



*Conditions of Employment
& Benefits Information for
Clinical Trainees*

*2021-2022
Graduate Medical Education*

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Introduction

The purpose of this Conditions of Employment & Benefits Booklet is to describe the conditions of employment and benefits package offered to clinical trainees as well as outline present day information, requirements and policies at Cleveland Clinic. All benefits offered to clinical trainees are developed and implemented by the Graduate Medical Education Council (GMEC). While every effort is made to ensure the accuracy of the information presented in this booklet, it is possible that changes will be made to some of the policies after its publication. Cleveland Clinic Institutional and GMEC policies will take precedence over those in this publication in matters of arbitration. To keep you current, any changes or revisions will be communicated on the intranet site GME|com, as they are implemented. Please note that this intranet site is only accessible when on the Cleveland Clinic network.

Cleveland Clinic maintains a drug-free, alcohol-free, tobacco-free work environment. 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.

As you read through this booklet, if you have any questions that have not been answered, please feel free to contact the Graduate Medical Education Department (meded@ccf.org).

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 (<http://portals.clevelandclinic.org/gme>).

**Any reference in this booklet to “clinical trainee”, “trainee”, “caregiver”, or “employee” includes residents and fellows.*

Equal Opportunity Employment Statement

Cleveland Clinic is committed to diversity and inclusion. We provide equal opportunity across all employment practices including recruitment, selection, training, promotion, transfer and compensation, without regard to age, gender, race, national origin, religion, creed, color, citizenship status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, marital status, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law (“protected categories”). In addition, Cleveland Clinic administers all personnel actions without regard to disability, and provides reasonable accommodations for otherwise qualified disabled individuals.

Discrimination or harassment based on any of the protected categories will not be tolerated and is cause for disciplinary action up to and including termination of employment. To maintain our culture of integrity, we also encourage the reporting of concerns without fear of retaliation. Cleveland Clinic will not retaliate against any caregiver who in good faith has made a complaint based on a reasonable belief that the law or a Cleveland Clinic policy has been violated, or for assisting with or participating in an investigation or exercising any employment right protected by law. Any caregiver who believes he or she has been discriminated or retaliated against should report it to his or her manager, to any member of Cleveland Clinic’s management, or to his or her Human Resources or Professional Staff Affairs representative. Cleveland Clinic will investigate

these complaints and take appropriate corrective actions.

Conditions of Employment

Eligibility

Applicants with one of the following qualifications are eligible to be considered for training at Cleveland Clinic:

- 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)
- Have graduated from a U.S. college of Osteopathic medicine that is accredited by the American Osteopathic Association (AOA)
- Have graduated from a medical school outside of the U.S. or Canada and meet one of the following additional qualifications:
 - Have a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG)
 - Hold a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction
- Have completed a Fifth Pathway Program provided by an LCME-accredited medical school
- Fellows must have completed ACGME prerequisite training to be considered for training in an accredited fellowship
 - If a trainee who holds a valid ECFMG certificate does not meet the requirements listed above, he or she may be considered an “exceptional candidate” based on specific criteria outlined in the subspecialty requirements and only if the individual RC allows exceptions to the general eligibility requirements.

For more information on ECFMG certification, visit <https://www.ecfmg.org/> or write or call:

Educational Commission for Foreign Medical Graduates
3624 Market Street
Philadelphia, PA 19104-2685
215-386-5900

Nonsmoking Hiring Policy

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 (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/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: Notice of 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 and the Anesthesiology residency at South Pointe Hospital 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

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 retains the right to subject you to random toxicology screens after initial hiring. 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 implemented an Expanded Drug Testing Program (EDT) that requires participation of all caregivers. This was an expansion of the previous 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	Ketamine	Oxycodone
Barbiturates	Marijuana	Phencyclidine
Benzodiazepines	Meperidine	Propoxyphene
Cocaine	Methadone	Tramadol
Fentanyl	Opiates	

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.

Licensure Information

The State of Ohio requires clinical trainees to have either a Permanent Ohio Medical License or a Temporary Training Certificate. Applying and renewing of licensure is the clinical trainee's responsibility. Clinical trainees will be required to maintain licensure throughout their training program. Failure to maintain licensure will result in the inability to work and may result in termination of employment.

