

All University of Massachusetts Medical School-Baystate (UMMS-Baystate) training programs comply with the Accreditation Council for Graduate Medical Education (ACGME) institutional and program requirements for resident eligibility and selection. These Resident and Fellow Employment Requirements are also published at <https://www.baystatehealth.org/education-research/education/graduate-medical-education>.

## Pre-Employment Verifications and Examinations

After you match or are accepted into a University of Massachusetts Medical School-Baystate (UMMS-Baystate) residency or fellowship at Baystate Medical Center, the offer of employment is contingent on satisfactory findings from all pre-employment verifications and examinations, which include:

- Criminal background file review
- Driving record evaluation
- Medical license verification and credentialing review (if you have held a medical license previously)
- Pre-employment examinations
- Physical examination
- Confirmation or administration of required immunizations
- Urine drug test. If your drug test is positive for the presence of drugs, your employment offer will be immediately rescinded and you will not be eligible to apply for employment with any Baystate Health corporation for twelve (12) months.

## Medical Licensure in Massachusetts

Resident and fellow training at Baystate Medical Center requires either a Full or Limited License from the Board of Registration in Medicine of the Commonwealth of Massachusetts. Baystate Medical Center pays for the Limited License. As part of your application for a Limited License, the Board of Registration in Medicine asks you to answer questions on the inside of this brochure. If you answer “Yes” to any of these questions the Board of Registration in Medicine will require, as part of the application, that you provide supplemental information, which in some cases includes information from a third party such as your medical school or the program director of a previous training program. Physicians applying for an Limited License will be required to pass USMLE Step 1 and Step 2, CK and CS, or the first two levels of COMLEX or complete all parts of MCCQE. You may review the Limited License application and associated information at the Board of Registration in Medicine website ([www.mass.gov/massmedboard](http://www.mass.gov/massmedboard)) under the category “Apply for My License”.

## Certifications

The University of Massachusetts Medical School-Baystate (UMMS-Baystate) requires all residents and fellows to have specific certifications that are current at the start of training. If you do not have the required certifications, Baystate Medical Center provides these courses for you without charge just prior to orientation. Additional certification courses may be required and provided during training without charge. The following initial certification training is required and provided:

- |   |                  |  |                  |
|---|------------------|--|------------------|
| • Anesthesia residency and fellowships:         | ACLS             | • Pediatrics residency:                  | ACLS, PALS, NRP  |
| • Emergency Medicine residency and fellowships: | ACLS, PALS, ATLS | • Pediatric fellowships:                 | ACLS, PALS       |
| • Medicine residency and fellowships:           | ACLS             | • Psychiatry residency:                  | ACLS             |
| • Medicine-Pediatrics residency:                | ACLS, PALS, NRP  | • Radiology residency:                   | ACLS             |
| • Obstetrics-Gynecology residency:              | ACLS, NRP        | • Surgery residency:                     | ACLS, PALS, ATLS |
| • Pathology residency and fellowships:          | BLS              | • Minimally Invasive Surgery fellowship: | ACLS             |

ACLS=Advanced Cardiovascular Life Support

BLS=Basic Life Support

PALS=Pediatric Advanced Life Support

ATLS=Advanced Trauma Life Support

NRP=Neonatal Resuscitation Program

## Visas for Foreign Nationals

Foreign nationals must enter the United States on an appropriate visa and maintain appropriate visa status throughout their training. Residents and fellows are sponsored on J-1 visas through the Educational Commission for Foreign Medical Graduates (ECFMG). Baystate Medical Center does sponsor a few select candidates for H-1B visas.

## Fellows and USMLE Step 3/COMLEX-USA Level 3 Examination

All fellows must pass the United States Medical Licensing Examination (USMLE) Step 3 examination (for fellows with an MD degree) or Comprehensive Osteopathic Medical Licensing Examination–USA (COMLEX–USA) Level 3 examination (for fellows with a DO degree) prior to entering fellowship training at Baystate Medical Center.

