

LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE GRADUATE MEDICAL EDUCATION TERMS AND CONDITIONS OF EMPLOYMENT APPLICANT INFORMATION SHEET

RESIDENT ELIGIBILITY AND SELECTION

LSU Health Sciences Center New Orleans School of Medicine ensures that its training programs select from eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs do not discriminate with regard to sex, race, age, religion, color, sexual orientation, national origin, disability, or veteran status. House Officer selection criteria must conform to the guidelines of the Accreditation Council for Graduate Medical Education (“ACGME”) General Requirements.

VISA REQUIREMENTS

Typically, only United States Citizens, Permanent Residents of the United States, and J1 Visa holders sponsored by the ECFMG are eligible for medical residency or fellowship training at LSUHSC-NO. As noted in Chancellor Memorandum 39 (“CM-39”) ECFMG sponsorship as a J-1 exchange visitor is the appropriate and only mechanism whereby foreign physicians may enter graduate medical education/training programs at the LSU Health Sciences Center New Orleans.

EDUCATIONAL WORK HOURS

LSUHSC-NO School of Medicine ensures that policies and procedures to assure the specific ACGME policies relating to work hours are successfully implemented and monitored. A summary of these policies is in the LSUHSC-NO School of Medicine House Officer Manual online.

COMPENSATION

Will be provided consistent with the pay scale determined by the LSU Health Sciences Center New Orleans. Compensation begins with the start date of the contract.

DISABILITY INSURANCE

The opportunity to participate in-group long-term disability coverage is available through the GME Office.

HEALTH INSURANCE

Eligible to enroll in the state employees’ health insurance or state managed health care options through Employee Benefits, or LSUHSC resident health insurance. Coverage is effective the first day of the month following one full calendar month of employment. Health insurance enrollment eligibility for the first thirty days of employment include, COBRA from previous employer’s insurance or LSUHSC-NO student health insurance. For more house officer benefit information, please visit: https://www.medschool.lsuhschool.edu/medical_education/graduate/applicants/.

MALPRACTICE INSURANCE

The State of Louisiana provides professional liability coverage pursuant to LSA-R.S. 40:1237.1 et seq. to House Officers. This insurance does not provide coverage to house officers for moonlighting activities.

PRE-EMPLOYMENT DRUG SCREENING & SUBSTANCE ABUSE POLICY

Following a full-time employment offer (post-job offer) and prior to becoming an active employee, the successful candidate will be required to undergo post-job offer testing for the presence of drugs. The candidate must test free of drugs (including cannabinoids) as a condition of hiring. Drug testing will also be required of an employee prior to promotion or transfer to a safety sensitive position or to a higher safety sensitive or security sensitive position.

In accordance with federal and state regulations, residents/house officers are subject to alcohol and drug testing within the parameters set forth by this policy. Residents/house officers will be subject to undergo alcohol and drug testing for: reasonable suspicion/for cause and periodic monitoring or aftercare.

HEALTH REQUIREMENTS

Residents and fellows are required to meet certain health requirements as described in the House Officer Agreement under “Required Immunizations and Vaccinations” and in the House Officer Manual.

BACKGROUND INQUIRY POLICY

Following a full-time employment offer (post-job offer) and prior to becoming an active employee, the successful candidate will be required to undergo and receive a satisfactory background check, initiated by LSUHSC-NO. This condition of employment is at no cost to the applicant.

LA MEDICAL LICENSE/PERMIT/INTERN CARD

All House Officer trainees must have a valid active Louisiana medical license or permit to practice medicine in the State of Louisiana, or DDS license in the case of Dental residents and or pre-MD Oral surgery residents. Louisiana State Board www.lsbme.louisiana.gov.

LAB COATS, MEALS, NIGHT CALL

Availability of housing, meals, lab coats, etc. will vary among the hospital to which House Officers are assigned.

Call rooms are provided at the institutions for residents that take in-house call.

PAGERS

The Office of Graduate Medical Education provides and manages pagers.

