

## POLICY: RESIDENT EMPLOYMENT/TERMINATION

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**PURPOSE: To ensure a coordinated standard and allow for amendment based upon individual need and/or department policy.**

- Resident employment, on a contractual basis, extends through June 30<sup>th</sup>. A resident should not assume that leaving (at residency completion) the program earlier for whatever reason is allowed. Vacation time may be used to leave before June 30<sup>th</sup> with prior approval of the Program Director.
- At completion of the residency training program, each resident is required to comply with departmental policies for termination, including the return of all hospital property. The list of hospital property includes, but is not limited to, the following: Mobile Heart Beat phones, pagers/beepers, ID badges, keys, scrubs and Medical Education parking cards loaned for outside rotations. **NOTE: Mobile Heart Beat phones should be returned directly to the Department of Medical Education.**
- At the completion of the residency training program, each resident is required to comply with HIPPA standards for disposal of PHI, which includes disposal of PHI in all relevant locations, including, but not limited to, lockers, mailboxes and call rooms.
- Failure to comply with these guidelines will be considered a breach of contract and will be handled accordingly by the Program Director and/or the Designated Institutional Official (DIO).
- All department residents must provide the Department of Medical Education with a forwarding address in order to receive their graduation certificates.

6/2007  
4/2009  
11/2018  
10/2019