

NAME: «Name»

DATE: «Date»

On behalf of the School of «School» of Virginia Commonwealth University, I am pleased to offer you an appointment as a «Year»-Year PGY-«PGY» Post-Graduate «Pos» in «Dept» for the period «BegDate» through «EndDate». Your appointment as a «Year» -Year Post Graduate «Pos» includes employment with the Medical College of Virginia Hospitals (MCVH), and your salary for the period indicated will be «Salary».

Your appointment is contingent upon verification of your credentials and background, the continued satisfactory performance of your duties at MCVH, and full compliance with Virginia law governing licensure. Your educational and patient care responsibilities will be established by the Department of «Dept» in accordance with the standards for graduate training and education set forth in the "Essentials of Accredited Residencies" as adopted by the ACME.

As a condition of your appointment, you will be subject to all applicable University and MCVH policies, each of which is incorporated herein by reference. Significant policies and procedures include, but are not limited to, University and/or MCVH statements which address computer ethics, sexual harassment, conflict of interest, intellectual property, "moonlighting" and other additional work activities, infection control, drug free workplace requirements, pre-employment drug testing, and completion of medical records. It is your responsibility to be aware of these policies and procedures, as well as all others that may apply to you. Copies of policies and procedures, and further information regarding those that may be applicable to you, may be obtained from your department chairperson or from the Office of Graduate Medical Education (GME). Policies and procedures are subject to change and may be amended or revised as the University or MCVH deems appropriate.

Please indicate your acceptance of this appointment under the terms and conditions stated above, by signing and returning a copy of this document to my office within twenty days. If a signed copy is not returned within the time specified, Virginia Commonwealth University will consider this offer withdrawn. Assuming your acceptance of this appointment, you will receive a copy of the Housestaff Handbook during your staff Orientation. Until then, you will find enclosed with this letter a summary description of benefits and other information related to your appointment. Should you have any questions regarding the enclosed information or the terms of this letter, please contact the GME Office.

Your appointment will be valid and binding upon approval by the Associate Dean for Graduate Medical Education.

Best wishes for a productive year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Mary Alice O'Donnell, PhD, Director  
Graduate Medical Education  
Virginia Commonwealth University