The State Medical Board of Ohio will contact the clinical trainee directly via email. The clinical trainee must provide GME a copy before they can start their training. If the Ohio Board does not issue a training certificate before the time a clinical trainee is scheduled to start training, they will issue the clinical trainee an acknowledgment letter. This letter will permit a clinical trainee to begin their training program while their application is in process. A similar letter is available for permanent licensure applicants – please contact the State Medical Board of Ohio (<http://www.med.ohio.gov>) for this letter.

Clinical trainees are required to notify their Program Director of any communication from the State Medical Board of Ohio during the application process (for either a Training Certificate or Permanent Licensure) that will delay or prevent issuance of a Permanent License or Training

Certificate. Failure to do so may result in disciplinary action, termination of employment and/or rescission of the trainee's appointment.

Permanent Licensure: To be eligible the State Medical Board of Ohio requires U.S. medical school graduates to complete one year of U.S. or Canadian accredited graduate medical education and international medical school graduates to complete two years of U.S. or Canadian accredited graduate medical education. In addition, all 3 steps of USMLE must have been passed within a 7-year period from the date of the first exam passed. Information on Permanent Licensure may be obtained by contacting the State Medical Board of Ohio at 614-466-3934; 30th East Broad Street, 3rd Floor, Columbus, Ohio 43215 or visiting their website <http://www.med.ohio.gov>.

If a clinical trainee is joining an advanced fellowship, their program may require a permanent license, please check with the Program Coordinator; the Office of Professional Staff Affairs (OPSA) handles credentialing of Limited Clinical Practitioner (LCP).

Nonimmigrant Status/Visa Supported by Cleveland Clinic for Residency/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 may be eligible to use your post-graduate employment authorization (OPT for F-1, Practical Training for J-1) to start your residency program. Please contact the International Office at your university for more information.

Nonimmigrant Status/Visa NOT Supported by Cleveland Clinic for Residency/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).

Benefits

Additional benefits to those that are listed below can be found in the Graduate Physicians Manual, located on the homepage of the education website and in the My Pay + Benefits Highlights for Main Campus Residents & Fellows (<https://my.clevelandclinic.org/departments/graduate-medical-education/benefits>).

Employee Health Plan

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 employeehealthplan.clevelandclinic.org. 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

In the Tier 1 network, the services listed above are covered 100% after the applicable copays have been paid.

The Tier 2 provider network is MMO SuperMed Network (within the state of Ohio - excludes University Hospitals providers with the exception of emergency room or urgent care visits) and Aetna Open Choice PPO network (outside the state of Ohio). Tier 2 providers are subject to a \$500 annual deductible and most medically necessary services are covered 70% thereafter. Tier 2 providers can be accessed by visiting employeehealthplan.clevelandclinic.org.

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 Insurance

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 Insurance

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 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

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 resident/fellow, 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:

Amy P. Dickenson
Dickenson & Associates, LLC.
440-505-6007
amy@dickensoninsurance.com

Rory Bixel Lough
Arthur J. Gallagher & Co.
440-974-4040
rory_lough@ajg.com

Schroh 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

Cleveland Clinic provides a \$25,000 group term life insurance policy for caregivers at no cost. Enrollment is automatic upon your start date.

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.

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 ACGME accredited trainees 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 presentation content. In addition, the trainee must be listed as first author on the poster/presentation and be listed as the “presenter”. Trainees who meet the above criteria will qualify for one annual Education Institute sponsored trip with a maximum reimbursement of \$1,500.00.

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

Graduate Medical Education at Cleveland Clinic

GME Department

Providing a quality educational experience to our clinical trainees 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.

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. Benefits may vary base on training location. Please contact a member of your program’s leadership (Program Director, Associate Program Director, Program Coordinator) for details on how 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](#) (intranet site).
- 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.

On-Call Meals

Clinical trainees that are in programs that require them to be on in-house overnight call are provided an on-call meal allowance. This does not include trainees taking call from home. 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 contact a member of your program's leadership (Program Director, Associate Program Director, Program Coordinator) for details on how to access this service.

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.

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/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 Leave: If a clinical trainee 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 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/Fellows must complete and submit the appropriate forms to the program director at least 90 days in advance to allow arrangements for coverage.

