



# Enrollment of Graduate Medical Education Residents and Fellows (House Staff)

## Major Topics

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## I. Introduction

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This regulation establishes the policies and procedures for the terms of appointment and reappointment of Graduate Medical Education house staff and defines their status, privileges, and benefits.

## II. Jurisdiction

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The training of house staff within the health care colleges shall be under the jurisdiction of the Provost and the Executive Vice President for Health Affairs. Certain matters may be delegated to appropriate health care college deans.

## III. Definitions

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### A. House Staff

House staff is a collective term that includes residents and fellows (also called subspecialty residents) who are enrolled in the Graduate Medical Education program. An individual member of the house staff may also be referred to as a house officer.

House staff are students in the employ of the University who are enrolled and regularly attending classes within the meaning of “student services” as such term is used in that certain Agreement between the Federal Security Administrator and the Commonwealth of Kentucky dated to be effective January 1, 1951, as same has been amended from time to time, whereby the insurance system established by Title II of the Social Security Act was extended to employees of the Commonwealth in

accordance with section 218 of the Social Security Act and Senate Bill No. 1, 1951 Extraordinary Session of the General Assembly of the Commonwealth of Kentucky.

A house staff member does not include an individual with a professional or doctoral degree who is engaged in training or research in a basic science department of a health care college or who is pursuing full-time research in a clinical department of a health care college without clinical responsibilities. However, a house staff member may be assigned for training or research in basic sciences departments as part of an approved Program.

B. Resident

Resident means an individual with a recognized professional degree in one of the health professions who is engaged in postgraduate training in the individual's field in University hospitals or one of the affiliated medical facilities. In physician specialties, a first-year resident is sometimes referred to as an intern.

C. Clinical Fellow

Clinical fellow (or "fellow") means an individual with a recognized professional degree and prerequisite training in one of the health professions, who is engaged in advanced training and research in University hospitals or one of the affiliated medical facilities.

D. Program

Program means a structured educational experience in graduate medical education designed to conform to the requirements of a particular specialty or subspecialty, the satisfactory completion of which may result in eligibility for board certification. Other programs may be considered on a case-by-case basis to determine whether their trainees will be included on the Graduate Medical Education rolls in accordance with Graduate Medical Education Committee policy and procedures.

E. Program Director

Program director means the individual designated with authority and accountability for the operation of the residency or fellowship training program.

## IV. Eligibility and Procedures for Appointment of House Staff

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A. Eligibility

To be eligible for appointment as house staff, the individual shall:

1. Have satisfactorily completed all prerequisite requirements as approved by the health care college, and possess a professional degree or its equivalent applicable to the program in question, such as the M.D., D.O., D.M.D., D.D.S., Pharm.D., Master of Health Administration\*, Master of Divinity\*, Doctor of Optometry, or Master of Science\*.

\*Note: Appointment may precede award of professional degree as permitted by the accrediting body or the Program and approved by the Graduate Medical Education Committee.

2. Be pursuing a program of graduate medical education for which the health care college faculty or healthcare providers assume responsibility and which takes place in University hospitals or in one of the affiliated medical facilities.

## B. Procedures

1. Each house officer is under the supervision of an academic department in one of the health care colleges. This department, subject to the policies and procedures of the appropriate college, is responsible for the content, length, and evaluation of the training and research experience of the individual, in accordance with applicable accrediting body requirements and subject to oversight from the Graduate Medical Education Committee.
2. Recommendations for the appointment and reappointment of house staff shall be initiated by the supervising academic department through the applicable program director. The procedure for application for residency or fellowship shall comply with the policies and procedures of the appropriate college, applicable accrediting body requirements and requirements approved by the Graduate Medical Education Committee.
3. The appointment and reappointment of house staff are the responsibility of the Assistant Dean for Graduate Medical Education, based on the recommendation of the applicable program director. Appointments and reappointments are contingent upon review of credentials of the applicant, confirmation by the Director of Graduate Medical Education that applicable requirements have been met, and acceptable progress in the program is made.

