June 2005

Dear Prospective Resident:

It is our pleasure to offer you an appointment to the Resident Housestaff in the Department of Neurological Surgery at the University of California San Francisco for the academic year 2005-06. We are very pleased about your selection and look forward to your joining our department.

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/](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 Level 2. The University salary scale for this level of training is $3402.00/month or $40,824.00/year. Actual earnings may vary depending upon hospital rotation assignment when your payroll is other than University of California.
- The Neurosurgery Residency includes rotations to a variety of hospitals including the following:
  - University of California, San Francisco - Moffitt/Long - Hospitals
  - San Francisco General Hospital
  - Veterans Affairs Medical Center
  - Children’s Hospital, Oakland

Enclosed is further information about the terms and conditions of appointment of Housestaff in our department and at UCSF. 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/](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 Campus Housestaff Orientation on June 17 or 30, 2005.

We look forward to our association with you in our training program. If you have any questions regarding the above please contact us. Please sign below and return indicating your understanding of the above, your access to the UCSF Housestaff Information Booklet on the UCSF School of Medicine GME Website, and your acceptance of our offer.

Sincerely,

___________________________  __________________________
Mitchel S. Berger, M.D.    Nicholas M. Barbaro, M.D.
Professor & Chair    Professor & Residency Program Director
Department of Neurosurgery   Department of Neurosurgery

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

Signature ___________________ Date ___________________