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/step-siblings, grandmother, grandfather, and grandchild.

Bereavement leave may be taken within 30 days of the date of death of the immediate family member, except in those circumstances where the service is held beyond that time frame due to extenuating reasons. 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, 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.).

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 rolling 12-month period as a result of a “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 6.2.1 which states that Programs are responsible for the completeness, timeliness, and accuracy of all information provided. This includes: All written, electronic, and verbal information provided to applicants throughout recruitment, the onboarding cycle, and through the 45th day following the appointment start date; and all written, electronic, and verbal information provided to the NRMP. Before the Rank Order List Certification Deadline, or the offering of a position through SOAP, the program shall: Provide a copy of the appointment agreement that matched applicants will be expected to sign if such an agreement is available, or a copy of the agreement currently in use; Once provided, applicants must be notified of any material change to the appointment agreement. Provide all institutional and program policies regarding eligibility for appointment to a residency training position including but not limited to: Expected or required academic, educational, or prior training credentials; Pre-employment drug testing and background check; Information relevant to licensure status or visa status.

Programs shall obtain a signed acknowledgement of such communication from each applicant or be able to demonstrate that eligibility requirements were made available to each applicant in accordance with Section 4.0 of this Agreement.

In addition, Section 9.0 of the Match Participation Agreement states upon conclusion of the Match and SOAP, programs: Are in a binding commitment with the applicant and must offer an appointment as matched or offered: Programs who encourage an applicant with a Match or SOAP commitment to seek a concurrent year position, absent a waiver or deferral from the NRMP, shall be presumed to have violated this Agreement. Must begin training applicants on the start date specified in the appointment contract with the intent to complete the applicant’s training: The binding commitment will be deemed to have been honored by the applicant so long as the applicant enters and remains in the training program through the first 45 calendar days after the start date of the relevant appointment contract. The binding commitment exists through the first 45 calendar days of the start date of the relevant appointment contract. Programs terminating a resident within 45 days of the start date specified in the appointment agreement, without having an approved waiver or deferral from the NRMP, will be in violation of this Agreement. Applicants who give notice of resignation, resign, or vacate a position within 45 days of the start date specified in the appointment agreement, without having an approved waiver or deferral from the NRMP, will be in violation of this Agreement. Programs must report such violations to policy@nrmp.org. Each appointment is subject to the official policies of the appointing institution and program in effect on the Rank Order List Certification Deadline or

when the program submits its preference list if the program participates in SOAP. Programs must adhere to the disclosure policies regarding accuracy, completeness, and timeliness of Information as outlined in Section 6.2 of this Agreement. Programs who fail to disclose the official policies of the appointing institution and/or program, as outlined in Section 6.2 of this Agreement, prior to the Rank Order List Certification Deadline may not be eligible to receive a waiver or deferral of the matched appointment.

The binding commitment may be released only through the waiver procedures set forth in Sections 10.0 of this Agreement. Neither applicants nor programs may release each other from the binding Match commitment or an offer accepted during SOAP. A waiver or deferral of the binding commitment may be requested only from the NRMP. The NRMP has sole discretion to grant or deny a requested waiver or deferral. The terms of the Waiver and Deferral Policy are incorporated herein and binding upon all Match participants.

Programs shall promptly notify the NRMP of waiver or deferral request(s) received from an applicant. The NRMP's decision is final and is not subject to challenge in arbitration, by judicial review, or by review of a third party. The NRMP may grant a deferral of up to one year at the request of either a program or an applicant if arbitration proceedings have been initiated and the outcome is pending. Absent a waiver or deferral from the NRMP, failure to honor this binding commitment will be considered a violation of this Agreement.

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, Breast Imaging, Endocrinology, Medical Genetics, MSK Radiology, Interventional Radiology, Nephrology, Sports Medicine and Sleep Medicine have voluntarily instituted the All-In Policy.

In accordance with NRMP Policy a sample contract follows:

Sample Appointment Contract, Acceptance Letter, and Addendum
Sample Appointment Letter Sent by the GME Office at Cleveland Clinic

March 19, 2022

John Smith, MD
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, 2022 through June 30, 2023.

