



Charles R. Drew University  
of Medicine and Science

*A Private University with a Public Mission*

Name: \_\_\_\_\_

Post Graduate Year: \_\_\_\_\_

Fellowship Training Program: \_\_\_\_\_

## **COLLEGE OF MEDICINE, GRADUATE MEDICAL EDUCATION FELLOW TRAINING AGREEMENT**

THIS AGREEMENT is entered into by and between \_\_\_\_\_ (hereinafter referred to as “Fellow”) and Charles R. Drew University of Medicine and Science, College of Medicine, (hereinafter referred to as “CDU”), with accredited Fellowship graduate medical education training programs and with principal offices at 1731 E 120th St, Los Angeles, CA 90059.

This Agreement sets forth obligations and expectations of the Fellow, including without limitation, academic, clinical, ethical, humanistic, scientific and professional obligations, in connection with the Fellow’s appointment and possible reappointment to the \_\_\_\_\_ Fellowship Training Program (hereinafter referred to as “Fellowship Program”) of CDU.

Various policies and procedures referenced herein and may be revised, amended, or newly issued for notice and compliance by all Fellows at the direction of the Graduate Medical Education Committee (GMEC).

### **TERM OF AGREEMENT: Duration of Appointment**

This Agreement shall be in effect beginning **1 July** \_\_\_\_\_ and shall continue until **30 June** \_\_\_\_\_.

Within this TERM, Program appointment, advancement, and completion are neither assured nor guaranteed to you, but are contingent on your satisfactory demonstration of progressive advancement in scholarship and continued professional growth in all ACGME-required competency areas. Programs are required to evaluate you on your Milestones and must have documented criteria for promotion and/or renewal of your appointment. Renewal or extension of this Agreement is dependent upon satisfactory progress by you as determined solely by evaluation of your academic and professional performance, in accordance with the ACGME Milestones, and by the Fellowship Program Director, with input from the program faculty and Clinical Competency Committee.

## **- SECTION I -**

### **ROLES AND RESPONSIBILITIES OF THE FELLOWSHIP PROGRAM**

In accordance with the ACGME Sponsoring Institution Requirements and ACGME Common Program Requirements (enclosed), CDU assumes the ultimate financial and academic responsibility for the Fellow's program of graduate medical education.

## **- SECTION II -**

### **ROLES AND RESPONSIBILITIES OF THE FELLOW**

#### **OBLIGATIONS OF FELLOW IN TRAINING**

Appointment as a CDU Fellow is associated with previous accomplishments and presumed capabilities as well as with continuing obligations hereunder by which the Fellow agrees to perform and obtain competencies, including without limitation, summarized as follows and at the discretion of the Program Director:

- A. Meet the clinical (patient care) requirements of Fellowship training.
- B. Meet the academic (conference, study, and didactic) requirements of Fellowship training, as specified by the Fellowship Program.
- C. Meet the humanistic (doctor-patient relationship) requirements of Fellowship training.
- D. Meet the scientific (scholarly and research) requirements of Fellowship training.
- E. Meet the professional (peer and colleague relationship) requirements of Fellowship training.
- F. Meet the moral, ethical, and professional requirements of Fellowship training.
- G. Complete medical records and clinical tasks on a timely basis as directed by the Program Director (or designee) unless there is a valid excuse (e.g., vacation, illness, leave of absence).
- H. Complete History and Physicals on a timely basis as directed by the Program Director (or designee).
- I. Be cost effective in the provision of patient care.
- J. Always seek and utilize appropriate supervision.
- K. Perform at a level commensurate with the level of training and responsibilities assigned by the Program Director.
- L. Use best efforts to work with other members of the health care team to provide a quality, respectful, safe, effective and compassionate environment for the delivery of care and the study of medicine.
- M. When on rotation, become familiar with and abide by the rules, regulations, policies and practices of each hospital or healthcare facility participating site—including without limitation, those on HIPAA compliance, Disaster Plan, Fire Safety, Radiation Safety, Electrical Safety, etc.
- N. Become familiar with and abide by the Fellowship Program Handbook.

