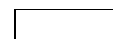


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House Staff/Residents and Clinical Fellows Policy

Responsible Office: Human Resources Division

Originally Issued: May 2004

Revised: Not applicable

1.0 Purpose

To provide policy guidelines for the appointment of House Staff/Residents and Clinical Fellows; to specify their form of compensation and identify the fringe benefits available.

2.0 Policy

House Staff/Residents and Clinical Fellows may be placed on the GHSU exempt payroll in non-classified positions. The Program Director, Department Chair, Dean, and/or Administrative Manager will be responsible for determining qualifications, identifying the funding required for positions, advertising vacancies, selecting individuals to fill vacancies, and issuing appointment letters and submitting appropriate employment related documentation, i.e. Personnel Action Request, to Human Resources. The Human Resources Division will be responsible for payroll processing, maintaining personnel files, and administering applicable fringe benefits when available.

Fringe Benefits – House Staff/Residents and Clinical Fellows are eligible for certain institutional fringe benefits, if their work commitment is half-time or more. (For more information on House Staff/Residents and Clinical Fellows benefits, contact the Graduate Medical Education Office, AE 3042, extension 1-3052.)

3.0 Definitions

3.1 House Staff/Residents

House Staff/Residents will normally have an MD, DDS, DMD, DO, MBBCh, or MBBS degree and be assigned in a patient care environment for training. Salaries of individuals in this category should be consistent with the AAMC guidelines for persons with comparable backgrounds and experience. Appointment of these individuals normally would be for one year, renewed annually, until completion of training program as specified by the individual department.

3.2 Clinical Fellows

Clinical Fellows will normally have an MD, DDS, DMD, DO, MBBCh, or MBBS degree and be assigned to advanced clinical work or research in a specialized patient care, working environment for additional training. These positions are usually sponsored by the Graduate Medical Education Office and are comparable to that of House Staff/Residents. Salaries of individuals in this category should be consistent with House Staff/Resident salaries for persons with comparable backgrounds and experience. Appointment of these individuals normally would be for one year.

This entry was posted in *Administrative, Human Resources Division* and tagged *benefits, Clinical Fellows, fringe benefits, House Residents, House Staff, non-classified employees*. Bookmark the *permalink*. Both comments and trackbacks are currently closed.

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