



***Benefits & Conditions of  
Employment Information  
For Clinical Trainees***

***2020-2021  
Graduate Medical Education***

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## **Cleveland Clinic Policy**

It is the policy of Cleveland Clinic to administer all terms and conditions of employment, including but not necessarily limited to; recruitment, employment, promotion, compensation and salary administration, benefits, transfers, training and education, application of policies without regard to race, color, religion, gender, sexual orientation, pregnancy, marital status, age, nationality, ethnicity, ancestry, disability, military status or status as a disabled or Vietnam era Veteran.

Cleveland Clinic also promotes an inclusive organizational culture through diversity education, consultation and programs that leverage differences to enhance innovation, quality of care, teamwork and economic impact. Further, it is our policy to encourage all vendors, contractors and others doing business with the Cleveland Clinic, to adhere to these same principles.

Cleveland Clinic maintains a drug-free, alcohol-free, tobacco-free work environment. All benefits offered to clinical trainees are developed and implemented by The Graduate Medical Education Council (GMEC). While every effort was made to ensure the accuracy of the information in this booklet, it is conceivable that there may be updates or changes made to benefits since its publication. Cleveland Clinic and The Graduate Medical Education Council (GMEC) policies will take precedence over this publication in matters of arbitration. Changes and/or revisions to policies are communicated to all clinical trainees via GME|com as they occur.

## **Non-Smoking Hiring Policy**

To take further steps in preserving and improving the health of all its employees and patients, Cleveland Clinic has implemented a non-smoking hiring policy requiring all job applicants and individuals receiving appointments, to take a cotinine test (nicotine metabolite) during their pre-placement physical exam (health screening). This is a pre-employment test only. The cotinine test will detect the presence of nicotine in all forms of tobacco.

Appointments that have been offered to prospective residents and fellows who test positive will be rescinded. Those individuals testing positive; who then test negative after 90 days, may be reconsidered for appointment at the discretion of the training program director should the residency/fellowship position remain vacant.

## **Anesthesiology Institute Substance Abuse Prevention Program**

The Anesthesiology Institute is fully committed to patient safety and employee well-being. As part of this commitment, a Substance Abuse Prevention Program (SAPP) has been established. Candidates in the residency and fellowship training programs in the Anesthesiology Institute are required to participate in SAPP. As a condition of employment, all residents/fellows must agree to participate in the SAPP and to abide by the terms of the Substance Abuse Policy. Occupational Health Services or the SAPP Coordinator will perform all testing outlined in the protocol. Occupational Health Service or the SAPP Coordinator will distribute the Anesthesiology Institute Pre-Hire Consent Form and the Policy Statement during the residents/fellows initial Occupational Health Screening (pre-employment testing). An Occupational Health employee or SAPP Coordinator will be the witness to the Pre-Hire Consent Form and this form will be filed in the residents/fellows Occupational Health record. If you have any issues regarding the Policy or Consent, please speak with the Anesthesiology Institute's SAPP/Substance Abuse Prevention Program Director or Coordinator.

The policy is outlined as follows:

- Required drug screen testing (pre-hire testing, random testing, reasonable suspicion for
- cause testing, return to duty testing)
- Controlled substances that will be tested (pre-hire, random testing, reasonable suspicion for
- cause testing) will be identified for participants
- Anesthesia chain of custody drug screen collection protocol (collection procedures) will be
- Explained

The components of the program encompass increased education on prevention, recognition and risk of substance abuse and include:

1. Screening of all new residents/fellows potential employees in anesthesia
2. Pre-hire drug screens
3. Random toxicology screens after primary hiring
4. "For cause" drug screens if indicated
5. Return to duty testing following a violation of alcohol or controlled substance use policies if indicated

The Anesthesiology Institute implemented the Substance Abuse Prevention Program (SAPP), a protocol for active prevention of substance abuse (effective 09/01/07) related to the practice of anesthesia. Active education programs highlight the risks of addiction of anesthesia providers and the negative effects of fatigue and stress. Our pre-employment urine drug screen will screen for anesthetic drugs and related substances in addition to screening for illicit substances and controlled substances not governed by a valid prescription.

During training, all house staff in Anesthesiology will be subject to random drug screening and confidential evaluation of any positive tests will be a condition of continued employment

### **Expanded Random Drug Testing Program**

Cleveland Clinic is committed to patient safety and caregiver health. As part of our pledge to deliver safe, reliable care we recognize that impairment caused by drug abuse adversely impacts caregivers and patients. Beginning January 1, 2016, Cleveland Clinic is implementing an Expanded Drug Testing Program (EDT) that requires participation of all caregivers. This is an expansion of our existing random drug testing programs and our commitment to a drug-free workplace. Cleveland Clinic is committed to a testing process that is respectful, fair and non-disruptive to patient care. The intent of this program is to improve early detection and treatment of those who abuse substances and to reduce the incidence of dependency, abuse and misuse of substances that may be readily accessible to healthcare workers. Cleveland Clinic supports the Department of Health and Human Services' recommendation, advocating random drug testing of all healthcare professionals.

