

Memo

To: Program Directors and Administrators
From: Melissa Wahl, MPH; Director, OGME
Cc: D. Yvette Lacoursiere, MD; Interim Associate Dean of GME
Date: 9/12/2025
Subject: Provision of Terms and Conditions of Appointment to Interviewees

This is a reminder that, in accordance with the policies of the Accreditation Council for Graduate Medical Education (ACGME), the UC San Diego (UCSD) Graduate Medical Education Committee, and the National Residency Matching Program (NRMP), **all applicants to UCSD GME training programs must receive documentation outlining the Terms and Conditions of Appointment⁽¹⁾** prior to the NRMP Rank Order List deadline.

These Terms and Conditions include the contract they would be expected to sign if matched with your program as well as institutional policies on visa status and eligibility for appointment to a residency or fellowship position. To support compliance with these requirements, the following documents and link to policies are provided for your use:

- UCSDH Terms and Conditions of Appointment
- Sample Appointment Letter
- Acceptance of Appointment Form⁽²⁾/ Resident Physician⁽³⁾ Position Description
- GME Policy Website* <https://medschool.ucsd.edu/education/residency-fellowship/policies-contracts-terms-conditions.html>

*Note that the GME Policy website also contains the appointment documents provided here, and can be used on its own to meet the requirement to provide access.

Programs are expected to:

- Obtain a signed acknowledgment from each applicant confirming they received the required information described above;
 - If a signature is not available, please include a statement where an action taken by the applicant represents affirmation of receipt of the information. For example:
 - *"Your acceptance of this interview invitation affirms that you have received access to examples of UCSD's Appointment Letter, Acceptance of Appointment, Trainee Position Description, and Policies in accordance with NRMP requirements."*

Please contact the OGME should you have any questions

¹Appointment Letter, UC Acceptance of Appointment, Resident Physician Position Description,

²A signed Acceptance of Appointment is the UC's equivalent of a 'signed contract'

³The term "Resident Physician" refers to any intern, resident or fellow in an ACGME accredited training program

2026 - 27 Training Appointment Acceptance Letter & UCSDH Resident Physician Position Description

Program:
Appointment Dates:

Appointment for:
Pay Level:

Initial appointments are made on an annual basis. Reappointments are made on an annual basis following successful completion of the prior year of training. The current Housestaff Salary Scale is available in the Resource/Documents folder on the main page in MedHub or on the OGME web site at <https://medschool.ucsd.edu/education/residency-fellowship/benefits/index.html>

Please be advised that your appointment is contingent upon the following:

- (1) A satisfactory Criminal Background Check (information enclosed)
- (2) Compliance with California medical licensure regulations
- (3) Federal Immigration laws
- (4) Satisfactory completion of your current academic program
- (5) Disclosure of any final administrative or judicial decisions within the last seven years determining if you have committed any misconduct, are currently being investigated for misconduct

Please refer to the HOUSE OFFICER POLICY AND PROCEDURE DOCUMENT (HOPPD⁴), GME ACADEMIC POLICIES, PROCEDURES AND GUIDELINES (APPG⁶), and the MOU UCSD HEALTH & SAN DIEGO HOUSE STAFF ASSOCIATION (M6 MOU⁵) available in MedHub or on the [OGME website](#) for information related to:

Vacation Policy
Policies on Gender or Other Forms of Harassment
Policies on House Officer Duty Hours and Working Environment
Policies on Professional Activities External to the Educational Training Program Designated as Moonlighting
Policies on Effect of Leave for Satisfying Completion of Program
Leave of Absence Policy
Professional Liability Insurance (Tail Coverage)
Disability and Health Insurance Parental Leave of Absence Benefits
Sick Leave Benefits
Counseling, Medical Psychological Support Services
Conditions for Living Quarters, Meals, Laundry Duration of Appointment
Conditions for Reappointment
Non-Renewal of Appointment
Grievance Procedure
Due Process

[UCSD MEDICAL STAFF BYLAWS](#)

Medical Staff Administration provides structure and operations for provision of care at UCSD Health

SPECIALTY BOARD EXAMINATION ELIGIBILITY

Information related to eligibility for your specialty board examination can be obtained through your training program. A complete list of specialty boards and contacts is available through [ABMS](#).