- O. Abide by the overall rules, regulations and practices of the Fellowship Program e.g. Duty Hours, certification in Basic and Advanced Cardiac Life Support, Universal Precautions, Leave Request Procedures, etc.
- P. Immediately notify the Fellowship Program Director in the event the Fellow becomes aware of any circumstance that may cause CDU or any participating hospital or healthcare facility site to be noncompliant with any federal, state, or local laws, rules or regulations, or the standards of any accrediting bodies to which it is subject.
- Q. Authorize the program director (or designee) as necessary to access appropriate institutions to obtain written documentation/confirmation of prior education and/or training.
- R. Return all property of CDU or any hospital or healthcare facility participating site at the time of the expiration or in the event of termination of this Agreement—including without limitation, identification card, pager, phone, books, equipment, library card, parking placard, etc., and complete all records and settle all professional and financial obligations before CDU will provide academic and/or professional training verification.

## - SECTION III -

### FELLOW ADVERSE ACTION AND DUE PROCESS

#### **RENEWAL OR EXTENSION OF AGREEMENT**

Renewal or extension of this Agreement is dependent upon satisfactory progress by the Fellow as determined solely by evaluation of the Fellow's academic and professional performance, in accordance with the ACGME Milestones, and by the Fellowship Program Director, with input from the program faculty and Clinical Competency Committee. You are subject to academic standards and policies established by the University, College of Medicine, Office of Graduate Medical Education, and your Fellowship or fellowship program. Significant aspects of the foregoing provisions are summarized in the GME Fellowship Handbook.

See *POLICY NO. 1-002: Recruitment, Appointments, and Promotions* for additional information.

#### **USMLE Step 3 (or equivalent) Requirement for Promotion**

Continuation of this appointment from PGY1 to PGY2 for Fellows entering programs at the PGY1 level is contingent on the Fellow achieving an active California unrestricted medical license on or before the expiration of their postgraduate training license (PTL).

- U.S. medical school graduates entering PGY2
- International medical school graduates entering PGY3

Medical licensure in the state of California is a condition of employment. Fellows without a California medical license are subject to suspension without pay or dismissal from the program.

## TERMINATION OF AGREEMENT AND DUE PROCESS

- A. Fellow may terminate this Agreement voluntarily by providing no less than sixty (60) days prior written notice to the Program Director, should the Fellow's circumstances allow.
- B. CDU may terminate this Agreement in accordance to the Adverse Actions and Grievances Policy process.
  - 1. Should the Fellow be terminated from the Fellowship Program, receive any adverse action within the program, or believe their rights have been violated, he/she/they may request fair and reasonable review of that decision in accordance with the *POLICY NO. 1-003: Promotion, Remediation, Due Process Policy and Grievance Procedure*

## ASSIGNMENT OF FELLOW RESPONSIBILITIES

The Fellowship Program Director (or designee) is responsible for the delineation of Fellow responsibilities.

## NON-DISCRIMINATION

Charles R. Drew University of Medicine and Science (CDU) does not discriminate on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, age, marital status, religion, disability, national origin, ethnic origin, or prior military service in any of its policies, procedures or practices, including admission policies, educational policies, fellowship and loan programs, employment policies, and other University-administered programs and activities. This statement is in compliance with Title IX of the Educational Amendments of 972, Section 504 of the Rehabilitation Act of 1973, and other requirements of Federal and state law. Additionally, CDU supports, and is in compliance with, Title IV, Title VI, Title VII, Title IX, Clery Act, Violence Against Women Act, SaVE Act, Americans with Disabilities Act, California Fair Employment and Housing Act and all other applicable Federal and state statutes.

## FELLOW GRIEVANCE OR APPEAL

Should Fellow have a grievance against or appeal concerning the Fellowship Program or CDU, the CDU GME *POLICY NO. 1-003: Promotion, Remediation, Due Process Policy and Grievance Procedure* governs the Fellow.