All full-time, part-time and PRN caregivers are subject to participate in Cleveland Clinics drug testing program.

Testing is for a panel of drugs and substances including, but not limited to:

Amphetamines  
Barbiturates  
Benzodiazepines  
Cocaine  
Fentanyl

Ketamine  
Marijuana  
Meperidine  
Methadone  
Opiates

Oxycodone  
Phencyclidine  
Propoxyphene  
Tramadol

Caregivers will be selected at random by a computer-based random number generator. Selected caregivers will be notified by their manager/supervisor or by phone call, text-page or email to report for a random drug test. Upon notification, caregivers will report as directed to the designated collection site and should be prepared to provide a urine specimen. Caregivers must bring their Cleveland Clinic ID badge and leave valuables (e.g., purse, wallet and coat) in their work area. After testing has been completed, caregivers will return to work.

A Medical Review Officer (MRO) may call the caregiver to discuss the result of the drug test in the days following the test.

It is imperative that the caregiver provide a valid phone number as part of the collection process. The caregiver must respond to the call from the MRO as soon as possible to provide a medical explanation for a non-negative test result. Failure to do so can result in the caregiver's test being declared positive with subsequent administrative and/or disciplinary consequences. If the MRO does not contact the caregiver within two weeks of testing, the caregiver should consider the test negative.

### **Health Care Benefits**

The Cleveland Clinic Employee Health Plan (EHP) provides comprehensive healthcare benefits for plan participants. The EHP includes a 2 tier network of providers. Benefits are maximized when participants use Tier 1 Cleveland Clinic Quality Alliance network providers. Tier 1 providers can be found online at [www.clevelandclinic.org/healthplan](http://www.clevelandclinic.org/healthplan). Highlights of the Tier 1 network include:

- No annual deductible
- No copays or coinsurance for primary care visits (includes Family Health Center Express Care locations, Express Care Online app and select real time virtual visits)
- \$35 specialist office visit copay (no referral required)
- \$350 copay for inpatient services, including labor and delivery (prior authorization required)
- \$250 co-pay for Emergency visits (waived if admitted)

Tier 2 providers include the Medical Mutual Traditional network within Ohio (provider directory at [www.supermednetwork.com](http://www.supermednetwork.com) – (excludes University Hospitals providers with the exception of emergency room and urgent care visits) and the Aetna Open Choice PPO network outside of Ohio (provider directory at [www.aetna.com](http://www.aetna.com)). Tier 2 providers are subject to a \$500 annual deductible and most medically necessary services are covered 70% thereafter.

Routine preventive care and immunizations are only covered within the Tier 1 network, these services are not covered if a Tier 1 provider is not used.

Emergency care and urgent care visits are covered 100% (after applicable copay) regardless of which provider is used. Emergency department visits are subject to a \$250 copay and urgent care visits are subject to a \$50 copay.

### **Vision Benefits**

Cleveland Clinic offers two vision plan options administered by EyeMed. The Basic and Enhanced Vision Plans provide discounts on eyewear needs for you and your dependents each calendar year. Benefits under each plan are maximized when EyeMed Access Network providers are used.

An EyeMed Vision Care Plan may be elected and cost associated with the election deducted from each pay via payroll deduction. The Vision Plans provides you and your dependents with immediate savings on your prescription eyewear (eye glasses and contact lenses). Routine eye exams and contact lens fitting are not covered under this plan. Enrollment in a Vision Care Plan must be made within 31 days of your actual start date; otherwise trainees must then wait until the annual Open Enrollment period.

### **Dental Benefits**

Cleveland Clinic offers four dental plan options administered by Cigna (Traditional, Enhanced, Preventive and Dental HMO). A full directory of Cigna providers can be found at [www.cigna.com](http://www.cigna.com) or by calling 800.244.6224. After one year of service, the Traditional Dental Plan is provided to you and your eligible dependents at no cost to you. If you prefer to begin your dental coverage immediately; the associated costs would be deducted from each pay via payroll deducted for the first 12 months. Enrollment in any of the dental plans must be made within 31 days of your actual start date.

### **Long Term Disability Benefits**

Cleveland Clinic provides and fully pays for a group long-term disability policy for all clinical trainees appointed through the Graduate Medical Education Department. The plan covers 70% of salary, to a maximum of \$3,000 monthly benefit. A benefit is paid after you are disabled for 90 days and will continue for the length of the total disability until Social Security normal retirement age. There is no health exam required for this coverage nor are pre-existing conditions excluded from the policy. The plan includes Partial Disability Benefits, Survivor Benefits, and a Loan Payout Benefit of \$100,000 and a delayed Cost of Living Benefit. The insurance is provided at no cost to the clinical trainee with premiums paid by Cleveland Clinic. Enrollment in the program is automatic with coverage beginning on the first day of employment.