## VI. Other Policies

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House staff have status both as students and staff employees, and as such are subject to certain other University policies including but not limited to:

- *The Governing Regulations;*
- *The Administrative Regulations;*
- *Administrative Regulation (AR) 5:5, Grievance Procedure for House Officers;*
- *The Code of Student Conduct;*
- *The Health Care Colleges Code of Student Professional Conduct;*
- *The Behavior Standards in Patient Care;*
- *Commitments to Performance;*
- *University of Kentucky/UK HealthCare Behavioral Expectations for Service Excellence;*
- *Commitments to Performance; and*
- *UK HealthCare Policies.*

## VII. Benefits

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House staff, in view of their classification as both students and employees, are eligible for University benefits as defined below:

- A. House staff are responsible for all fees and premiums, unless specifically stated otherwise in this section. Fees and premiums are those currently in force, but are subject to change as these may be modified from time to time under the provisions of the contracts as negotiated between the University and various insurance companies or Third Party Administrators (TPAs).

- B. House staff will receive an identification card, indicating clearly the recipient's status as house staff, issued without fee by Human Resources to each individual after a signed appointment form or other appropriate documentation of eligibility of the individual has been received from the Graduate Medical Education Office in the College of Medicine or other appropriate health care college. This ID card will enable the recipient, subject to payment of applicable fees, to have access to University library facilities, recreational facilities, and to make purchases with a discount at the UK bookstore, along with any other benefits to which those holding this card may become eligible.
- C. House staff are not eligible:
1. To participate in the mandatory University retirement plan (Administrative Regulation 3:1).
  2. To participate in the Student Insurance Plan and use the Student Health Service.
- D. House staff are eligible:
1. To enroll in one of the University of Kentucky employee health plans and receive the University health credit. If enrolled in a health plan, house staff may participate in the University Healthtracs Program.
  2. To participate in the University's Health and Wellness Program.
  3. To purchase the University's dental and vision insurance.
  4. To pay the Student Athletic Fee(s), allowing access to student tickets for University athletic events.
  5. For coverage under the University's basic life insurance program.
  6. To purchase the University's optional life insurance and optional dependent, spouse, or child life insurance.
  7. To purchase group accident insurance.
  8. For coverage under the University's Long Term Disability Plan.
  9. For coverage under the provisions of Kentucky Worker's Compensation Act.
  10. To apply for and purchase an E parking permit.
  11. To participate in the voluntary tax-shelter plans offered by the University of Kentucky. This includes "unmatched" contributions to the university's retirement plans and flexible spending accounts for health care or dependent care.
  12. To participate in the Employee Education Program and Family Education Program (Human Resources Policy and Procedure 51.0).
  13. To apply for membership in University facilities, such as the Hilary J. Boone Center and the Spindletop Hall Alumni, Faculty, and Staff Club.
  14. For ten (10) business days of vacation leave with pay the first year and fifteen (15) business days with pay of such leave for each year of appointment as house staff thereafter. Vacation leave cannot be accumulated and carried over from one year to another. Leave shall be taken in accordance with accrediting body and specialty board requirements.
  15. For holiday leave with pay in accordance with University Hospital policies.

16. For temporary disability leave in accordance with Human Resources Policy and Procedure 82.0, and in accordance with accrediting body and specialty board requirements.
17. For other benefits afforded house staff which are provided for the convenience of the University and described in the Graduate Medical Education Handbook.

## References and Related Materials

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AR 3:1, University of Kentucky Retirement Plans

AR 5:5, Grievance Procedure for House Officer

Human Resources Policy and Procedure 51.0, Employee Education Program

Health Care Colleges Code of Student Professional Conduct

University Student Rights and Responsibilities

Bylaws and Rules and Regulations of the Medical Staff

Behavioral Standards in Patient Care

## Revision History

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1/2/1985, 4/3/1989

For questions, contact: [Office of Legal Counsel](#)