

Date

Dear _____:

On behalf of the Joint Residency Program in General Preventive Medicine and Public Health, the School of Medicine, the School of Public Health and Dr. James Seward, the co-director of the Residency, I am delighted to offer you a position as an academic year resident. We are very pleased about your selection and look forward to your joining our program. This offer is contingent on your acceptance into the School of Public Health, which is an admissions process separate from the Residency's. Would you please respond to us in writing, confirming your intent to join the Residency by March 21, 2003? Please include a signed version of this letter with the attachment (see below) indicating that you have read the material enclosed. If you have not yet heard from the School by that date, please let me know, and we will extend our offer.

Please also respond to the questions enclosed attestation form, sign the form and return it with your intent form in the envelope provided.

As you know, the residency program is a joint program of the School of Public Health at Berkeley and the School of Medicine at San Francisco. You will be a resident in the Department of Epidemiology and Biostatistics in the School of Medicine for both years of your residency and will receive your salary and benefits through that department. You will need to contact Phillip Babcock, the Department's academic personnel coordinator, to get your UCSF residency status squared away before July 1. Mr. Babcock can be reached at pbabcock@epi.ucsf.edu or (415) 476-3516. During your academic year you will also be a matriculated student in the School of Public Health and, for Berkeley campus purposes, considered a School of Public Health student. However, since you will receive benefits through UCSF as a UCSF resident, you should not elect the Berkeley Student Health Service coverage.

Based on our successful experiences of the last three summers, we expect you to begin your studies during the Summer Semester and take Public Health (PH) 141 (Introduction to Biostatistics), which starts July 5 and is held each morning from 8-12. Our goal is to have you come out of the summer with almost a full year of training in biostatistics, which, in turn, will free up space in your Fall and Spring Semester schedules to take other classes, including more advanced classes in biostatistics, including PH 245 (Multivariate Analysis). In the afternoons we will assign you to a mentor in the California Department of Health Services or a local health department in the Bay Area to work on suitable public health projects.

You will be responsible for tuition and fees for the summer courses as well as tuition and fees during the regular academic year. You should plan on attending the School of Public Health's incoming student orientation in August. You will be receiving additional information for the School's Office of Student Affairs about orientation and registration.

We will give you additional information about our 2005-6 Preventive Medicine Seminar at the SPH later in the spring.

We look forward to seeing you this summer. We plan to have an orientation session for you sometime in early July. Dr Rutherford is easily accessible at his UCSF office at the Prevention Sciences Group at 74 New Montgomery Street downtown (within one block of the Montgomery BART station, 415-597-9108, grutherford@psg.ucsf.edu) or at his UC Berkeley office (510- 643-0588). Dr. Seward can be reached at 925-423-6093, 510- 643-5011(Thurs.), or seward1@LLNL.gov. Laura Spautz is our administrative assistant (510-643-2700 or lspautz@berkeley.edu). If you have any questions, please contact us.

Best wishes,

George W. Rutherford, M.D.
Salvatore Pablo Lucia Professor and Head
Division of Preventive Medicine and Public Health
Director
Joint Residency Program in General Preventive Medicine and Public Health
Adjunct Professor of Epidemiology and Health Administration
School of Public Health
74 New Montgomery Street, Suite 508
San Francisco, California° 94105-3444
(415) 597-9108°°°° Fax (415) 597-9125
grutherford@psg.ucsf.edu

cc:

James P. Seward, M.D., M.P.P.
Co-Director
Joint Residency Program in General Preventive Medicine and Public Health
Clinical Professor of Medicine
Associate Clinical Professor of Environmental Health Sciences
School of Public Health
University of California, Berkeley
570-S University Hall
Berkeley, California 94720-1190

Enclosures: Addendum to PMR Appointment
PMR Policies (9)
UCSF Attestations Form

Addendum to Preventive Medicine Residency Appointment Letter

Appointments to the housestaff are for a period of one year and must be renewed each academic year based upon mutual agreement.