As a Cleveland Clinic GME trainee, you also have the unique opportunity to supplement your group long-term disability with an individual disability policy. This opportunity is medically guaranteed and requires no health questions or medical exams. The Guaranteed Standard Issue (GSI) program allows you to apply for up to \$7,500 of monthly benefit with future increases up to \$10,000 and protects you in your specialty with strong enhanced true own occupation contractual language. The GSI also provides a student loan protection option and the policy and its discounts are fully portable once you leave your Cleveland Clinic training program. You have the option to enroll in the GSI program any time during your training, or up to six months after.

For more information or questions, please contact:

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440-974-4040  
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### **Loan Program**

An emergency loan fund is available for clinical trainees, not to exceed \$2,400. Outstanding loans must be paid in full before a new loan may be requested. Loans must be paid in full when clinical trainees leave the Cleveland Clinic. Loan Repayment Options:

- 6 months: 12 equal payments (up to \$200/pay for a \$2,400 loan)
- 1 year: 24 equal payments (up to \$100/pay for a \$2,400 loan)
- 2 years: 48 equal payments (up to \$50/pay for a \$2,400 loan)
- 2 years with deferral: 1st year payment deferred, 2nd year 24 equal payments (up to \$100/pay for a \$2,400 loan)

### **Life Insurance**

Each clinical trainee is insured for \$25,000 as of your actual start date. The Life Insurance Policy is part of the Group Life Insurance held by Cleveland Clinic (this benefit is at no cost to you). Additional or supplemental insurance is not available.

### **Licensure Information**

Ohio state law requires that clinical trainees in training programs hold and maintain either a valid temporary training certificate or a permanent license issued by the State Medical Board of Ohio. Any clinical trainee not holding a permanent Ohio license must apply for a temporary training certificate or provide an acknowledgement letter from the Ohio Medical Board confirming receipt of the permanent medical license application.

Renewals are completed online through the State Medical Board website. The maximum limit for a temporary training certificate is six years; after six years, a permanent medical license must be obtained. Information on temporary training certificates will be included with your appointment letter.

Please note: To apply for a permanent medical license in the state of Ohio; graduates of U.S., Puerto Rican or Canadian medical schools must complete 12 months of accredited clinical training in the U.S., Puerto Rico or Canada. Graduates of all other medical schools must complete 24 months of graduate medical training. For information on the requirements for permanent licensure and current costs, please contact the State Medical Board of Ohio at 30 East Broad Street, 3rd. Floor, Columbus, OH 43215-6127, 614- 466-3934, fax 614-728-5946 or visit their website: <http://med.ohio.gov/>

## **Professional Liability Coverage Malpractice Insurance**

Cleveland Clinic provides professional liability coverage for all clinical trainees while working within the Cleveland Clinic Health System (CCHS) or when completing a required rotation elsewhere which cannot be accommodated within CCHS. This insurance provides coverage for acts or omissions that occur during the course and scope of performing professional responsibilities as an employed clinical trainee of Cleveland Clinic. Elective rotations outside of Cleveland Clinic are not covered by Cleveland Clinic professional liability coverage. Upon completion of the training program, this professional liability coverage remains in effect for any litigation that may arise from incidents that occurred while you were in training. You do not have to purchase any “tail” coverage when you leave.

## **GME Department**

Providing a quality educational experience to our clinical trainees/research fellows is our number one job, which is why our Graduate Medical Education caregivers are committed to ensuring that our training programs meet or exceed national and institutional standards. The GME Department helps in the following areas:

- Administration: oversees and monitors program accreditation, the exchange visitor visa
- program and all institutional policies affecting GME programs.
- Human Resources: recruit trainees, administer payroll, authorize benefits and verify employment as well as perform other HR-related functions.
- Customer Service: resource center for questions about graduate medical education.
- Notary: this service is provided free of charge.

## **Travel Benefit**

Cleveland Clinic strongly encourages their clinical trainees to participate in scholarly/research activities; these activities are mandatory in many training programs. The Education Institute with the recommendation of the Graduate Medical Education Council (GMEC) has set aside funds to allow trainees in accredited programs at a PGY-2 level or above to attend academic meetings for the purpose of presenting or engaging in leadership roles within national societies.

Eligibility for individual trips will be determined by each program director after reviewing the meeting for educational value and the presentation for content. In addition, the trainee must be listed as first author on the poster or presentation and be the “presenter”. Trainees who meet the above criteria will qualify for one annual Education Institute sponsored trip with a maximum reimbursement of \$1500.00.

