

# UC San Diego

## HEALTH SCIENCES

April 17, 2013

Benjamin Franklin Pierce, M.D.  
412 Black Point Road  
Crabapple Cove, ME 04440

Dear Doctor Pierce:

We are pleased to learn that you have accepted an appointment at the Resident Physician **(XX)** level at UC San Diego Health Sciences in **Department of XX**. The **XX** residency program is **XX** months in duration. Initial appointment and reappointment is made on an annual basis. Your initial appointment will extend from **July 1, 201X** through **June 30, 201X** at the annual salary rate of **\$XX,XXX.00**. Reappointments are made on an annual basis following successful completion of the prior year of training. You may review the specifics on non-renewal of appointments and due process issues in the UCSD House Officer Policy and Procedure Document (HOPPD) available at the OGME website. <http://meded.ucsd.edu/gme/>

Please be advised that your appointment is contingent upon (1) A satisfactory Criminal Background Check (see attachment) (2) Compliance with the Medical Board of California licensure regulations (3) Federal Immigration laws and (4) Satisfactory completion of your current academic program.

**IMPORTANT NOTE:** The following documents are among those enclosed. After reviewing, **please return completed, signed and dated documents within 10 days of receipt.**

1. UCSD Acceptance Form<sup>1</sup>
2. UCSD Resident Physician Position Description Document
3. UCSD GME Attestation Form

**Return ALL documents to:** Office of Graduate Medical Education, Registration  
UC San Diego – Mail Code 8829  
200 West Arbor Drive  
San Diego, CA 92103-8829

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<sup>1</sup>reflects Resident Physician level and the date of your appointment; receipt of a completed, signed and dated UC Acceptance Form indicates you accept the appointment being offered

<sup>2</sup>Resident Physician refers to any intern, resident or fellow in a UCSD ACGME accreditate training program

## 1. UCSD Medical Center Orientation Program

The Office of Graduate Medical Education (OGME) will conduct its orientation and registration program in the hospital's main auditorium on:

**\*Monday, July 1, 2013 at 6:30 a.m.**

**ATTENDANCE IS MANDATORY**

You will find an information sheet enclosed describing the orientation with a map of the Medical Center.

*\*Date and time subject to change*

## 2. House Officer Policy and Procedure Document GME Academic Policies, Procedures and Guidelines

These documents are available on the OGME website at <http://meded.ucsd.edu/gme/>

They contain the UCSD Medical Center policies and procedures for each of the following topics. Please refer to the HOPPD and the GME Academic Policies, Procedures and Guidelines for details on the 20 points noted below:

- Vacation Policy
- Policies on Gender or Other Forms of Harassment
- Policies on Housestaff Duty Hours and Working Environment
- Policies on Professional Activities External to the Educational Training Program Designated as Moonlighting
- Policies on Effect of Leave for Satisfying Completion of Program
- Leave of Absence Policy
- Policies on Physician Impairment and Substance Abuse
- Professional Liability Insurance (Tail Coverage)
- Disability and Health Insurance
- Professional Leave of Absence Benefits
- Parental Leave of Absence Benefits
- Sick Leave Benefits
- Counseling, Medical Psychological Support Services
- Conditions for Living Quarters, Meals, Laundry
- Residents' Responsibilities
- Duration of Appointment
- Conditions for Reappointment
- Grievance Procedures
- Residency Closure/Reduction
- Restrictive Covenants

## 3. Bylaws of the Medical Staff – UCSD Medical Center

This document is located on the UCSD Medical Center intranet at:

<http://www-ucsdhealthcare.ucsd.edu>

## 4. Occupational & Environmental Medicine

Review the enclosed material and comply with the instructions.

## 5. TB Control

Review the enclosed material and comply with the instruction

## 6. Health, Life, Dental, Vision, and Group Long Term Disability Insurance Plans

The enclosed memo provides a description of the medical, dental, vision, life and long term disability plans offered by UCSD Medical Center for the period July 1, 2012 through June 30, 2013. A more detailed description is posted to our website at: <http://meded.ucsd.edu/gme/>

The Medical Center covers the premium cost for coverage and there will be no charge for coverage to you. This includes single coverage, coverage for your spouse, your dependents and/or domestic partner.

Review the enclosed document to familiarize yourself with the plans. Online enrollment instructions are included in this document. You will not be able to access the online enrollment website until Orientation day.

When the 2013-14 insurance package is finalized, the revised descriptive material will be distributed at orientation and posted to the OGME website at: <http://meded.ucsd.edu/gme/>.

## 7. Specialty Board Examination

Information related to eligibility for your specialty board examination can be obtained through your training program. The list of specialty board contracts is also available on the OGME website: <http://meded.ucsd.edu/gme/>.

If you should have any questions or if we may be of assistance prior to your arrival, please do not hesitate to contact either Office of Graduate Medical Education at or your training program directly. Welcome to UCSD! I hope that the year ahead will be one of much learning, many new friendships and great personal and professional satisfaction.

Sincerely,



Stephen R. Hayden, M.D. FAAEM, FACEP  
Professor of Clinical Medicine  
Associate Dean of Graduate Medical Education and DIO

Enclosures

cc: Clinical Department