

Resident/Fellow Agreement of Appointment

Agreement made this 9th day of March, 2026 by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas for Medical Sciences ("UAMS") and Jane Doe, MD (hereinafter "Trainee").

The trainee is hereby employed by UAMS as a PGY 2 in the UAMS College of Medicine (COM) Accreditation Council of Graduate Medicine Education (ACGME) accredited (Name of Training Program) program. In this capacity, the trainee will participate in a graduate medical education program that includes, but is not limited to, classroom and didactic sessions, patient care responsibilities, and other in-person and virtual activities as determined by trainee's specific graduate medical education program.

The trainee agrees to perform all duties and services in a competent, professional, and effective manner. The trainee agrees to abide by the policies, procedures, rules, and regulations of the UAMS COM as the Sponsoring Institution (SI) and also those of participating affiliate sites, as these sites' policies, procedures, rules and regulations currently exist and may from time to time be amended. The trainee agrees to abide by the statement of trainee responsibilities. (See below).

TRAINEE RESPONSIBILITIES

The goal of the training program is to provide the trainees with an extensive experience in the art and science of medicine in order to achieve excellence in the diagnosis, care and treatment of patients. To achieve this goal, the trainees agree to do the following:

- a) Under the direction of the Program Director (or designee) and supervision by attending physicians, assume responsibilities for the safe, effective and compassionate care of all assigned patients, consistent with the trainee's level of education and experience.
- b) Participate fully in the educational and scholarly activities of the residency program and, as required, assume responsibility for teaching and supervising other trainees, medical students and other ancillary health students.
- c) Develop and participate in a personal program of self-study and professional growth with guidance from the teaching staff.
- d) Participate in institutional programs, committees, councils, and activities involving the medical staff as assigned by the program director, and adhere to the established policies, procedures and practices (to include standards of behavior) of UAMS and its participating sites.
- e) Participate in the evaluation of the program and its faculty.
- f) Develop an understanding of ethical, socio-economic, and medical-legal issues that affect the practice of medicine.
- g) Participate in educational experiences required to achieve competence in patient care, medical knowledge, practice-based learning improvement, interpersonal and communications skills, professionalism, and systems-based practice.

- h) Keep charts, records, and reports up-to-date and signed at all times and complete medical records according to the rules and regulations of the participating hospital.
- i) Demonstrate responsibility for the management of their time before, during, and after clinical assignments.
- j) Adhere to ACGME institutional and program requirements including the accurate reporting of clinical learning and educational work hours.
- k) Complete all steps in the electronic on-boarding checklist and any additional written or electronic documentation required to complete the appointment process within the designated timeframe.
- l) Decline anything of monetary value from patients or industry without verification of its appropriateness with UAMS Administrative Guide policies.
- m) Conduct himself/herself in accordance with the laws and regulations that apply to compliance matters and to report any information of possible wrongdoings, errors, or violations of the law through the appropriate reporting mechanism.

DURATION OF APPOINTMENT

The term of this Agreement is for one (1) year beginning (7/1/2026) and ending (6/30/2027).

FINANCIAL SUPPORT

The trainee shall receive as compensation for the term of this Agreement an amount equal to \$65,791.

CONDITIONS FOR PROMOTION/REAPPOINTMENT OF TRAINEES

Trainees are promoted/reappointed on the basis of terms outlined in UAMS COM Graduate Medical Education Committee's (GMEC) Policy 1.300. In the event the trainee is not to be reappointed, the trainee will be furnished with written notice of non-reappointment at least four (4) months prior to the expiration date of the current period of appointment. If the primary reason(s) for the non-renewal or non-promotion occur(s) within the four months prior to the end of the current appointment, the trainee will be provided with as much written notice of the intent not to renew as the circumstances will reasonably allow.

GRIEVANCE AND DUE PROCESS

Any trainee who believes that a rule, procedure, or policy has not been followed or has been applied in an inequitable manner or believes that a decision, act or condition has detrimentally impacted his or her program of study, the trainee may file a grievance or appeal through the UAMS COM GMEC Policy 1.410, Adjudication of Resident/Fellow Grievances. Violations of the resident/fellow agreement may also be appealed in the same manner.

PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance coverage, including "tail coverage," will be provided in an amount and with coverage to be determined by UAMS for acts or omissions of the trainee in the scope and course

of his or her duties. The provisions applicable to such coverage are contained in the insurance contract. A copy of the insurance contract may be viewed upon request. This professional liability insurance will only provide coverage for the trainee in the performance of duties and obligations of this Agreement. It is the sole responsibility of the trainee to obtain and provide professional and general liability insurance coverage for all employment or professional activity (i.e., “moonlighting”) engaged in by the trainee, which is not an official part of the trainee’s training program.

BENEFITS

Information about benefits

[Benefits for Housestaff \(uams.edu\)](https://uams.edu/benefits-housestaff)

[Resident-rates \(uams.edu\)](https://uams.edu/benefits-resident-rates)

- a) Health Insurance: Coverage for the trainee and member of their immediate family, (i.e., legal spouse and children), is available and is effective on the first day the trainee is required to report to the training program, provided the trainee submits the required enrollment forms to UAMS Human Resources within their first 30 days of initial appointment to the training program. UAMS will pay the premiums for the trainee’s Classic Plan or Health Savings Plan coverage only, provided the trainee makes positive election for coverage. For family members, UAMS will pay a portion of the premium in accordance with the University of Arkansas benefit plan document, provided the trainee makes positive election for coverage.
- b) Dental Insurance: UAMS will pay a portion of the premium for the trainee and their family members in accordance with the University of Arkansas benefit plan document, provided the trainee makes positive election for coverage.
- c) Basic Long Term Disability Insurance: UAMS will pay the premiums for the trainee’s coverage.
- d) Basic Life Insurance: UAMS will pay the premiums for the trainee’s coverage.
- e) Leave: Trainees have an annual vacation allowance of 21 days of vacation leave (15 weekdays plus weekends) and 12 sick leave days. The COM GMEC Policy 2.200 governs leave, including the ACGME Medical, Parental or Caregiver Leave, Educational Leave, Bereavement Leave, FMLA, Leave of Absence, and Military Leave. Unused leave will not be paid as a terminal benefit and will not be rolled over to the next year. Vacation Leave must be scheduled and approved in advance by the respective Program Director or their designee.
- f) Mental Health Services: The SI provides access to confidential counseling, medical and psychological support services in accordance with the provisions of the UAMS Medical Benefit Plan, the UAMS Employee Assistance Program, and the UAMS Resident Wellness Program.

PROGRAM COMPLETION AND BOARD ELIGIBILITY

Completion of training is based on program requirements set forth by the ACGME and program specific board certification requirements. Although UAMS provides leave, some board requirements limit the amount of leave a trainee can take. Each trainee should confer with Program Director to ensure that all requirements have been met for completion of training. Once a trainee has satisfactorily met the requirements, a certificate of completion will be issued.

CLINICAL LEARNING AND WORKING ENVIRONMENT

As outlined by ACGME requirements, trainees are expected to appear appropriately rested for duty and fit to provide the services required by their patients. The clinical learning and working environment and the content of the educational curriculum are determined by the Program Director. Trainees will not engage in employment outside the training program without the written approval of the Program Director and the Executive Associate Dean for GME. The UAMS COM GMEC has outlined policies to govern requirements to participate in moonlighting, GMEC Policy 3.300, and for participation in supplemental clinical activities, GMEC Policy 3.310.

TERMINATION

This agreement may be terminated for cause in accordance with the procedures set out in the policies of the UAMS COM GMEC and may be changed or supplemented from time to time by the GMEC. Any such changes or supplements during the period of this agreement shall become effective when promulgated or adopted by the GMEC.

DRUG SCREEN AND BACKGROUND CHECK

This appointment is conditioned upon successfully passing a pre-employment drug screen in accordance with the UAMS Administrative Guide Drug Testing Policy and upon satisfactory completion of a criminal background check. In cases where employment may have been initiated prior to the criminal background check, UAMS reserves the right to determine the trainee's suitability for continued employment.

This agreement is executed in the State of Arkansas and shall be interpreted in accordance with Arkansas law. The agreement shall not be amended, changed or modified except by an Agreement in writing signed by all parties.

IN WITNESS WHEREOF, the parties have executed this agreement on the date and year first above written.

Jane Doe, M.D.

Resident/Fellow

Date

FOR THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS ACTING FOR AND ON BEHALF OF THE
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Program Director

Date

Executive Associate Dean for Graduate Medical Education

Date

SAMPLE