If you have any questions regarding this appointment, please do not hesitate to contact either Office of Graduate Medical Education at (619) 543-7242 or your training program directly.

Sincerely,

D. Yvette Lacoursiere, M.D.
Clinical Professor of Obstetrics and Gynecology
Associate Dean of Graduate Medical Education and DIO

2026 -27 Training Appointment Acceptance Letter & UCSDH Resident Physician Position Description

The goal of the graduate medical education training program is to (a) provide trainees (interns, residents, and fellows) with an extensive experience in the art and science of medicine in order to achieve excellence in the diagnosis, care, and treatment of patients and (b) to establish trainee' eligibility to participate in the relevant ABMS Specialty Board examination. To achieve this goal, the trainee agrees to do the following for the duration of his/her graduate medical education training at UCSD Health.

1. Develop and participate in a personal program of self-study and professional growth with guidance from the Medical School's teaching staff.
2. Under the supervision of the Medical School's teaching staff, participate in safe, effective and compassionate patient care, consistent with the trainee's level of education and experience.
3. Participate fully in the educational activities of the residency/fellowship program and assume responsibility for participation in the teaching of more junior physicians, of medical students and students in allied health professions.
4. Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures and policies of the institution.
5. Participate in the standing committees of the Medical Staff and institutional committees, as assigned by the program director, especially those that relate to patient care review activities.
6. Develop an understanding of ethical, socioeconomic and medical/legal issues that affect graduate medical education and the practice of medicine. Learn cost containment measures in the provision of patient care.
7. Perform all duties in accordance with the established practices, procedures and policies of the institution, its programs, clinical departments and other institutions to which the resident physician is assigned.
8. Strict adherence to the moonlighting policies of UCSD and to the program in which the resident/fellow is appointed.
9. Comply with the work hour and working condition policies of UCSD and the program in which the resident physician is appointed. This includes, in part, completion of surveys or data entry into GME database management systems as required by the training program, UCSDH, and the ACGME.
10. Adhere to the program's call schedule and schedule of assignment.
11. Document patient care in the medical record in a timely fashion as per Medical Staff policy.
12. Adhere to the ACGME Institutional Requirements (1) and to the ACGME-RRC Program Requirements (2) for the specialty in which the resident physician is in training.
13. Participate in the evaluation of the training program and its faculty.
14. Comply with the licensure requirements of the State of California, and the laws of the State and Federal Governments.
15. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her training. These requirements may include, but are not limited to, criminal background checks, substance abuse testing, health screenings, providing additional paperwork/information, etc.
16. Adhere to the policies defined in the UCSDMC document entitled, Guidelines for Managing Impaired Residents and the UCSD House Officer Policy and Procedure Document (HOPPD).
17. Adhere to UCSD Office of Graduate Medical Education Resident Use of Email policy.

By signature, I acknowledge acceptance of this appointment and agree to comply with all University Policies ⁽³⁾ including those described in the House Officer Policy & Procedure Document (HOPPD) ⁽⁴⁾, GME Academic Policies, Procedures and Guidelines (APPG) ⁽⁶⁾, and UCSD Resident Physician Description.