## Adherence to Baystate Policies

You must follow all Baystate Health, Baystate Medical Center, Graduate Medical Education, and your Department and training program policies. The institutional policies for appointment to a residency or fellowship are published at <https://www.baystatehealth.org/education-research/education/graduate-medical-education> and include:

- Eligibility and selection of residents and fellows
- Massachusetts licensure of residents and fellows
- Visas for foreign national residents and fellows
- Requirement for USMLE Step 3 (MD) or COMLEX-USA Level 3 (DO) examination
- Compliance with Baystate Health appearance

# Graduate Medical Education Categorical and Preliminary Training Position Contract

Approved by the Graduate Medical Education Committee

Physician: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## Notice of Appointment:

You are hereby notified of your appointment as a \_\_\_\_\_ year \_\_\_\_\_ in the Department of \_\_\_\_\_ ("Department") in the UMMS-Baystate \_\_\_\_\_ Graduate Medical Education ("GME") training program at Baystate Medical Center, Inc. ("Baystate Medical Center") for the period beginning \_\_\_\_\_ ("Starting Date") and ending \_\_\_\_\_ ("Ending Date"). This Agreement describes the terms and conditions of your appointment.

1. Attaining a limited or full license from the Massachusetts Board of Registration in Medicine by the Starting Date and maintaining licensure throughout the term of your appointment up to and including the Ending Date;
2. If applicable, attaining visa status in compliance with federal law by the Starting Date and maintaining legal visa status throughout the term of your appointment up to and including the Ending Date; and
3. Satisfactory results on pre-appointment verifications and examinations, including without limitation: criminal history background check; driving record verification; medical license verification and, if you have had previously held a medical license, a credentialing review; physical examination; confirmation or administration of required immunizations and tuberculosis testing; and drug testing. If your drug testing is positive for the presence of one or more specified drugs, your appointment may be immediately rescinded, and you will not be eligible to apply for reappointment in the training program or to apply for other employment with Baystate Medical Center or any other entity affiliated with Baystate Health, Inc. ("BH") for twelve (12) months.

If you are unable to satisfy the conditions of appointment or otherwise are unable to perform the duties stated in this Agreement as of the Starting Date, Baystate Medical Center reserves the right, in its sole discretion, to withdraw this appointment or to designate a later Starting Date.

## Baystate Medical Center Responsibilities:

In consideration of your appointment and of your faithful discharge of the duties of this position, Baystate Medical Center shall provide:

1. Compensation. A salary is paid for postgraduate year \_\_\_\_\_ at the annualized rate of \_\_\_\_\_. Compensation is payable bi-weekly and subject to all deductions required by state and federal law and such other deductions as are authorized by you in accordance with Baystate Medical Center and BH policies.
2. Fringe Benefits. In accordance with Baystate Medical Center and BH policies, provided eligibility requirements are met in accordance with plan documents, the following benefits are provided beginning on the Starting Date:
  - a. Group health insurance is provided on a shared cost basis;
  - b. Group life insurance in an amount equal to your annualized salary; and
  - c. Retirement plan and long-term disability insurance.
3. Paid Time Off. Four (4) weeks of paid vacation, five (5) days of sick time during a one (1)-year appointment are provided and short term disability (STD), subject to the policies and procedures of Baystate Medical Center, BH, and the Division of Academic Affairs. Vacation time must be scheduled and pre-approved by your Program Director. Vacation time and sick time that is unused as of the Ending Date is forfeited and is not transferable to a subsequent appointment period. Additional time off beyond the four (4) weeks of vacation may affect the time required to satisfy the criteria for completion of training required by the Accreditation Council for Graduate Medical Education ("ACGME") and the applicable specialty board.
4. Leave of Absence. A leave of absence, including parental leave, may be taken according to applicable Baystate Medical Center and BH policies. Any leave of absence may affect the time required to satisfy the criteria for completion of training by the ACGME and the applicable specialty board. Baystate will provide timely notice of the effect of a leave on the ability to satisfy requirements for program completion.
5. Specialty Board Examinations. Baystate Medical Center will provide access to eligibility information for certification by the applicable certifying board.
6. Duty Hours. Resident duty hours and on-call schedules shall conform to the Resident Duty Hours standards as contained in the ACGME Requirements, as amended from time to time.
7. Accommodation for Disabilities: Baystate Medical Center will make a reasonable accommodation to the known disability of a qualified person with a disability under federal or state law if it does not impose an undue hardship.

