

TABLE OF CONTENTS

SECTION	TITLE	PAGE
	Table of Contents	1-3
	Office of Graduate Medical Education/Capital Area Health Consortium Contact Information.....	4-5
	Welcome and Introduction to Graduate Medical Education.....	6
SECTION 1:	General Information –Graduate Medical Education	
	Index.....	7
1.A.	Description of Sponsoring Institution.....	8
1.B.	Institutional Commitment.....	8-9
1.C.	Mission Statement.....	9
1.D.	Office of Graduate Medical Education	
	Index.....	10
14 1.D.1.	The Role of the Office of Graduate Medical Education.....	11
	1.D.2. Administrative Organization of GME.....	11-12
	1.D.3. Description of Hospitals in the Greater Hartford Area.....	12-
	1.D.4. Residency and Fellowship Programs Sponsored by the University of Connecticut School of Medicine.....	15-16
SECTION 2:	Graduate Medical Education Policies and Procedures	
	Index.....	17
2.A.	Compact between Faculty and Undergraduate and Graduate Medical Trainees.....	18-19
2.B.:	Eligibility and Selection	
	Index.....	20
2.B.1	Resident Eligibility.....	21
2.B.2.	Employment Requirements.....	21-22
2.B.3.	Continuation/Promotion/Reappointment.....	22
2.B.4.	Graduation Requirements and Exit Requirements.....	22
2.B.5.	Resident Selection and Resident Agreement.....	23
2.B.6.	Resident Agreement Letter.....	24-27
2.B.7.	Closures and Reductions in Programs and Program Size.....	28
SECTION 3:	Resident Educational and Work Environment	
	Index.....	29
3.A	General Guiding Principles.....	30
3.B	Policies Regarding Resident Evaluation, Promotion, and Dismissal	
	Index.....	31
3.B.1.	Purpose.....	32
3.B.2.	Education Committee.....	32

3.B.3.	Policy on Resident Supervision.....	32
3.B.4.	Standards and Procedures for	
Evaluation.....		33-34
3.B.5.	Promotion.....	34
3.B.6.	Pre-Probation Measures and Probation.....	34-35
3.B.7.		
Suspension.....		35
3.B.8.	Denial of Academic Credit/Termination/Dismissal.....	36
3.B.9.	Appeal.....	37-40
3.C.	Other Policies and Procedures	
	Index.....	41
3.C.1.	Critical Incident Policy.....	42
3.C.2.	Counseling Services.....	42-43
3.C.3.	Impaired Physician and Drug-Free Workplace & Alcohol Abuse Policy	43-47
3.C.4.	Policy on Sexual Harassment Involving Residents	48-50
3.C.5.	Accommodation for Disabilities - ADA Policy.....	51
3.C.6.	Executive Summary / Policy on Interactions Between University of Connecticut School of Medicine Graduate Medical Trainees and the Pharmaceutical, Nutraceutical and Biomedical Industry	52-56
3.C.7.	Mandatory Certification.....	57
3C.8	Resident Duty Hours.....	57-58
3.C.9	Moonlighting.....	58
3.C.10	Restrictive Covenants.....	58
3.C.11	Prescription Writing/Medical Treatment.....	59
3.C.12.	Policy on Delinquent Medical Records.....	59
3.C.13	Policy for State of Connecticut Controlled Substance Registration.....	60
3.C.14	Control of Resident Occupational Exposures to Blood-Borne Pathogen (OEBP) and Exposure Control Plan Policy.....	60-61
3.C.15	Resident Occupational Ionizing Radiation Exposure Policy.....	61-64
SECTION 4:	Resident Participation in Educational and Professional Activities	
	Index.....	65
4.A.	Away Electives.....	66
4.B..	Chief Medical Resident.....	66
4.C.	Combined Residency /Fellowship / MPH Training Program.....	67
SECTION 5	Salary and Benefits	
	Index.....	68
5.A.:	Salary and Payroll for 2008-2009.....	69
5.B.	Leave	
	Index.....	70
5.B.1.	Summary of Leave Benefits.....	71
5.B.2.	Paid Vacation and Educational Leave.....	71
5.B.3.	Paid Sick Leave.....	72
5.B.4.	Medical Leave and Short-Term Disability.....	72
5.B.5.	Maternity/Paternity Leave.....	73
5.B.6.	Pregnancy-Related Absences.....	73
5.B.7.	Family Leave.....	73-74
5.B.8.	Unpaid Leave.....	74
5.B.9.	Extension of Annual Contract.....	74
5.B.10	Worker's Compensation.....	75
5.B.11.	Major Holidays.....	75

5.B.12.	Jury Duty.....	75
5.B.13.	Military Leave.....	76
5.B.14.	Bereavement Leave.....	76
5.B.15.	Emergency Leave.....	76
5.B.16.	Effect of Leave on Program Completion.....	76
5.C.	Professional Liability/Malpractice Coverage	77-78
5.D.	Medical/Dental/Prescription Drug Insurance.....	79
5.E.	Financial Assistance for New Residents and Fellows.....	79-80
5.R.	Notification of COBRA Rights.....	80-81
5.G.	Long-Term Disability Insurance.....	81-82
5.H.	Life Insurance.....	82
5.I.	Tax-Sheltered Investment Program.....	82-83
5.J.	Dependent Care Reimbursement Account/Voluntary Benefits.....	83
5.K.	Miscellaneous Benefits.....	84
	▪ Training/Employment Verification	
	▪ Loan Deferrals	
	▪ DEA Numbers	
	▪ Policy for State of Connecticut Controlled Substance Registration	
	▪ Lab Coats	
	▪ Meal Allowance	
APPENDIX A	Contact Information.....	85-86