- ¥ The dates of this appointment, which you are being offered, are from July 1, 2005 to June 30, 2006.
- ¥ Conditions for reappointment are described in the UCSF Housestaff Information Booklet <http://medschool.ucsf.edu/gme/> and (*in the attached from our department.*).
- ¥ The contract for subsequent years of training will be presented to you no later than 4 months prior to the end of this current contract (see Academic Due Process and Leave Policy in the Housestaff Information Booklet).
- ¥ The postgraduate level to which you will be appointed during this period will be PGY 4_. The University salary scale for this level of training is \$44,000. Actual earnings may vary depending upon hospital rotation assignment when your payroll is other than University of California. You will be expected to pay your own tuition and registration fees at UC Berkeley.
- ¥ The Preventive Medicine Residency includes rotations to a variety of Public Health locations including, but not limited to, the California Department of Health Services and various county health departments. Residents will be provided further information on the range of approved practicum year rotation options.

Enclosed is further information about the terms and conditions of appointment of Housestaff in our department and at UCSF and some of the specific policies of the Preventive Medicine Residency. The UCSF Housestaff Information Booklet contains a description of the general responsibilities of residents at UCSF as well as policies established for trainees. This Housestaff Information Booklet can be read in full via the UCSF School of Medicine Website: <http://medschool.ucsf.edu/gme/>. In particular, note the following policies:

- Vacation
- Professional, Parental and other leave of absence
- Professional Liability Insurance
- Conditions of Non-Renewal of Appointment
- Counseling Services/ Physician Impairment
- Residency Closure/Reduction
- Sick Leave benefits/policies
- Academic Due Process Leave Policy
- Moonlighting
- Duty Hours
- General Competencies
- Gender, sexual, and other forms of harassment
- Restrictive Covenants

More information concerning Gender, Sexual, and other forms of harassment can be obtained by contacting the Affirmative Action/Equal Opportunity Office at UCSF.

The policy concerning the effect of leave on the completion of your residency is consistent with the requirements of the ACGME (see Academic Due Process Leave Policy, Housestaff Information Booklet) and the RRC (program should review and include specifics) This same booklet includes important information about your Professional Liability Insurance (including tail coverage), as well as your Health and Disability Insurance and residency program reduction and closure.

Trainees in ACGME approved programs must abide by the moonlighting policy outlined in the Housestaff Information Booklet and the Program Departmental policy. The Duty Hours Policy for trainees is established at UCSF. Trainees must become and remain educated in the duty hours requirements and general competencies. Trainees must provide valid information requested by their department and the Dean's office regarding duty hours and general competencies.

Services for Housestaff include meal debit cards and laundry service of the uniforms provided to you by UCSF. UCSF does not have on-campus housing for residents/fellows but there is a Housing Office (476-2231) that can assist you in finding a place to live, learn about their Website, bulletin board or possible rental in the Presidio. Physician assistance programs are available for counseling and psychological support. In addition, a physician well-being program provides confidential resources for Housestaff. This program named the Faculty & Staff Assistance Program can be reached at 476-8279. The UCSF policy on physician impairment and substance abuse as well as resources to help with these problems are available in the Housestaff Information Booklet.

Please acknowledge your acceptance of this appointment and your agreement to comply with all University and Medical Center Policies, including those described in the UCSF Housestaff Information Booklet, by signing and returning this letter in the envelope provided as soon as possible. In addition, this offer of training is dependent on your replying no to each of the attached attestation statements. Any yes response demands an explanation. After review of your explanation of yes statements, our offer of a contract for training may be revoked or the conditions of the offer revised.

A copy of the Hospital's By-Laws, Rules and Regulations of the Medical Staff and the UCSF Housestaff Information Booklet will be provided to you at the PMR Housestaff Orientation.

By signing below I acknowledge the appointment as described above and I acknowledge that I have read the Housestaff Information Booklet and PMR policies.

