



UNIVERSITY OF  
**KENTUCKY**  
Regulations

**Administrative Regulation 5:4**

Responsible Office: EVPHA / Provost / GME

Date Effective: **DRAFT**

Supersedes Version: 4/3/1989

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

### Major Topics

---

Jurisdiction

Definitions

Eligibility and Procedures for Appointment of House Staff

Other Policies

Benefits

### I. Introduction

---

~~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.~~

~~A system to identify and to keep an account of residents and clinical fellows pursuing advanced studies and specialist training in the University serves the interests of both the individuals concerned and the University. On the one hand, it provides recognition to such persons and defines their status and privileges; on the other hand, it enables the University to assess its contribution to their training program in terms of equipment, library facilities, faculty time, and space. For these reasons, the following procedures have been developed for the enrollment of residents and clinical fellows.~~

### II. Jurisdiction

---

~~Residents and clinical fellows working~~ The training of Graduate Medical Education house staff within the ~~Medical Center under the auspices of the Medical Center~~ Colleges of Medicine, Dentistry, Pharmacy, Health Sciences, and Public Health or hospital administration ~~colleges and departments~~ shall be under the jurisdiction of the Provost and the Executive Vice President for Health Affairs. Certain matters may be delegated ~~by the Chancellor for the Medical Center~~ to appropriate college deans.

### III. Definitions of Resident and Clinical Fellow

---

#### A. House Staff

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

#### BA. 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 Hhospitals or one of theits affiliated participating sites. medical facilities. In physician specialties, a first-year resident is sometimes referred to as an intern.

#### CB. Clinical Fellow

Fellow means aAn individual with a recognized professional degree and prerequisite trainingedotorate in one of the health professions, who is engaged in advanced training and research in University Hhospitals or one of its~~the~~ affiliated participating sites. medical facilities. The training program is designed specifically for the needs of the trainee, and may or may not include assignments similar or identical to others in the trainee's field.

#### 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 ofas House StaffEnrollment as Resident or Clinical Fellow

---

#### A. Eligibility

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

1. ~~A. Have S~~satisfactorily completed ~~edion of all~~ prerequisite requirements as approved by the health care college or hospital administration, and possess ~~ion~~ 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., or Pharm.D., Master of Health Hospital Administration\*, Master of Divinity\*, Doctor of Optometry, or Master of Science\*Ph.D. in Nursing or D.N.S.

\*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. ~~B. Be P~~pursuing ~~t of any a~~ program of graduate medical postgraduate-clinical education ~~for in~~ which the health care college faculty, or healthcare providers or healthcare administrators Medical-Center staff assumes responsibility and which takes place in University ~~H~~hospitals or in one of ~~the its~~ affiliated participating sites medical facilities.

## B. Procedures

1. Each ~~resident or fellow-house staff member~~ is under the supervision of an educational unit academic department in the Colleges of Medicine, Dentistry, Pharmacy, Health Sciences, Public Health or hospital administration Medical-Center. This educational unit department, subject to the policies and procedures of the appropriate college, ~~is has the~~ responsibility 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.

~~C. Not included in this category are individuals with the M.D., D.M.D., or other doctoral degrees who are engaged in training and/or research in the basic sciences departments or who are pursuing full-time research in clinical departments without clinical responsibilities. However, residents and clinical fellows may be assigned for training and/or research in basic sciences departments on a full-time basis as part of their approved program.~~

2. Recommendations for the appointment and reappointment of house staff shall be initiated by the supervising educational unit 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. Appointments and reappointments are contingent upon review of credentials of the applicant, confirmation that applicable requirements have been met, and acceptable progress in the program is made. The appointment and reappointment of house staff are the responsibility of the Associate Dean for Graduate Medical Education, based on the recommendation of the applicable program director.