8. Professional Liability Insurance. Coverage is provided through Baystate Health Insurance Company, Ltd. (“BHIC”) that is consistent with coverage provided to other medical and professional practitioners at Baystate Medical Center. This insurance provides coverage for claims made during your appointment based on your professional activities while working within the scope of your employment at Baystate Medical Center. This insurance also covers claims made after the end of your appointment if such a claim is based on alleged acts or omissions by you while working within the scope of your employment with Baystate Medical Center. Claims based on any employment or activity outside of BH and its affiliates are not covered by BHIC unless previously approved according to policies of Baystate Medical Center, BH, and the Division of Academic Affairs. You must cooperate fully in any investigation, discovery and defense concerning any claim against you, Baystate Medical Center, or other BH affiliate. A failure to cooperate may result in a loss of coverage.
9. Amenities. The following are provided:
  - a. Suitable sleeping quarters and limited support for meals during on-call duties;
  - b. White coats and laundry service for these items;
  - c. Access to appropriate and confidential counseling, medical, and psychological support services; and
  - d. Educational and support programs for physician impairment, including impairment arising from substance abuse that does not involve a violation of federal or state law.
10. Environment. Baystate Medical Center supports an environment that is free from: unlawful harassment based on a person’s race, color, national origin, ancestry, age, gender, religion, sexual orientation, gender identity or expression, genetics, disability, military status, or any other characteristic that is protected by law; unlawful sexual harassment; and other harassing or disruptive behaviors.
11. Policies. Baystate Medical Center will provide you with the established educational and clinical practices, policies and procedures applicable to residents and fellows of Baystate Medical Center or any other site of practice where you may be placed. These practices, policies and procedures include work hours and moonlighting.

### **Resident and Fellow Responsibilities:**

You agree as follows:

1. To have, exhibit, demonstrate, and evidence professional appearance, ethical conduct, and cooperativeness, including the ability to work and cooperate with and to communicate with and relate to other physicians, members of other health disciplines, management, employees and other personnel, patients, visitors and the community in general in a courteous and professional manner that is respectful of Baystate Medical Center’s property and that is satisfactory to the training program and Baystate Medical Center.
2. To be of high moral character and adhere to generally recognized standards and codes of medical and professional ethics and conduct, and to perform in a professional, ethical, cooperative, and respectful manner and refrain from disruptive, abusive, or otherwise inappropriate conduct toward patients, employees, visitors, and other practitioners.
3. To meet the qualifications for resident or fellow eligibility as contained in the ACGME Institutional Requirements.
4. To perform conscientiously the duties and responsibilities of a participant in the training program and comply with all applicable bylaws, rules and regulations, policies, procedures and established practices of Baystate Medical Center, BH, and BH affiliates, and of any other site of practice where you may be placed during your appointment. This includes, without limitation: guidelines in resident and fellow manuals; Division of Academic Affairs policies; GME policies; Medical Staff bylaws, rules and regulations; and the policies of your Department and training program, as amended from time to time.
5. To comply with institutional policies that address professional activities outside the training program, including policies concerning moonlighting, not accepting fees from patients or physicians, not engaging in other employment or occupation, and not practicing medicine outside the training program without prior written approval.
6. To comply with all federal and state statutes regarding the practice of medicine and regulations of the Massachusetts Board of Registration in Medicine. This includes the requirement that resident and fellow physicians possess at all times either a limited or a full license to practice medicine in Massachusetts and the requirement that physicians with a limited license practice with appropriate supervision.
7. If you are not a citizen of the United States, to maintain a valid visa throughout the term of your appointment up to and including the Ending Date.
8. All fees from professional services and other professional activities performed by you under this Agreement, including any incentive payments, shared savings, or other payments to which you are determined to be eligible or entitled, such as Medicare or other incentive payments based on the “meaningful use” of electronic health records, shall be assigned or reassigned, as the case may be, to Baystate Medical Center or other BH affiliate and shall be billed and collected by, and become the property of, Baystate Medical Center or other BH affiliate.