LEAVE

Each type of leave will be monitored and granted in accordance with this policy, the needs of the program, and the provisions of applicable law. Whether training time missed as a result of extended leave can be made up by the House Officer is determined by the Department Head and/or Program Director in accordance with the requirements of the particular program and the provisions of applicable law.

VACATION LEAVE

Vacation leave is non-cumulative per year. House Officers at post-graduate year I (PGY I) are entitled to twenty-one (21) days/yr. PGY II and above are entitled to twenty-eight (28) days/yr.

MILITARY LEAVE

If called to active duty, fifteen (15) days of paid military leave are permitted.

LEAVE OF ABSENCE

Exclusive of leave covered by the ACGME Extended Leave Policy, a leave of absence may be granted subject to Program Director approval and as may be required by applicable law for illness extending beyond available sick leave; for academic remediation; to address licensing problems; and/or for family or personal emergencies. To the extent that such leave exceeds available vacation and/or sick leave, any leave granted will be without pay.

MATERNITY/PATERNITY LEAVE

Exclusive of leave covered by the ACGME Extended Leave Policy, to receive paid maternity leave, available vacation leave and sick leave must be utilized. Paid and unpaid maternity leave (based on the type of delivery) or extended unpaid maternity leave may be granted. Paid paternity leave must utilize available vacation leave. Extended leave without pay may be granted. ACGME Extended Leave may run concurrently with maternity/paternity leave.

EDUCATIONAL LEAVE

Permitted five (5) days of educational leave to attend/present at medical meetings.

FAMILY LEAVE

Having worked for LSUHSC-NO for twelve (12) months and 1,250 hours in the previous twelve (12) months, may be eligible for up to twelve (12) weeks of unpaid, job-protected leave in each twelve (12) month period. (Family Medical Leave Act of 1993 ("FMLA")).

❑ SICK LEAVE

House Officers are permitted 14 days (two 7 day weeks) of non-cumulative paid sick leave per year for illness or injury of the resident or for an immediate family member (approved Human Resources/GMEC January 13, 2022). Extended sick leave without pay is allowable at the discretion of the Department and in accordance with applicable law.

❑ ACGME EXTENDED LEAVE

The institution offers ACGME Extended Leave allowing for up to six (6) weeks of approved paid leave for extended medical, parental and/or caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws during each ACGME-accredited program, starting the day the resident/fellow is required to report. It may be an aggregate of noncontinuous or continuous leave. Any available sick or vacation leave will be exhausted concurrently to this leave designation. This employee should reach out to hrmfmla@lsuhsc.edu and begin the process for FMLA (whether they are eligible or not for FMLA, this will be the initial steps to determining if this is a qualified ACGME leave).

FCVS

Part of your licensure process the Louisiana State Board of Medical Examiners (“LSBME”) requires use of a verification service called Federation Credentials Verification Service (“FCVS”). We will require you to sign a release allowing us to prepare annual reports to FCVS as a condition of employment. A copy of the release and the report we will prepare is on our web site at https://www.medschool.lsuhs.edu/medical_education/graduate/applicants/ under FCVS

OUT OF TOWN ROTATIONS

The institution cannot provide housing for pets while a trainee is on out-of-town rotations. Trainees must make other housing/boarding arrangements for pets.

SELECTIVE SERVICE POLICY

Act 372 of State of Louisiana Legislature requires that any male who is required to register with the Selective Service for a federal draft must do so before he is eligible to be hired in either a state classified or unclassified position.

For more detailed description of policies including salaries, benefits and a House Officer Agreement, please see the latest LSU School of Medicine House Officer Manual available online at https://www.medschool.lsuhs.edu/medical_education/graduate/HouseOfficerManual.aspx and the Applicant Information Page at https://www.medschool.lsuhs.edu/medical_education/graduate/applicants/

For the Louisiana State Board of Medical Examiners website, please visit <http://www.lsbme.org>

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