

<p style="text-align: center;">UCSD HOUSESTAFF ADVANCED APPOINTMENT LETTER FOR THE DEPARTMENT OF ANESTHESIOLOGY</p>
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Date

Name, M.D.
Address Line 1
Address Line 2

Dear Doctor:

We are pleased to learn that you have accepted an appointment for our one-year Pain Fellowship, beginning July 1, 2007 through June 30, 2008 in the UCSD Department of Anesthesiology Center for Pain and Palliative Medicine ACGME accredited Pain Fellowship Program. The Pain Management Fellowship program is 12 months in duration. Your initial appointment will extend from July 1, 2007 through June 30, 2008. The annual salary rate is \$49,230 for a P.M.D. 5. Please see the enclosed UCSD House Officer Policy and Procedure Document for the specifics on non-renewal of appointments and due process issues.

Please be advised that your appointment is contingent upon the fact that you are in compliance with the licensure regulations of the Medical Board of California and Federal Immigration laws.

Please carefully review the following points and handle as directed.

1. **UC Acceptance Form**

This document reflects your Resident Physician level and the date of your appointment.

Complete, sign and date indicating your acceptance.

2. **UCSD Resident/Fellow Position Description Document**

Read, sign and date.

3. **Addendum to the Application for a Graduate Medical Education Training Position at UCSD Medical Center**

Please complete the form. Be sure to note your e-mail address on this form.

Return all three documents to Office of Graduate Medical Education and Housestaff Affairs, at the address noted on the forms. Material must be sent within ten working days.

4. **UCSD Medical Center Orientation Program**

We anticipate that the hospital will conduct its orientation and registration program in the main auditorium on June 30, 2007 at 6:30 a.m. It is mandatory that you attend this program. Detailed information will be sent to you in May 2007.

5. **House Officer Policy and Procedure Document**

This document is for your close review. It contains the UCSD Medical Center policies and procedures for each of the following topics. Please refer to the HOPPD for details for the 20 points noted below:

Vacation Policies
Professional Liability Insurance (Tail Coverage)
Disability and Health Insurance
Professional Leave of Absence Benefits
Parental Leave of Absence Benefits
Sick Leave Benefits
Leave of Absence Policy
Policy on Effect of Leave for Satisfying Completion of Program
Conditions for Living Quarters, Meals, Laundry
Counseling, Medical Psychological Support Services
Policy on Physician Impairment and Substance Abuse
Residents' Responsibilities
Duration of Appointment
Conditions for Reappointment
Policy on Housestaff Duty Hours and Working Environment
Policy on Professional Activities External to the Educational Training Program Designated as
Moonlighting
Grievance Procedures
Policies on Gender or Other Forms of Harassment
Residency Closure/Reduction
Restrictive Covenants

This document is also available on the OGME web site at <http://ogme.ucsd.edu> .

6. **Bylaws of the Medical Staff - UCSD Medical Center**

This document is located on the UCSD Medical Center intranet at <http://www-ucsdhealthcare.ucsd.edu>.

7. **Health, Life, Dental, Vision, and Group Long Term Disability Insurance Plans**

The attached memo and booklet, "For Your Benefit" provide a description of the medical, dental, vision, life and long term disability plans offered by UCSD Medical Center for the period July 1, 2006 through June 30, 2007.

Updated material will be sent to you prior to your June 2007 start date. You will be enrolled in the health plans when you attend the orientation program at UCSD Medical Center in June 2007.

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If you should have any questions or if we may be of assistance prior to your arrival, do not hesitate to contact either the Office of Graduate Medical Education at 619.543.8254 or the Center for Pain Medicine at 619.657.7072. May I take this opportunity to welcome you to our staff and hope that it will be a mutually satisfying year.

Sincerely,

Francis B. Gabbai, M.D.
Associate Dean for
Graduate Medical Education

Enclosures

cc: Clinical Department