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,

Jeremy Lipman, MD, MHPE, FACS, FASCRS
Director, Graduate Medical Education
Designated Institutional Official
Cleveland Clinic

Sample Acceptance Letter Signed by Trainee

Date _____
Jeremy Lipman, MD, MHPE, FACS, FASCRS
Director, Graduate Medical Education
Designated Institutional Official
Cleveland Clinic

Dear Dr. Lipman:

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, 2022 through June 30, 2023.

Sincerely,
John Smith, MD
The Cleveland Clinic Foundation

SAMPLE ADDENDUM (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 for training at Cleveland Clinic. Does not apply to Postdoctoral Psychology Fellows.
Note to Clinical Fellows: 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.
2. 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.
3. 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.
4. 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.
5. 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. Does not apply to Postdoctoral Psychology Fellows.
6. 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.
7. 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. Does not apply to Postdoctoral Psychology Fellows.
8. 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.

9. 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/>.
10. 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 (<https://my.clevelandclinic.org/departments/graduate-medical-education/benefits>). 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
- 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

Evaluations Section

- Formative Assessments of Clinical Trainees (Feedback)
- Additional Evidence Used for Assessment Purposes
- Summative Assessments (High Stakes)
- Assessment of Teaching Faculty
- Evaluation of Training Program*

Performance Section

- GME Remediation and Corrective Action Policy*
- GME Appeal Process Policy*
- Board Eligibility Training Extensions*
- Promotion*
- Certificates of Completion of Training
- Termination Procedure

Compensation & Benefits Section

- FMLA*
- Professional Liability*
- Salary & Benefit Requirements*
- GME Maternity Leave Policy
- GME Parental Leave Policy
- Complaint & Problem Resolution*

House Staff Resources Section

- House Staff Association (HSA)
- House Staff Spouse Association (HSSA)
- Information for International Medical Graduates
- Employee Wellness Program
- Caring For Caregivers*
- Academic Awards Program
- GME Department Functions
- On-Call Rooms
- GME Locker and Lock Agreement

Institutional Policies Section

- Clinical Trainee Life Support Certification Policy
- Code of Conduct Policy
- Confidentiality Policy
- Conflicts of Commitment
- Conflict of Interest in Business Affairs in General Policy
- Conflict of Interest in Clinical Practice
- Conflict of Interest in Education Policy
- Conflicts of Interest in Research Policy
- Corporate Compliance
- Culture of Safety
- Disability Accommodation in Education Policy
- Disability Accommodation in Education Appeals Procedure
- Drug Free Workplace
- Hand-Off Communication Policy
- Hazardous Chemical Identification and Communication Policy
- Hepatitis B Infection
- HIPAA
- Human Immunodeficiency Virus Infection
- Human Subject Research
- Identity Theft Prevention and Mitigation Standard Operating Procedure
- Infection Prevention
- Influenza Vaccination
- Informed Consent Policy
- Investigation of Criminal Conduct
- Investigation of Alleged Scientific or Academic Misconduct
- Lactation Break Policy
- 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
- Professional Conduct Policy
- Release of Information on Patients
- Restraint and/or Seclusion Use Policy
- Restraint and/or Seclusion Use Procedure for Violent/Self-Destructive Behavior (VSD)
- Restraint Use Procedure for Non-Violent/Non-Self-Destructive Behavior (NVNSD)
- Safety Event Reporting (SERS) Policy
- Safety & Security
- Social Media Use Policy
- Scrub Personnel Responsibility Policy
- Sexual Misconduct in Education
- Substance Abuse/Chemical Dependency
- Trainee DEA Registration Number Policy
- Universal Protocol – Safety Checklist Policy
- Use of Electronic Devices
- 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*
- Rotation Policy*
- International Away Rotations Policy
- Supervision of Clinical Trainees*

**Graduate Medical Education
Cleveland Clinic
9500 Euclid Ave NA-23
Cleveland, OH 44195
Local: 216-444-5690
E-mail: meded@ccf.org**

While every effort is made to ensure the accuracy of the information presented in this booklet, it is possible that changes will be made to some of the policies after its publication. Cleveland Clinic Institutional and GMEC policies will take precedence over those in this publication in matters of arbitration. To keep you current, any changes or revisions will be communicated on the intranet site GME/com, as they are implemented. Please note that this intranet site is only accessible when on the Cleveland Clinic network.