Jane Smith

Name: Smith, Jane

Program: Cardiology

Appointment Dates: 7/1/2026 – 06/30/2027

(1) ACGME Institutional Requirements: <http://www.acgme.org/>

(2) ACGME-RRC Program Requirements: <http://www.acgme.org/>

(3) University Policies: <https://omcp.ucsd.edu/policy-records/ppm.html>

(4) HOPPD: <https://ucsd.medhub.com> (Resources/Documents), <https://medschool.ucsd.edu/education/residency-fellowship/index.html>

(5) M6 MOU <https://ucsd.medhub.com> (Resources/Documents),
<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m6/index.html>

(6) APPG: <https://ucsd.medhub.com> (Resources/Documents), <https://medschool.ucsd.edu/education/residency-fellowship/index.html>

Important information about University of California Policy for Faculty, Trainees and Students working at Covered Affiliates

UC's academic health centers and health professional schools have affiliations with other health care organizations to improve quality and access for the people of the state of California, particularly those in medically underserved communities, and to support the University's education, research and public service mission.

Some of these organizations have policies that are different from those of UC San Diego Health. For example, some restrict certain evidence-based health care services, such as abortion, contraception, assisted reproductive technologies, gender-affirming care, and end-of-life care, that otherwise would be offered at a UC or other health care location. These organizations are "covered affiliates" under Regents Policy 4405 and systemwide policy.

The University of California is committed to delivering patient-centered, evidence-based, comprehensive medical care that addresses the needs of patients, advances health equity, and is free from discrimination. Accordingly, when UC providers are working or training at any UC or non-UC facility, they are expected to:

- Make clinical decisions consistent with the standard of care and their independent professional judgment, respecting each individual patient's needs and wishes. Trainees are expected to make decisions under the appropriate level of supervision by a licensed clinician as outlined in the local UC school and program supervision policies.
- Inform patients of all health care options, regardless of whether those options are available through the covered affiliate, prescribe any interventions that are medically necessary and appropriate, and transfer or refer patients to other facilities when it is in the patient's interest.
- Provide any item or service deemed necessary and appropriate in the event of an emergency, without restriction, and without seeking approval from any non-licensed health care provider.

Covered affiliates may ask for confirmation of adherence to their policies while working or training at their facilities. However, the major private, non-profit health systems in California with policy-based restrictions have acknowledged in their agreements with the University that their policies permit all of the above activities; and all covered affiliates will have done so no later than December 31, 2023, or the University will exit the agreement.

In addition to these organizations, many government-operated facilities are prohibited by law from performing certain services and have adopted policies implementing those laws. They also have confirmed that they expect their medical staff and personnel providing services at their clinical sites to make clinical decisions consistent with the standard of care and their independent professional judgment, considering the needs and wishes of each individual patient. As with all UC-sponsored training programs, trainees are expected to make decisions under the appropriate level of supervision by a licensed clinician as outlined in the local UC school and program supervision policies.

These government-operated organizations have verified that they comply with federal anti-discrimination laws and that they do *not* bar advising, prescribing, or referring patients, nor do they bar performing emergency services.

UC San Diego Health has identified the following non-governmental covered affiliates that have care-restricting policies. This list is not exhaustive and may change over time based on the policies of these organizations or the addition of new agreements with other health care organizations

- Loma Linda University Medical Center - Murrieta

The University expects that UC employees and trainees will deliver evidence-based health care services and, in those locations where a required service cannot be delivered, appropriate referrals or transfers must be made. If at any time a UC employee or trainee is asked to do otherwise, or a patient has a complaint, the University should be immediately informed as described below.

If UC trainees believe their professional judgment or freedom to counsel, prescribe, refer, transfer, or provide emergency care has in any way been impeded at a covered affiliate's facility, they should immediately contact:

D. Yvette Lacoursiere, M.D., Interim Associate Dean
Graduate Medical Education
UCSD School of Medicine
dlacoursiere@health.ucsd.edu

If for any reason UC trainees are unable to contact Dr. Lacoursiere as indicated above, the following should be contacted:

Patricia Maysent
pmaysent@health.ucsd.edu.

Concerns may also be reported through the University's Whistleblower Hotline at (800) 403-4744 or universityofcalifornia.edu/hotline

More information can be found in the full text of the Regents Policy 4405 [Policy on Affiliations with Healthcare Organizations that Have Adopted Policy-Based Restrictions on Care](#).