Please note: This benefit may be curtailed due to institutional restrictions and budgetary needs.

## **Clinical Trainee Work Environment**

Graduate Medical Education at Cleveland Clinic is committed to promoting a learning environment where patient safety and clinical trainee wellbeing are of paramount importance. Education of clinical trainees must occur in an environment in which they are able to raise and resolve issues without fear of intimidation or retaliation. An organizational system for clinical trainees to communicate and exchange information about their work environment and their programs will be provided in a confidential and protected manner. This may be accomplished through direct communication with the Program Director, Chief Resident, Faculty or with the Director or the Administrative

Director of Graduate Medical Education and/or through the House Staff Association.

The following services are provided to support the environment in which clinical trainees work, and maximize the educational value of the time spent in clinical activities. Please refer to your institutions Benefit Booklet for details on to access these services.

- a. Food Services: Clinical trainees on duty must have access to adequate and appropriate food services. Clinical trainees who are required to be in-house overnight call are provided with on-call meals.
- b. Call Rooms: Cleveland Clinic maintains on-call rooms for clinical trainees who are on in-house overnight call. Any clinical trainee required to be in-house must have access to a call room.
- c. Caring For Caregivers: Employee Assistance Programs: Cleveland Clinic and the Education Institute are committed to the wellbeing of clinical trainees and understand how personal and work stresses can impact your quality of life and ability to provide skillful and compassionate care. The Caring for Caregivers Programs offer expert, confidential and free support through various referrals and resources. To learn more, seek assistance confidentially, schedule an appointment or speak to a counselor immediately, call 216-445-6970. For additional information, refer to Caring for Caregivers.
- d. Laboratory/Pathology/Radiology Services: There are laboratory, pathology, and radiology services to support timely and quality patient care in all training programs. This includes 24-hour retrievals of laboratory, pathology, and radiology information via electronic or online systems. All clinical trainees have access to this patient information through EPIC.
- e. Support Services: Patient support services, such as intravenous services, phlebotomy services, and patient transportation services are provided to all clinical trainees and training programs.
- f. Medical Records: Cleveland Clinic utilizes EPIC System's electronic medical record (EMR). There are several components to the Epic System software that include an outpatient electronic medical record (EpicCare) and an inpatient electronic medical record (Epic Inpatient) as well as a scheduling/registration, patient access and inpatient pharmacy. These integrated components are accessed through a single MyPractice/Epic Systems login screen. Providers use EPIC to document each patient's illness, treatment and care; the EMR is available at all times except during scheduled downtimes. The system supports quality patient care, the education of clinical trainees, quality assurance activities, and provides a resource for scholarly activity.
- g. Security/Safety: Appropriate security and personal safety measures are provided to clinical trainees at all Cleveland Clinic locations including but not limited to parking facilities, on-call quarters, hospital and institutional grounds, and related clinical facilities. Cleveland Clinic has a safety and security program that conforms to all applicable local, state and federal safety and health standards, fire codes and environmental regulations. Security is provided by the Cleveland Clinic Police Department. Personal security escorts are provided by contacting the Cleveland Clinic Police Department for trainees who are concerned about displacement on campus.
- h. Transportation: Training programs offer a taxi service for clinical trainees who may be too fatigued to safely return home. The taxi services are reimbursable through each department. Clinical trainees in need of this service should contact their Chief Resident, Program Coordinator or Program Director for more

information.

- i. Space: Cleveland Clinic offers conference rooms with AV equipment, computers and access to library material. Programs also provide workspace areas for trainees in their programs, please contact the Program Coordinator regarding what is available in the clinical area.
- j. Simulation and Advanced Skills Center: Cleveland Clinic has a 10,000-square-foot multidisciplinary Simulation and Advanced Skills Center which is open to physicians, nurses, clinical trainees and allied health professionals. Simulation-based education offers education and training for clinical trainees and other healthcare providers in a low stress, risk-free environment with the goal of promoting active, hands-on learning opportunities and delivering quality patient care. The Simulation and Advanced Skills Center has a focus on skill building in teamwork and communication. The Center offers some of the newest simulation technology, including a patient simulator that responds to drugs; a fully functional OR equipped with oxygen and gases; a difficult airway center; 4 ICU beds; debrief rooms and audio/video recording for performance evaluation in debrief rooms or via the intranet. Simulation Center staff can assist faculty in building and creating scenarios.
- k. iPhones: iPhones are made available to all clinical trainees, which allow 24/7 access to key applications such as the IRIS app. This app permits patient record retrieval (including images). The impetus for this significant institutional commitment is the belief that this technology will assist clinical trainees in conducting improved transitions of care through the hand off tool in EPIC, our institutional electronic medical record system and will enhance quality and patient safety.
- l. Additional Program Resources: Cleveland Clinic and each program must ensure that adequate resources (e.g., sufficient laboratory space and equipment, computer and statistical consultation services) are available to clinical trainees. In addition, necessary professional, technical and clerical personnel must be provided to support the program.