**Additional Terms and Conditions:**

1. Term. The term of this Agreement is for one (1) year, as specifically established above. Reappointment and promotion are in accordance with departmental standards and Baystate Medical Center and Division of Academic Affairs policies.
2. Evaluations. The positions of resident and fellow involve a combination of supervised, complex, and progressively independent patient evaluation and management responsibilities, educational activities, attaining core competencies, and professional responsibilities. The training program maintains a confidential record of evaluations, which are accessible for review by you in accordance with Baystate Medical Center policies. Baystate Medical Center treats this record of evaluations as confidential in accordance with Massachusetts law pertinent to medical peer review information and documents.
3. Reappointment and Promotion for Categorical Training Positions. Baystate Medical Center will provide you with the criteria for promotion to a subsequent post graduate year level and for reappointment as a resident or fellow. You will be notified in writing prior to the Ending Date whether you are being offered reappointment and whether you are being offered a promotion. In cases where Baystate Medical Center is not offering reappointment or promotion, Baystate Medical Center will notify you of that intent no less than four (4) months prior to the Ending Date. If the primary reason(s) to not reappoint or promote you occur(s) during the four (4) months prior to the Ending Date, Baystate Medical Center will provide you with as much advance notice prior to the Ending Date of the intent not to reappoint or promote as the circumstances reasonably allow. If you receive written notice of intent not to reappoint or promote you, you may invoke the grievance procedure provided by the institutional GME policies of Baystate Medical Center.
4. Academic and Corrective Actions.
  - a. A single egregious action or repeated deficiencies including unsatisfactory evaluations may result in academic or corrective action, including required remedial activities, temporary suspension from duties, extension of training, failure to attain promotion, or termination of employment and residency training. Failure to comply with any of the terms of your appointment or applicable policies of Baystate Medical Center, Baystate Health, and other sites of practice where you may be placed also may be grounds for such academic or corrective action.
  - b. If you are subject to academic or corrective action that results in dismissal, a decision not to reappoint you as normally anticipated, a decision not to promote you to the next level of training as normally anticipated, or other action that could significantly threaten your intended career development, you may have a right to due process as set forth in the grievance procedure provided by the GME policies.
  - c. Baystate Medical Center will comply with relevant law including the regulations of the Massachusetts Board of Registration in Medicine with respect to its reporting obligations concerning physicians.
5. Authorization to Release Information. You understand and agree that should another institution or organization to which you have applied for a position request a reference from Baystate Medical Center, Baystate Medical Center may share any and all appropriate information that it possesses concerning you, including information related to academic or corrective action taken against you and your ability to practice within commonly accepted standards of care. You hereby authorize Baystate Medical Center to release such information under these circumstances at any time.
6. Contingencies for Completion. Certification of completion of your appointment as a resident or fellow is contingent on your having, on or before the Ending Date or the date of early termination of your appointment, returned all property of Baystate Medical Center, such as, for example, books and equipment, and completed medical and other required records.
7. Forum Selection and Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any action brought to enforce any term of this Agreement shall be brought in federal or state court located in Hampden County, Massachusetts.

**Physician:**

Appointment Accepted \_\_\_\_\_ Date: \_\_\_\_\_

**For Baystate Medical Center, Inc.:**

Program Director \_\_\_\_\_ Date: \_\_\_\_\_

Designated Institutional Official \_\_\_\_\_ Date: \_\_\_\_\_

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While enrolled in college, medical school or graduate school, were you ever the subject of any disciplinary action?

Have you ever been terminated from medical school?

Have you ever withdrawn or transferred from a medical school?

Have you ever been granted a leave of absence by a medical school?

Have you ever been placed on probation or remediation by a medical school or graduate school?

If you are a US or Canadian graduate, did you take more than four (4) years to complete medical school; or if you are an international medical graduate, did you take more than six (6) years to complete medical school?

Have you ever or are you currently engaged in postgraduate training in the U.S. or Canada?

While enrolled in postgraduate training, were you ever the subject of any disciplinary action?

Have you ever been suspended, terminated, or dismissed from any postgraduate training program?

Have you ever had to repeat a year of postgraduate training?

Have you ever withdrawn or transferred from a postgraduate training program?

Have you ever been granted a leave of absence from a postgraduate training program?

Have you ever been placed on probation or remediation by a postgraduate training program?

Were any limitations or special requirements imposed on you because of questions of competency or disciplinary problems?

Did you ever receive partial or no credit for a postgraduate training program?

Have you ever had a postgraduate training program contract not be renewed? Have you ever had a postgraduate training program contract not be renewed?

Has more than one year passed since the date of your graduation from medical school?

Have you been denied the privilege of taking or finishing an examination or been accused of or found to have cheated or engaged in improper conduct during an examination?

Have you ever been denied a medical license, whether full, limited, temporary, or have you withdrawn an application for medical licensure?