Signature

Date

ATTESTION FORM. PLEASE COMPLETE, SIGN ON PAGE 5 AND RETURN ON WITH SIGNED INTENT LETTER IN ENCLOSED ENVELOPE

Has any medical malpractice judgment been entered against you in any professional liability case(s)?	<i>Yes*</i>	<i>No</i>
Has any settlement been made in any professional liability case in which you or your insurance carrier had to or agreed to make a monetary payment?	<i>Yes*</i>	<i>No</i>
Are you aware of any malpractice claims currently pending/under investigation against you?	<i>Yes*</i>	<i>No</i>
Has any policy been canceled, or has any professional liability insurer refused to renew your policy or placed limitations on the scope of your coverage?	<i>Yes*</i>	<i>No</i>
Do you currently have, or have you had a problem associated with the use or misuse of drugs or controlled substances of any kind (whether obtained by prescription or otherwise), or alcohol? If yes, on a separate sheet please give a full explanation, including, without limitation, frequency and amount of use, the time period in which you engaged in such use, and the date last used.	<i>Yes*</i>	<i>No</i>
Do you have any reason you cannot safely perform all the essential mental and physical functions related to the specific clinical privileges you are requesting or required by your agreement with your training program and the School of Medicine, with or without reasonable accommodation, according to accepted standards of professional performance, and without posing a significant health and safety risk to others? If yes, on a separate sheet, please describe the essential function(s) and state the reason why you may not be able to safely perform it.	<i>Yes*</i>	<i>No</i>
Voluntarily or involuntarily, have any of the following ever been, or are currently being, denied, revoked, suspended, relinquished, withdrawn, reduced, limited, placed on probation, not renewed, or currently pending/under investigation? Medical/Psychology license in any state Other professional registration/license DEA Certificate of registration Academic appointment Membership on any hospital medical staff Clinical privileges, prerogatives/rights on any medical staff Board Certification Any other type of professional sanction	<i>Yes*</i> <i>Yes*</i> <i>Yes*</i> <i>Yes*</i> <i>Yes*</i> <i>Yes*</i> <i>Yes*</i> <i>Yes*</i>	<i>No</i> <i>No</i> <i>No</i> <i>No</i> <i>No</i> <i>No</i> <i>No</i> <i>No</i>
Have you been subject to any disciplinary action in medical school or a post-graduate training program, or in any health care organization or medical society, or is any such action pending?	<i>Yes*</i>	<i>No</i>
Has any monitoring requirement been imposed?	<i>Yes*</i>	<i>No</i>
Have you resigned or taken a leave of absence in order to avoid possible revocation, suspension, or reduction of privileges at any hospital, institution, or training program?	<i>Yes*</i>	<i>No</i>
Have there been any, or are there any, misdemeanor or felony criminal convictions against you, or charges pending against you, including those under the Criminal Control Act?	<i>Yes*</i>	<i>No</i>
Are there any pending or completed administrative agency, government, or court cases, decisions or judgments involving allegations that you failed to comply with laws, statutes, regulations, or other legal requirements that may be applicable to the practice of your profession or to your rendition of service to patients?	<i>Yes*</i>	<i>No</i>
Are there any prior or pending government agency or third party payer proceedings or litigation challenging or sanctioning your patient admission, treatment, discharge, charging, collection, or utilization practices, including, but not limited to, Medicare Medicaid fraud and abuse proceedings or convictions?	<i>Yes*</i>	<i>No</i>

*Any Yes answers must be accompanied by a detailed explanation on a separate page.

Candidate for House Staff Appointment:

My signature below indicates that I have answered the questions on this page completely and honestly.

Print and sign name

Date

Program Director and Chair:

Our signatures below indicate that we have reviewed this candidate's responses to the questions on this page and recommend him/her for house staff appointment.

Program Director

Chair

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO-
UNIVERSITY OF CALIFORNIA, BERKELEY
JOINT RESIDENCY PROGRAM IN GENERAL
PREVENTIVE MEDICINE AND PUBLIC HEALTH**

POLICY REGARDING DUTY HOURS LIMITATIONS

The UCSF-UCB Joint Residency Program in General Preventive Medicine and Public Health strives to provide reasonable work hour expectations for its residents. During the academic year at the School of Public Health, official duty hours are generally limited to classroom activities, seminars and short projects at the California Department of Health Services. During the practicum year, most rotations require only daytime duty. At the present time, the residency does not require night call or weekend duty although residents in the practicum year may be called upon in the case of emergencies by the programs in which they are rotating (e.g., a disease outbreak).

The Residency Program Director will discuss duty hours with program faculty and preceptors and educate them to be alert to indications of excessive fatigue. The Program Director will convey the residency's policy regarding duty hours and train residents on issues related to fatigue during the resident orientation sessions.