## FINANCIAL SUPPORT: SALARIES

PGY	Base Salary: July 1, 2024	Total Benefits	Total Compensation
PGY1	\$72,301.16	\$20580	\$92881.16
PGY2	\$74,209.26	\$20080	\$94289.26
PGY3	\$78,064.87	\$20080	\$98144.87
PGY4	\$84,123.48	\$20080	\$104203.48
PGY5	\$90,019.06	\$20080	\$110099.06
PGY6	\$96,118.29	\$20080	\$116198.29
PGY7	\$101,851.64	\$20080	\$121931.64
Chief Fellow		\$3900	

## **FINANCIAL SUPPORT: BENEFITS**

Health, dental, disability and other insurance coverage is available to all CDU Fellows. Health, vision, and dental insurance is provided for Fellows and eligible dependents and is effective on the Fellow's first recognized day of Fellowship employment. Per ACGME requirements, if the first day of health insurance eligibility is not the first day that Fellows are required to report, then the Fellows/fellows will be given advanced access to information regarding interim coverage so that they can purchase coverage if desired. More details are available online:

- [CDU-employed Fellow Benefits](#)
- [Collective Bargaining Agreement](#), SEIU-CIR, Los Angeles County employed Fellows
  - o [Los Angeles County \(DHS/DMH\) employed Benefits](#)

## **Leaves of Absence**

CDU Fellows are provided with vacation, sick, military, bereavement, and Family and Medical Leave Act (FMLA) leave, and other leaves of absence as set forth in the *CDU GME POLICY NO. 1-004: Vacation and Leave Policy* and in accordance with all applicable laws. The use of leave exceeding the limits established by CDU, the employer, the Program or applicable Specialty Board may require extension of the Fellow's training as described in the *Vacation and Leave Policy*. Each specialty board and/or Fellowship review committee (RRC) has its own unique requirements related to board eligibility or program completion. Fellows may be required to make up absent time as specified by any of these bodies.

## **Professional Liability Insurance**

Trainees are provided with professional liability coverage related to their clinical activities required by the CDU Fellowship program. This protection is effective for actions while active in the Fellowship program. CDU professional liability coverage does not extend to extramural or non-required activities such as moonlighting.

## **Institutional policies and procedures regarding Fellow/fellow clinical and educational work hours**

Charles Drew University GME accredited programs must comply with ACGME clinical and educational work hour requirements for our trainees in all clinical learning environments. Programs must design an effective program structure that is configured to provide Fellows with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities. Detailed information can be found in the CDU GME POLICY no. 1-009: Clinical and Educational Work Hours Policy.

## **Institutional policies and procedures regarding moonlighting.**

Individual ACGME-accredited programs may prohibit moonlighting by Fellows. All Fellows participating in moonlighting must first complete a Moonlighting Request form and obtain approval and signature by their Program Director and the DIO prior to undertaking such activity. A Fellow must have 1) unrestricted, permanent license to practice medicine in California; 2) an individual DEA number and be in good standing to be considered for

moonlighting. Please refer to the CDU GME POLICY NO. 1-010: Moonlighting Policy for more information.

**Eligibility for specialty board examinations;**

Programs will provide Fellows with information related to eligibility requirements for the relevant specialty board examinations as mandated by the specialty Review Committee

**EXPRESS ACKNOWLEDGEMENT**

Fellow hereby acknowledges that they have read and understand the terms contained in this agreement, all attachments, and enclosures hereto, all applicable policies and procedures referenced, and any other policies and procedures applicable to the Fellowship Program found in the GME Fellowship Program Handbook.

The parties hereto accept the terms and conditions herein and have caused this Agreement to be executed for the current term (outlined as “Term of Agreement”) herein above first written.

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Date: CDU Fellow  
(required)

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Date: CDU Program Director  
(required)

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Date: ACGME Designated Institutional  
Official for CDU  
(required)