### **Uniform Information**

Monogrammed lab coats and scrubs are provided to clinical trainees and laundered by Cleveland Clinic.

### **Oncall Meals**

Meals are provided to residents and fellow while on-call. On main campus, trainees' ID Badges are loaded with an amount based on the average number of calls taken at each PGY level in six month intervals. Please check with your institution for information if you will be based at South Pointe or Fairview who do not currently use the debit card system.

### **Approved Absences (Time Away) Policy**

Vacation Time: Clinical trainees receive three weeks (15 working days) of vacation per academic year. For appointments of less than one year in length; vacation is prorated at the rate of 1.25 days per month worked and rounded to the nearest whole day. Vacation time is not cumulative and should be taken in the year earned; it does not carry over into the next academic year.

Paid Personal Days: Trainees are eligible for up to 5 personal days per year. Personal days can be used for taking board or USMLE exams, when too ill to work or as

interview days. Personal days should be requested in advance whenever possible. Please refer to your specific program's time away policy for additional information.

**Bereavement Leave:** Per Cleveland Clinic Policy, employees are eligible for bereavement days for a death in the immediate family. Bereavement leave will be paid for attending the funeral or memorial service and/or the time necessary to make arrangements or manage personal affairs related to the death of an immediate family member. Five (5) days are granted for the death of a spouse or child (step-child), three (3) days are granted for other immediate family members including: mother, stepmother, mother-in-law, father, stepfather, father-in-law, siblings, grandmother, grandfather, grandchild.

Bereavement leave may be taken within 30 days of the date of death of the immediate family member. Additional time off may be granted by the supervisor consistent with the operational needs of the department; available vacation time or personal days may be used to extend paid time, otherwise time will be unpaid.

**FMLA:** Pursuant to the Family and Medical Leave Act (FMLA), Cleveland Clinic allows eligible employees time off from work (up to 12 work weeks in a rolling 12-month period) for qualifying employee's and family member's serious health conditions and family care events. Except in the case of leave to care for a covered service member with a serious illness or injury (see FMLA - Military Family Leave of Absence policy), an eligible employee's entitlement is limited to a total of 12 work weeks of leave during any leave year for all qualifying FMLA leaves. FMLA leave will run concurrently with other qualifying leaves (e.g. Workers' Compensation, short-term disability leave, etc.).

**Medical Leave of Absence:** If a clinical trainee is temporarily unable to work due to illness or accident as determined by their primary care physician and is unable to carry on duties and responsibilities as required in the training program, salary and benefits will continue for 90 days, the duration of the illness or the remainder of the contract; whichever is shorter. If the illness continues and the clinical trainee holds a valid appointment he/she will continue to receive Cleveland Clinic benefits; however, in lieu of a salary they will receive payments from the disability plan. Written verification is required from the primary care physician stating duration of leave required as well as medical necessity of the leave. Please refer to the disability benefit for further information.

**Personal Leave:** It is the policy of the Cleveland Clinic to grant residents and fellows a leave of absence (without pay) for urgent or emergency situations that personally affect the trainee and cannot be handled in any other way. Program Directors have the final approval for all personal leave of absence requests.

**Maternity:** If a clinical trainee/research fellow is physically able to fulfill their training responsibilities and receives approval from their obstetrician and program director, they may work up to the date of delivery. Eight (8) weeks paid leave are given for maternity leave; four (4) additional weeks parental leave may also be taken for a total of twelve (12) paid weeks. Please refer to your specific board requirements to determine how much leave is allowable in your specialty before your program must be extended.

Residents and fellows must complete and submit the appropriate forms to the

program director at least 90 days in advance to allow arrangements for coverage. After delivery of your baby, please contact the Benefits Customer Service Center at 216-448-2247 to add the child onto your benefit health plan within 30 days from the birth of the baby or adoption.

**Parental Leave/Adoption Leave:** Four (4) weeks paid parental leave is offered to our clinical trainees for the natural birth or arrival of an adopted child. Under certain circumstances, additional time (up to 12 weeks total) may be taken under the Family Leave Act. Residents and fellows must complete and submit the appropriate forms to the program director at least 90 days in advance to allow arrangements for coverage.