The residency will comply with the duty hour limitations and other policies that UCSF has adopted as stated below:

- 80 hours per week limit, averaged over a four-week period, inclusive of all in-house call activities (hours spent in —house when called into the hospital from home are counted toward the 80-hour limit)
- In-house call no more often than every third night, averaged over a four-week period.
- Limit of 24 hours per shift (defined as continuous on-site duty, including in-house call) with allowance of up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.
- No new patients may be accepted after the 24 hours of continuous duty (new patient as defined in Residency Review Committee requirements).
- Minimum rest period between all daily duty period and after in-house call that should be 10 hours.
- One full day per seven days free from all clinical, education, and administrative activities averaged over a four-week period, inclusive of all call (one day is defined as one continuous 24-hour period).
- Faculty and residents will be educated to recognize the signs of fatigue.
- Policies have been adopted and applied to prevent, monitor, and counteract the potential negative effects of fatigue.

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BERKELEY
JOINT RESIDENCY PROGRAM IN GENERAL PREVENTIVE MEDICINE AND PUBLIC
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PROGRAM POLICY ON ELIGIBILITY

In general applicants are eligible for appointment to Joint Residency Program in General Preventive Medicine and Public Health if they meet one of the following requirements:

- Graduate of a US or Canadian medical school accredited by the Liaison Committee on Medical Education
- Graduate of colleges of osteopathic medicine in the US accredited by the American Osteopathic Association
- Graduates of medical school outside of the United States and Canada who either (a) have a currently valid certificate from the Education Commission for Foreign Medical Graduates prior to appointment, or (b) have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training
- Graduates of medical schools outside the US who have completed a Firth Pathway program provided by an LCME-accredited medical school

In addition applicants for appointments in general preventive medicine and public health must meet these additional criteria:

Academic-year applicants. Applicants to the academic year must have (1) completed a residency in primary care field (internal medicine, pediatrics, family medicine, obstetrics and gynecology or emergency medicine) at least one year of which must have been in an accredited residency program in the United States or Canada, (2) be eligible for a California Physician s and Surgeon s license and (3) have applied for admission to the M.P.H. program in Epidemiology at the School of Public Health, University of California, Berkeley. With the permission of the residency director or associate director, applications will be accepted from individuals who have completed a residency in a non-primary care field (e.g., psychiatry), who have not completed a residency or who have applied to an area of concentration other than epidemiology at the School of Public Health.

Practicum-year applicants. Applicants to the practicum year must have met criteria (1) and (2) for academic-year applicants and have also received an M.P.H. degree from a School of Public Health accredited by the Council on Education for Public Health. With the permission of the residency director or associate director individuals with M.P.H. degrees from non-U.S. or non-accredited schools or from other masters programs (e.g., Masters of Science programs in epidemiology) will be considered.

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JOINT RESIDENCY PROGRAM IN GENERAL
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POLICY REGARDING GRIEVANCE AND ACADEMIC DUE PROCESS

The Preventive Medicine Residency program expects its residents to adhere to acceptable levels of MPH and practicum year academic performance.° In addition, we expect them to abide by UCSF rules and requirements regarding housestaff. (For UCSF rules and requirements see: <http://medschool.ucsf.edu/gme/hsbooklet/AcademicDueProcess/index.aspx>)

During the academic year, we also expect them to follow UC Berkeley rules and regulations regarding student conduct. (For UC Berkeley rules regarding student conduct see: <http://www.berkeley.edu/catalog/policies/conduct.html>)

The Preventive Medicine Residency Director is responsible for applying these standards according to the respective due process procedures of the two institutions.°

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JOINT RESIDENCY PROGRAM IN GENERAL PREVENTIVE MEDICINE AND PUBLIC
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***POLICY REGARDING MOONLIGHTING/PROFESSIONAL
ACTIVITIES OUTSIDE THE PROGRAM***

Trainees are not required to moonlight.

Trainees who have not completed an ACGME-accredited residency may not moonlight.