4. An appeal of a reappointment decision is governed by A.R. 5:5 Grievance Procedures for House Officers.

## IV. Appointment

~~Residents and clinical fellows shall be appointed by the Director of the Office of House Staff Affairs in the College of Medicine after each individual's application for enrollment has received the approval of the proper departmental chairperson or head of a research unit and of the Chancellor for the Medical Center. Applications shall be made on forms which are available at the Office of House Staff Affairs in the College of Medicine.~~

## V. Other Policies

---

~~Residents and clinical fellows are classified as 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;
- ~~the~~ Administrative Regulation (AR) 5:5, *Grievance Procedure for House Officers*;
- The University Senate Rules;
- The Code of Student Conduct;
- The Health Care Colleges Code of Student Professional Conduct;~~Bylaws and Rules and Regulations of the Medical Staff, and~~
- ~~†~~The Behavior Standards in Patient Care;
- University of Kentucky/UK HealthCare Behavioral Expectations for Service Excellence;
- Commitments to Performance; and
- UK HealthCare Policies.

## VI. Benefits

---

~~House staff Residents and clinical fellows~~, in view of their classification as both students and staff, are~~will be~~ eligible for University~~certain~~ benefits as defined in this section~~but will not be eligible for participation in the University of Kentucky Retirement Plan.~~

A. House staff~~They~~ are responsible for all fees and premiums, unless specifically stated otherwise in this section~~except that for basic life insurance~~. Fees and premiums are~~will be~~ those currently in force, but and are subject to change as these may be~~are~~ 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). ~~Specifically, they are eligible:~~

BA. House staff receive~~For~~ an identification card, indicating clearly the recipient's status as house staff—a resident or clinical fellow, issued without fee by Human Resources~~the Employee Benefits Office~~ 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 of House Staff Affairs in the College of Medicine. This ID card will enable the recipient, subject to payment of applicable fees, to have access to University library facilities, recreational facilities, ~~and check-cashing services on campus~~, 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~~campus bookstores~~.

~~B. To enroll in one of the University of Kentucky employee health plans.~~

~~C. To use the Student Health Service by paying the semester health fee (although ineligible to use student group health insurance plan).~~

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.

~~4D. To pay the Student Athletic Activity Fee which will provide the following: Student Identification Card, allowing access to student tickets for all University-sponsored events available to students (including athletic events), library privileges, and access to check-cashing service on campus.~~

~~5E. For coverage under the by University's basic life insurance program.~~

~~6F. To purchaseenroll in the University's optional life insurance program and optional spouse, sponsored dependent, or child life insurance.~~

~~7G. To purchase group accident insurance.~~

~~8H. For coverage under the University's Long Term Disability Plan.~~

~~9I. For coverage under the by provisions of Kentucky Worker's Compensation Act.~~

~~J. For coverage under the University's Blood Donor Program.~~

~~10K. To obtainapply for an EA parking permit.~~

~~11L. To participate in the voluntary tax-shelter plans offered by the University of Kentucky, including flexible spending accounts for health care or dependent care. This also includes "unmatched contributions" to the university's retirement plans.~~

~~12. To participate in the Employee Education Program and Family Education Program (Human Resources Policy and Procedure 51.0).~~

~~M. To apply for membership in the University of Kentucky Faculty Club.~~

~~13N. To apply for membership in University facilities, such as the Hilary J. Boone Center and the Spindletop Hall Alumni, Faculty, and Staff, and Alumni Club.~~

~~14O. For an entitlement to two calendar weeks ten (10) business days of vacation leave with pay the first year and to three calendar weeks fifteen (15) business days with pay of such leave for each year of appointment as house staff employment thereafter. However, v 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, and upon approval by the appropriate training program. Total allowed leave time per academic year may be influenced by accrediting body and specialty board requirements.~~

~~15P. For holiday leave with pay in accordance with University Hospital policies. Leave shall be taken upon approval by the appropriate training program. Total allowed leave time may be influenced by accrediting body and specialty board requirements.~~

16. For temporary disability leave in accordance with Human Resources Policy and Procedure 82.0. Leave shall be taken upon approval by the appropriate training program and may be influenced by accrediting body and specialty board requirements.

~~17Q. For other certain benefits afforded which are available to University Hospital House Staff because of their responsibilities for patient care and services during nights and weekends. These benefits are specified in the House Staff brochure and which are provided for the convenience of the University and described in the Graduate Medical Education Handbook employer and employee.~~

## References and Related Materials

---

[AR 3:1, University of Kentucky Retirement Plans](#)

AR 5:5, Grievance Procedure for House Officers

[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

---

1/2/1985, 4/3/1989

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