**Military Leave of Absence (FMLA):** Pursuant to the Family and Medical Leave Act (FMLA), Cleveland Clinic allows eligible employees time off from work for up to twelve (12) weeks in a leave year, due to any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been called to active duty) in support of a contingency operation and allow eligible employees up to 26 weeks in a single leave year to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

### **NRMP Agreement**

The Cleveland Clinic Foundation participates in the National Residency Matching Program (NRMP). As program participants, the Cleveland Clinic adheres to NRMP policies including section 4.5 which states that Programs are at all times responsible for the completeness, timeliness, and accuracy of information they provide to applicants. Programs shall provide a copy of the contract the applicant will be expected to sign if matched to the program if such contract is available, or a copy of the contract currently in use. Programs also must provide all institutional policies regarding eligibility for appointment to a residency position. The contract and all other information must be communicated to applicants in writing prior to the Rank Order List Certification Deadline.

In addition, Section 5.1 of the Match Participation Agreement for Applicants and Programs states: The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes a binding commitment to offer or to accept an appointment if a match results and to start training in good faith (i.e., with the intent to complete the program) on the date specified in the appointment contract. The binding commitment shall be deemed to have been honored so long as the applicant remains in the training program through the first 45 days after the start date of the relevant appointment contract. The same binding commitment is established during the Match Week Supplemental Offer and Acceptance Program (SOAP) if a program offers a position by listing an applicant on its preference list and the applicant accepts that offer. Absent a waiver from the NRMP, failure to honor this commitment by either party shall be a breach of this Agreement and may result in penalties to the breaching program or applicant, as described in Section 8.0.

The binding commitment may be released only through the waiver procedures set forth in Sections 2.5 and 3.6 of this Agreement. Each appointment is subject to the official

policies of the appointing institution in effect on the date the program submits its rank order list or its preference list and is contingent upon the matching applicant meeting all eligibility requirements imposed by those policies. Those requirements must be communicated to applicants in writing prior to the Rank Order List Certification Deadline or at the time the program interviews the applicant during SOAP. It is recommended that each program obtain a signed acknowledgement of such communication from each applicant.

Beginning with the 2013 Main Residency Match, any program that participates in The Match must register and attempt to fill all of its positions through The Match or another national matching plan. A “program” is defined by its ACGME or AOA number. The All-In Policy applies to positions for which the NRMP offers matching services, including PGY-1 preliminary and categorical positions and PGY-2 positions in advanced programs.

Beginning in 2016, NRMP allows Fellowship Match sponsors to voluntarily implement the All-In Policy, which requires programs participating in the Match to register and attempt to fill all positions in the Match. Adult Infectious Diseases, Adult Heart Failure, Endocrinology, Medical Genetics, MSK Radiology, Interventional Radiology, Nephrology, and Sleep Medicine have voluntarily instituted the All-In Policy.

In accordance with NRMP Policy a sample contract follows:

### **Sample Appointment Letter Sent by the GME Office at Cleveland Clinic**

March 19, 2021

John Smith, M.D.  
123 First Street  
Anyplace, OH 44111

Dear Dr. Smith:

I am pleased to inform you that Cleveland Clinic has approved your appointment as a resident at Graduate Level 1 in the “insert program” Training Program for the year beginning July 1, 2021 through June 30, 2022.

All appointments are for one year or less and may be renewed at the discretion of the institution upon continued evidence of satisfactory performance. Further, all appointments are subject to the policies and procedures set forth in the attachment and detailed in the Graduate Physicians Manual.

Your final appointment is contingent upon meeting the requirements in the attached addenda. New appointments are also contingent upon successful completion of required prerequisite training.

As an accepted resident of this institution, you will receive from Cleveland Clinic an annual salary of \$\*\*\*\*\*, plus fringe benefits as outlined in the Graduate Physicians Manual which is enclosed.

An electronic version of the Graduate Physicians Manual is available through your GME Registration packet in MedHub, as well as on the [GME internet site](#). The Graduate Physicians Manual outlines policies and procedures applicable to trainees. By providing your electronic signature you are attesting that you have read and agree to abide by the policies and information.

Kindly acknowledge, in writing, your acceptance of this appointment at your earliest convenience.

Sincerely,

Elias I. Traboulsi, M.D., M.Ed.  
Vice Chairman, Education Institute  
Director, Graduate Medical Education

### **Sample Acceptance Letter Signed by Trainee**

Date \_\_\_\_\_  
Elias I. Traboulsi, MD, MEd  
Vice Chairman, Education Institute  
Director, Graduate Medical Education

Dear Dr. Traboulsi:

I am pleased to accept the appointment as a resident at graduate level I in the "insert program" Training Program for the year beginning July 1, 2021 through June 30, 2022.

Sincerely,  
John Smith, M.D.  
The Cleveland Clinic Foundation

### **SAMPLE ADDENDUM 1** (Attached to Appointment Letter)

In order to begin training/working at the Cleveland Clinic, you must first attend orientation in Graduate Medical Education (GME). Salary and/or benefits will be held until you have formally processed in with GME and have successfully completed all conditions of employment and met the requirements per below.

