

Agreement for Appointment – Graduate Medical Education

Eastern Virginia Medical School
P.O. Box 1980 | Norfolk, Virginia 23501

NAME: _____ NPI#: _____
Please Print or Type

DEPARTMENT/PROGRAM: _____

INTERN RESIDENT FELLOW POST GRADUATE YEAR: _____

CONTRACT PERIOD: _____, 20____ through _____, 20____ STIPEND RATE: _____

(subject to final approval)

DUE DATE : _____ (If a signed agreement is not returned by this date, the appointment offer will be withdrawn)

We are pleased to offer you an appointment as a graduate medical education trainee in the above program. The offer contained in this Agreement is provisional pending receipt of all required signatures, employment documents, a training or full license to practice medicine in the Commonwealth of Virginia, and, if applicable, receipt and approval of all necessary documentation from prior employers/institutions. Please note that all employment documents are due by April 15th. Employment documents not received by Eastern Virginia Medical School as of July 1st will delay the start date of your clinical training program. The related time period for the delayed start will be leave without pay or be charged to vacation time.

A criminal background check is required for entering trainees. For trainees rotating to the Veterans Affairs Medical Center Hampton, Naval Medical Center Portsmouth, and Eastern State Hospital additional background checks will be necessary. By signature on this agreement, you consent to the criminal and additional background checks. Identification and confirmation of felony convictions may result in withdrawal of the appointment offer, termination of this agreement, and/or dismissal from the program.

As a trainee enrolled at Eastern Virginia Medical School, your performance, conduct and all matters relative to graduate medical training are governed by the laws of the Commonwealth of Virginia regulating the practice of medicine by physicians and graduate medical education trainees. You are bound by the rules and regulations of your department and the bylaws, policies and procedures of Eastern Virginia Medical School and the Graduate Medical Education Council (published online at https://www.evms.edu/education/gme/policies_procedures/). The Graduate Medical Education Council policies and procedures are an integral part of this Agreement and your signature on this Agreement provides documentation of access to and your review of these policies and procedures. The policies and procedures of the Graduate Medical Education Council are subject to revision without prior notice. Additionally, you are bound by the rules, regulations, and bylaws of the affiliated teaching facilities in which you train. Secure electronic access to these rules, regulations and bylaws will be provided after confirmation of your employment, or directly provided to you by the affiliated teaching facilities. You are responsible for knowing and adhering to such rules, regulations, policies and procedures. Breaches of the above mentioned rules, regulations and bylaws or misrepresentation of information provided on the temporary licensure form (required of all new trainees) or other submitted documentation may result in termination of this Agreement and dismissal from the program.

Eastern Virginia Medical School is a drug and alcohol free workplace. Eastern Virginia Medical School policy provides for pre-placement and “for cause” drug and alcohol testing of employees and trainees. Pre-placement drug screens will be conducted during the last week of June and during the month of July. A verified positive result on the pre-placement or “for cause” drug screen violates Eastern Virginia Medical School policy and will result in termination of this Agreement and dismissal from the program.

As a recipient of federal funds for graduate medical education, Eastern Virginia Medical School must comply with federal regulations relating to funding for health care programs. If your name currently appears, or appears during the tenure of your educational program, on the list of convictions for default on Health Education Assistance Loans or other areas as contained in sections of 1128 or 1156 of the Social Security Act, your contract and educational relationship with Eastern Virginia Medical School will be terminated.

There are Technical Standards required of all trainees that are published online at https://www.evms.edu/media/evms_public/departments/gme/evms-gme-technical-standards.pdf. These standards describe the essential functions that trainees must demonstrate in order to fulfill the requirements of their appointment, and thus, are pre-requisites for entrance, continuation, promotion, and completion of their program. Your program may have additional standards which are specialty specific and available through your program. By signing this Agreement for Appointment, you acknowledge and certify you have read the technical standards, understand them and are able to fulfill them with or without reasonable accommodations. In addition, you understand that if you intend to request accommodation under the American with Disabilities Act or Section 504 of the Rehabilitation Act, you must contact the Associate Director of Human Resources, 757-446-6043. The Disability Accommodations Policy is available at https://www.evms.edu/media/evms_public/departments/gme/aada-policy.pdf.

I agree to the terms and conditions of this Agreement, and have reviewed and agree to abide by the policies and procedures of Eastern Virginia Medical School, the Graduate Medical Education Council, and the affiliated teaching facilities.

ACCEPTED BY: _____

OFFERED BY:

Program Director or Chair Date

Departmental Budget # _____ - _____ - _____ - _____

APPROVED BY:

GME Program Administrator Date
Eastern Virginia Medical School