

UCSF Fresno  
Graduate Medical Education  
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Fresno, CA 93701

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## TRAINING POSITION OFFER LETTER

(Date)

(Applicant Name)  
(Address)

Dear (Applicant Name)

As per our conversation on (date), the following agreement outlines the terms and condition of your offer for a position as a (Resident/Fellow) at the PGY (#) level in the graduate medical education training program in the (Residency/Fellowship Name) program at the University of California, San Francisco Fresno (UCSF Fresno). References herein to "house staff" include "resident and fellow."

House staff are employees of the University of California, San Francisco (UCSF) and as such receive financial support from UCSF. This training position offer is contingent upon your timely ability to meet all eligibility requirements as required by law or policy and the receipt of ALL documents that is required for you to provide by policy and/or current regulation to commence your training.

Appointment and reappointment of your postgraduate training year (PGY) is determined on an academic year-to-year basis and is contingent upon maintenance of academic good standing and satisfactory performance of assigned rotations, exams and duties as determined by your Program Director and faculty in accordance with institutional policy and procedure.

UCSF Fresno provides effective educational experiences that lead to measurable achievement of educational outcomes and expectations in accordance with Accreditation Council for Graduate Medical Education (ACGME) competencies and milestones as outlined in the ACGME common and specialty/subspecialty-specific program requirements. Program directors and faculty of UCSF Fresno adhere to responsibility for house staff training and supervision as outlined in the ACGME Institutional Requirements, Common Program Requirements, and Specialty-specific Program Requirements:

### Institutional Requirements

[https://www.acgme.org/globalassets/pfassets/programrequirements/800\\_institutionalrequirements\\_2022.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements_2022.pdf)

### Common Program Requirements (Residency)

[https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency\\_2023v2.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency_2023v2.pdf)

### Common Program Requirements (Fellowship)

[https://www.acgme.org/globalassets/pfassets/programrequirements/cprfellowship\\_2023v2.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/cprfellowship_2023v2.pdf)

### Common Program Requirements (One-Year Fellowship)

<https://www.acgme.org/globalassets/pfassets/programrequirements/cproneyearfell>

### **House Staff Policies and Procedures**

House staff are expected to comply with institution policies and procedures and employment guidelines. Institutional policies and procedures applicable to house staff are available on the UCSF Fresno House Staff Portal ([www.fresno.ucsf.edu/housestaff-portal/policies-procedures/](http://www.fresno.ucsf.edu/housestaff-portal/policies-procedures/)) and through the House Staff Handbook ([www.fresno.ucsf.edu/housestaffportal/documents/Housestaff\\_Handbook.pdf](http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff_Handbook.pdf)).

### **Benefits**

Health and disability benefits are provided beginning on your first officially recognized day of employment. Details about benefits can be found at: [www.fresno.ucsf.edu/Salary-and-Benefits.pdf](http://www.fresno.ucsf.edu/Salary-and-Benefits.pdf).

### **Professional Liability Insurance**

House staff are covered for professional liability insurance as provided by the Regents of the University of California self-insurance program for claims which occur within the course and scope of employment (provided fraud, corruption, tortious acts or malice on the part of the individual is absent). UC malpractice does not cover private professional activity outside the educational program. The dates of coverage correspond with dates of employment. Questions regarding professional liability insurance can be directed to: [Fresno-Risk@ucsf.edu](mailto:Fresno-Risk@ucsf.edu).

### **Credentials**

International medical graduates must be in possession of an ECFMG certificate to commence postgraduate training in the United States. Additional information regarding ECFMG certification can be found at [www.ecfm.org](http://www.ecfm.org). House staff must submit proof of earning a M.D., D.O. or equivalent international degree and demonstrate compliance with state licensure requirements by obtaining and maintaining a California postgraduate training license or unrestricted California physician license. UCSF Fresno requires all residents to pass USMLE Step III or COMLEX-USA Level 3 before promotion to their PGY2. Additional licensure information can be found in the UCSF Fresno Licensure Policy.

### **Medical Clearance**

As a condition of employment, house staff must complete a pre-placement health statement (with supporting documentations) and provide proof of their COVID-19 vaccinations. Details on how to provide immunization records will be provided during the employment onboarding process.

### **Work Authorization**

House staff must obtain appropriate work authorization (i.e., J-1 visa, EAD, etc.) if they are not a U.S. citizen or permanent resident prior to the start of their training program. Failure to obtain or maintain valid visa status throughout their training may result in forfeiture of this contract and training position.

I, **(applicant name)** understand that my training position offer is dependent upon the receipt of all required onboarding documents as required by policy and or current regulations including the results of my signed attestation statement and background check that will be issued and conducted during my employment onboarding. After the review of my attestation and background screening results, I understand that my training offer may be revoked or revised. I further understand that by signing this offer letter, I

affirm that I have read, understand, and agree to all the terms and conditions of this letter and agree to abide by all policies and procedure established by UCSF Fresno and partnering facilities, and acceptance of this training offer provided the forthcoming UCSF Fresno Appointment Contract is agreeable. I understand that for the academic year **(academic year)**, the first day of duty is **(date)**. I understand that UCSF Fresno requires all Residents and Fellows to attend orientation, which is scheduled for **(date)**.

Please sign this letter indicating your acceptance of this position and return one copy to the Program Director as soon as possible. We look forward to welcoming you as a member of our housestaff at UCSF Fresno.

With best regards,

\_\_\_\_\_  
**(Program Director Name)**  
Program Director  
UCSF Fresno **(Program Name)**

\_\_\_\_\_  
Date

Offer Accepted:

\_\_\_\_\_  
**(Applicant Name)**

\_\_\_\_\_  
Date

***Important:*** Please provide a signed copy of this letter at once to the UCSF Fresno **(Program Name)**. **If a signed copy is not received by **(date)**, this offer letter will be retracted and considered null and void.**