1. Provide a copy of either a permanent Ohio Medical License or Training Certificate issued by the State Medical Board of Ohio [www.med.ohio.gov](http://www.med.ohio.gov) for training at Cleveland Clinic. NOTE TO NON ACCREDITED CLINICAL FELLOWS: MANY CLINICAL DEPARTMENTS REQUIRE CLINICAL FELLOWS TO OBTAIN PERMANENT LICENSURE IN THE STATE OF OHIO. PLEASE CHECK WITH THE PROGRAM DIRECTOR/COORDINATOR OF YOUR CLEVELAND CLINIC FELLOWSHIP REGARDING OTHER REQUIREMENTS YOU WILL BE EXPECTED TO MEET TO BEGIN THE PROGRAM.
2. Complete a health screening performed by Cleveland Clinic Occupational Health before your orientation date; which includes completion of a health questionnaire, vital

signs and urine test for substance abuse. As Cleveland Clinic is committed to providing a drug-free work environment, please be advised that positive results for any illicit drugs or non-prescribed controlled substances will constitute ineligibility for employment. The Cleveland Clinic reserves the right to subject you to random toxicology screenings after initial hiring.

3. To take further steps in preserving and improving the health of all its employees and patients, Cleveland Clinic has implemented a nonsmoking hiring policy requiring all job applicants and individuals receiving appointments to take a cotinine test during their pre-placement physical exam. This is a pre-employment test only. The cotinine test will detect the presence of nicotine in all forms of tobacco. Appointments that have been offered to prospective residents and fellows who test positive will be rescinded. Those individuals testing positive who then test negative after 90 days, may be reconsidered for appointment at the discretion of the program director should the position remain open.
4. Cleveland Clinic requires a criminal background check for all employees. The Department of Protective Services will conduct the background check through a database search. Employment is conditional pending the return of the background check.
5. Complete all required institutional and program specific MyLearning online modules determined for your job classification. MyLearning modules must be completed in the time frame established.
6. Clinical trainees are required to have a National Provider Identifier (NPI). The NPI for each health care provider is assigned by the National Plan and Provider Enumeration System (NPPES). Proof must be uploaded into the Residency Management System (MedHub). To apply refer to <https://nppes.cms.hhs.gov> (apply as an individual). You must have a social security number to apply for a NPI. See #9 for information regarding application for a social security card.
7. Provide the requested documents to accompany the Employment Eligibility Verification Form (I-9) as required by the U.S. Department of Homeland Security. Original documents must be presented at the GME orientation.
8. In Accordance with the Accreditation Council on Graduate Medical Education (ACGME) requirements, graduates of medical schools outside of the U.S., Canada and Puerto Rico must provide either a copy of a current, valid standard ECFMG Certificate or written documentation that the physician is eligible to receive same.
9. Produce or obtain a social security number (SSN) for payroll purposes and enrollment in the Cleveland Clinic health care plan. A copy of the actual social security card is required. If you do not have a social security number/card, information on how and where to apply can be obtained from <http://www.ssa.gov/ssnumber> or by calling 800-772-1213.
10. Trainees are also expected to enroll in ORP (Medicaid) and PECOS (Medicare) for prescribing purposes. Please note: you must have an SSN and NPI prior to applying. Additional Information and enrollment materials can be found at: ORP: <http://medicaid.ohio.gov/PROVIDERS/EnrollmentandSupport/ProviderEnrollment/ORP.aspx> and PECOS: <https://pecos.cms.hhs.gov/>
11. Other supporting documents required to complete your permanent education record

(uploaded to Residency Management System-MedHub).

## **Graduate Physicians Manual**

Formal appointments are contingent upon adherence to all policies in the Graduate Physicians Manual; located on the [homepage of the education website](#). Below are the listing of policies; \* are required by the ACGME.

### **Institutional Statements & Responsibilities Section:**

Cleveland Clinic History

Institutional Commitment to Graduate Medical Education

Equal Opportunity Employment Statement Patients' Rights and Responsibilities Corporate

Social Responsibility Policy

Institutional Education Committees

Duties and Responsibilities of Clinical Trainees\*

### **Conditions of Employment & Requirements Section:**

Eligibility, Selection and Appointment\* Requirements to Begin Training Licensure USMLE Step 3

COMLEX Level 3

National Provider Identifier (NPI) Medicaid and Medicare Enrollment Requirements

Performance Section: Counseling – Verbal and Written\* Probation\* Appeal/Grievance Process\*

Board Eligibility Training Extensions\* Promotion\*

Certificates of Completion of Training Termination Procedure

### **Formative Assessments of Clinical Trainees (Feedback) Additional Evidence Used for Assessment Purposes**

Evaluation of Clinical Trainees Evaluation of Teaching Faculty Evaluation of Training Programs Additional Types of Evaluations