Trainees who have completed an ACGEM-accredited residency are considered clinical fellows by UCSF and may moonlight with the written permission of the Residency Director, the Chair of the Department of Family and Community Medicine and the Associate Dean for Graduate Medical Education. If the trainee will be moonlighting at UCSF or at a UCSF-affiliated site, written permission must also be obtained from the Chair of the department in which the moonlighting will occur. Before any trainee may moonlight or participate in any professional activity outside the program, a written statement of permission must be provided to the Residency Director, and this statement becomes part of the trainee s file. As noted in the Duty Hours Policy, the trainee s performance will be monitored for the effect of these activities upon performance. Adverse effects may lead to withdrawal of permission.

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO — UNIVERSITY OF CALIFORNIA,
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JOINT RESIDENCY PROGRAM IN GENERAL PREVENTIVE MEDICINE AND PUBLIC
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PROGRAM POLICY ON SELECTION AND RECRUITMENT

The program selects from among eligible applicants on the basis of the applicant's preparedness and ability to benefit from the program in which they are appointed. Aptitude, academic credentials, personal characteristics such as motivation and integrity and ability to communicate are considered in the selection. UCSF programs do not discriminate with regard to sex, race, age, religion, color, national origin, sexual orientation, disability or veteran status.

The Residency Director and Associate Director review and screen applications, interview selected applicants and make final admissions decisions consistent with eligibility criteria and promise in the field of general preventive medicine and public health.

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO-
UNIVERSITY OF CALIFORNIA, BERKELEY
JOINT RESIDENCY PROGRAM IN GENERAL PREVENTIVE MEDICINE
AND PUBLIC HEALTH**

PROGRAM POLICY ON SUPERVISION

The residency has two phases -- an academic and a practicum year. The supervisory approaches are different during each of these years. In cases where residents are also participating in clinical fellowships those programs' supervisory policies will serve as the primary policies for resident supervision on clinical rotations.

Academic Year. During the academic year the Program Director or Associate Director will serve as the resident's supervisor (program supervisor). In addition, the resident will normally be assigned an academic advisor from the School of Public Health (SPH) faculty. The program supervisor will hold periodic meetings with the resident. The SPH transcript will serve as the principal means of evaluation. However, the program supervisor will also assess progress towards development of competencies.

Practicum Year. During the Practicum Year the Program will assign a supervisor from one of the residency's core faculty who will oversee the resident's work. In addition, the resident will have a rotation supervisor for each of their practicum assignments. The rotation supervisor may or may not be a UCSF faculty member. The program supervisor and the rotation supervisor will provide timely feedback to the Program Director. The Program Director will have an evaluation meeting and complete a written evaluation of each resident no less than every six months.

Clinical Rotations at San Francisco General Hospital. Additionally, the following supervision requirements will be in effect for residents who are engaged in clinical activities at San Francisco General Hospital (SFGH):

SFGH requires that members of the attending medical staff holding UCSF faculty titles (attending faculty) actively supervise all residents and ACGME fellows (housestaff). The attending faculty supervise housestaff in such a way that housestaff assume progressively increasing responsibility for patient care according to their level of training, ability and experience. Supervision is reflected in the documentation in the medical record.

- a. An appropriately credentialed medical staff member must:
 1. Be available to the housestaff member in person or by telephone
 2. Direct the care of the patient and provide supervision based on the nature of the patient's condition, the likelihood of major changes in the management plan, the complexity of care and the experience and judgment of the Housestaff member being supervised.
 3. Countersign histories and physical examinations, operative reports and discharge summaries.
- b. Clinical departments must publish call schedules, and these must be prominently available, indicating the responsible attending to be contacted.

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POLICY REGARDING PHYSICIAN WELL-BEING PROGRAMS

Housestaff have access to a variety of systems for supportive intervention for dependency treatment and to obtain counseling services for a broad range of personal problems (e.g., workplace stress, anxiety management, personal or work relationships, depression, grief and loss, caregiver concerns, etc)

- UCSF Physician Well-Being Committee
- Physicians' Confidential Assistance line of the California Medical Association
- Faculty & Staff Assistance Program (FSAP), 3333 California Street (Laurel Heights campus)

These and other options are described on the GME website. In addition, the Dean's Office is currently exploring additional well-being programs. Housestaff are urged to provide input to the Operations Manager of Graduate Medical Education or the Senior Associate Dean for Graduate Medical Education.