Have you ever surrendered a license to practice medicine or any professional license or has your license or certificate ever been revoked?

Have you been denied American Board of Medical Specialties or American Board of Osteopathic Medicine certification or has your certification ever been suspended or revoked?

Are you aware of any pending investigation or inquiry into your professional conduct by any entity or are any disciplinary charges pending against you?

Since your completion of postgraduate training, has any disciplinary action ever been taken against you?

Has your medical staff membership, medical privileges, medical staff status or association with a health care facility ever been limited, suspended, revoked, not renewed or subject to probationary conditions or has processing toward any of those ends been instituted or recommended by a medical staff committee, administration or governing board?

Have you ever withdrawn an application for hospital privileges or appointment, or have you ever been denied medical staff membership, advancement in medical staff status or association with a health care facility, or has such denial been recommended by a medical staff committee, administration or governing body?

Has your privilege to manufacture, distribute, administer, possess, dispense or prescribe controlled substances ever been suspended, revoked, denied, restricted or surrendered, or have you ever been called before or warned by any state or other jurisdiction including a federal agency regarding such privileges?

Has any professional liability insurance provider ever restricted, limited, terminated, imposed a surcharge or co-payment, or placed any condition on your coverage or have you ever voluntarily restricted, limited or terminated your insurance coverage in response to any inquiry by a professional liability insurance provider?

Have you ever had an application for membership as a participating provider denied by any third-party payor, Medicare or Medicaid (any state) or have you ever been the subject of any termination, suspension or probation proceedings instituted by any third-party payor, Medicare or Medicaid (any state) or have you ever been restricted from receiving payments from any third-party payor, Medicare, Medicaid (any state)?

Have you ever been charged with any criminal offense?

Has any medical malpractice claim ever been made against you, whether or not a lawsuit was filed in relation to the claim?

Do you have a medical or physical condition that currently impairs your ability to practice medicine?

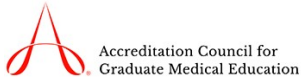
Have you engaged in the use of any substance(s) with the result that your ability to practice medicine is currently impaired?

Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of chemical substances?

# University of Massachusetts Medical School-Baystate Training Programs at Baystate Medical Center



Named a Magnet Hospital for Nursing Excellence by the American Nurses Credentialing Center



Residency and fellowship training programs are accredited by the Accreditation Council for Graduate Medical Education



The Baystate Simulation Center is accredited by the American College of Surgeons



Continuing Interprofessional Education is accredited by the Accreditation Council for Continuing Medical Education



The Midwifery Education Program is accredited by the Accreditation Commission for Midwifery Education



Full Accreditation by the Association for the Accreditation of Human Research Protection Programs (AAHRPP)

## Residency Programs

- Anesthesiology
- Emergency Medicine
- Internal Medicine
- Internal Medicine/Pediatrics
- Obstetrics and Gynecology
- Pathology—Anatomic and Clinical
- Pediatrics
- Psychiatry
- Radiology—Diagnostic
- Surgery

## Fellowship Programs

- Acute Care Surgery
- Adolescent and Child Psychiatry
- Cardiovascular Disease
- Clinical Cardiac Electrophysiology
- Critical Care Medicine
- Cytopathology
- Emergency Medicine Administration
- Emergency Medicine International
- Emergency Medicine Research
- Emergency Medicine Wilderness
- Emergency Ultrasound
- Endocrinology, Diabetes and Metabolism
- Gastroenterology
- Geriatric Medicine
- Healthcare Quality
- Hematology and Oncology
- Hospice and Palliative Medicine
- Infectious Disease
- Interventional Cardiology
- Minimally Invasive Surgery
- Nephrology
- Pain Medicine
- Pediatric Emergency Medicine
- Pediatric Endocrinology
- Pulmonary Disease and Critical Care Medicine
- Surgical Critical Care



U.S. News & World Report  
Ranked as #5  
Hospital in Massachusetts



The Leapfrog Group grade "A" on the Hospital Safety Score



Certified Accountable Care Organization  
Helping to Ensure High Quality, Coordinated  
Care for Patients



Watson Health  
50 Top Cardiovascular Hospital



Silver Beacon Award for  
Critical Care Excellence



Ranked the 14th (of 74)  
Best Massachusetts Employer

### OUR MISSION

*To improve the health of the people in our communities every day, with quality and compassion.*