as grounds for loss of Hospital/other participating site privileges and a permanent record in the House Staff's file as well as other potential Program disciplinary actions such as probation, non-renewal, or dismissal. Each GME Program will have their own set of Program-specific policies that House Staff must abide by to include reappointment and promotion policies which will identify Program specific House Staff essential functions. House Staff not meeting promotion and essential function requirements will be subject to disciplinary action by the Program to include remediation, probation, non-renewal, and/or dismissal. In general, House Staff responsibilities and associated conditions for reappointment and promotion include providing patient care across a variety of clinical settings, providing safe and quality care, developing skills to progress through the ACGME specialty-specific Milestones, and developing competency in the 6 ACGME defined core competency areas as well as scholarly productivity.
9. **Standard of Conduct:** As a leader of the healthcare team, each House Staff is expected to maintain the highest level of professional and courteous conduct when interacting with patients, families, faculty, other House Staff, staff, and visitors. The action, inaction, or other conduct of any House Staff that is unprofessional, discourteous, disruptive, illegal, or that adversely affects the patient care environment may result in disciplinary action up to and including dismissal from the GME training program.

The Augusta University GME House Staff Policies and Augusta University Policies govern many conditions of House Staff employment including but not limited to leave (to include all types such as parental, sick/medical, caregiver, annual, and education); licensure; supervision; clinical and educational work hours; moonlighting; chemical/substance abuse; impairment and fitness for participation; off-site rotations; effect of leave for satisfying completion of programs; House Staff eligibility, selection, and promotion; procedures for discipline and redress of grievances; and procedures whereby complaints of sexual harassment and exploitation may be addressed in a manner consistent with the law and due process. The House Staff policies can be accessed at <http://www.augusta.edu/mcg/residents/hspolicies>. Specific information related to eligibility for specialty board exams will be provided by Programs. The Augusta University FMLA policy may be found at [www.augusta.edu/hr/benefits/university\\_benefits/fmla](http://www.augusta.edu/hr/benefits/university_benefits/fmla). The benefit plan summary, health and disability insurance, and professional liability insurance may also be viewed online at <https://www.augusta.edu/mcg/residents/housestaffresources>. House Staff have access to the Employee-Faculty Assistance Program for mental health and counseling services at <https://www.augusta.edu/about/efap.php>.

I acknowledge that I have been informed of this information.

\_\_\_\_\_  
House Staff Date

  
\_\_\_\_\_  
7/01/2023  
David Hess, MD Date  
Dean, Medical College of Georgia

\_\_\_\_\_  
Department Chair Date



## Housestaff Delinquent Records Policy

Policy Owner: Director of HIM Operations, Department of Health Information Management Services

### POLICY STATEMENT

Timely completion of medical records, including dictation, electronic input, signing, dating and timing of all entries, is an integral component of graduate medical education. House staff must complete all medical record assignments in a timely manner, must be familiar with health system record completion policies, rules, and regulations, and must participate in electronic health record system training. Failure to complete medical records, as prescribed by the Medical Staff Rules and Regulations may result serious sanctions against the resident, including loss of privileges and documentation of failure to perform duties in the resident's personnel file. A Certificate of Completion or residency training will not be issued until all medical record assignments are completed at the end of the training period

### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Administrative Services
- Hired Staff
- Housestaff/Residents & Clinical Fellows
- Leased staff
- Medical Staff (includes Physicians, PAs, APNs)
- Vendors/Contractors
- Other: Volunteers, patients, and visitors

### DEFINITIONS

**Medical Student** – an individual enrolled in a school of medicine or formal educational program in medicine.

**House Staff or House Officer** – refers to interns, residents and fellows participating in Augusta University postgraduate training program.

### PROCEDURES

The following constitute medical record delinquencies as defined in the AU Medical Center (AUMC) Medical Staff Rules and Regulations:

1. Any record with missing operative notes for more than 7 days following surgery;
2. More than one record with a missing discharge summary for more than 7 days following discharge; or
3. Five or more incomplete records for more than 7 days following discharge.

Continued delinquency in completion of medical records constitutes serious misconduct and may serve as grounds for suspension without pay.

The Augusta University House Officer Notice of Appointment contains a statement outlining institutional requirements for completion of medical records and the impact of delinquent records.

A signed contract is obtained from each member of the Augusta University housestaff.

Medical Records publishes a list of House Officer(s) delinquent in completion of medical records weekly. Correspondence is addressed to each delinquent House Officer notifying them of delinquency and instructing them to complete delinquent records.

Notice will also be provided to attending physicians to inform them if housestaff have failed to timely complete their medical record.

Before any House Officer takes leave, documentation must be complete according to Medical Records guidelines.

Any House Officer on this list will be notified that they remain delinquent and that they are subject to sanctions. To avoid sanctions, the House Officer must provide immediate verification from Medical Records that they are no longer delinquent. The Sr. Associate Dean for Graduate Medical Education shall have the discretion to suspend privileges of the House Officer for failure to comply with this policy.

### REFERENCES, SUPPORTING DOCUMENTS, AND TOOLS

[Medical Staff Rules and Regulations](#)

### RELATED POLICIES

Augusta University Policy No. M.4.0 "Housestaff Delinquent Records" linked here:

<http://www.augusta.edu/mcg/residents/hspolicies/documents/delinquentmedicalrecord2014.pdf>

Policy No. 160

Version: 3

Policy Sponsor: Director of HIM Operations, Department of Health Information Management Services.

Originally Issued: Not Set

Last Revision: 10/02/2020

Last Review: 02/15/2022

Next Review: 02/15/2025

Approved By: Chief Executive Officer, AU Medical Center

Date: 02/15/2022