Availability of Staff Teaching Evaluations and Clinical Trainee Evaluations Clinical Trainee/Research Performance\*

### **Compensation & Benefits Section:**

FMLA\*

Professional Liability\*

Salary & Benefit Requirements\* ) Complaint & Problem Resolution\*

### **House Staff Resources Section:**

- House Staff Association (HSA)
- House Staff Spouse Association (HSSA) Information for International Medical Graduates Employee Wellness Program
- Employee Assistance Program (Caring For Caregivers)\* Academic Awards Program
- GME Department Functions

### **Institutional Policies Section:**

- Code of Conduct Policy
- Conflict of Interest in Business Affairs in General Policy Conflict of Interest in Education Policy
- Conflict of Interest in the Practice of Medicine Conflicts of Interest in Research Policy Corporate Compliance

- Culture of Safety
- Disability Accommodation Policy
- Drug Free Workplace
- Hand-Off Communication Policy
- Hazardous Chemical Identification and Communication Policy HIPAA
- Human Immunodeficiency Virus Infection Human Subject Research
- Identity Theft Prevention and Mitigation Standard Operating Procedure Infection Prevention
- Informed Consent Policy Influenza Vaccination
- Medication and Allergy Reconciliation Policy
- Non-Discrimination, Harassment or Retaliation Policy\* OSHA
- Patient Safety
- Patient's Receiving Blood Products Standard Operating Procedure Personal Appearance Policy
- Release of Information on Patients
- Restraints and/or Seclusion Use for Violent/Self-Destructive Behavior (VSD)
- Restraints and/or Seclusion Use for Non-Violent/Non-Self-Destructive Behavior (NVNSD) Safety Event Reporting (SERS) Policy
- Safety & Security
- Scrub Personnel Responsibility Policy Social Media Use Policy
- Use of Electronic Devices Professional Vendor Visitation and Interaction Policy Verbal Orders Policy
- ACGME Policies Section Institutional Clinical Experience and Work Hour Policy\* Moonlighting Policy\*
- Clinical Trainee Work Environment\*
- Emergent Situations or Disasters (Extreme Events) Policy\* Residency Closure/Reduction Policy\*
- Accepting Residents from Other Programs Due to Emergent Situations, Disasters or Program Closures\*
- Participating Sites Rotation Policy\* Supervision of Clinical Trainees

## **Eligibility**

To be eligible for admission to any Cleveland Clinic accredited residency program, you must have one of the following qualifications:

- \* Have met all requirements in Addendum 1 of the contract noted elsewhere in this publication
- \* Attend orientation session and provide proof of employment eligibility
- \* Have graduated from a U.S. or Canadian medical school that is accredited by the Liaison Committee on Medical Education (LCME), or
- \* Have graduated from a U.S. college of osteopathic medicine that is accredited by the American Osteopathic Association (AOA), or
- \* Have graduated from a medical school outside of the U.S. or Canada and meet one of the following additional qualifications:
  - Have completed a Fifth Pathway Program provided by an LCME-accredited medical school, or
  - Have a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or
  - Hold a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.

For more information on ECFMG certification, visit ECFMG or write or call:

Educational Commission for Foreign Medical  
Graduates 3624 Market Street  
Philadelphia, PA 19104-2685  
215.386.5900

### **Nonimmigrant Status/Visa Supported by Cleveland Clinic for Residency or Fellowship**

- \* H-1B Temporary Worker
- \* J-1 Exchange Visitor in the Alien Physician category (sponsored by the Educational Commission for Foreign Medical Graduates-ECFMG)
- \* F-1/J-1 Students: If you are graduating from a U.S. medical school or graduate program (MPH), you are eligible to use your post-graduate employment authorization (OPT for F-1, Practical Training for J-1) to start your residency program.

### **Nonimmigrant Status/Visa NOT Supported by Cleveland Clinic for Residency or Fellowship**

- \* Cleveland Clinic does not support O-1 petitions for residency programs. Fellowship applicants wishing O-1 status are reviewed on a case by case basis.
- \* Residency and fellowship appointments are not eligible for immigrant worker sponsorship (permanent resident/green card).

The purpose of this Benefits Booklet is to describe the benefits package offered to clinical trainees as well as outline present day information, requirements and policies at Cleveland Clinic. While every step is taken to ensure accuracy of the information provided, changes may have taken place since this booklet was published. Please read through this booklet. If you have any questions that have not been answered, please feel free to contact the Graduate Medical Education Department.

NOTICE: Candidates who are appointed to Cleveland Clinic must attend a scheduled GME Orientation PRIOR to beginning your training program. Please review and follow the detailed information and instructions provided on our [GME website](#)

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*All information found in this booklet is subject to change at any time.*