



## College of Medicine

### **HOUSE STAFF MANUAL ACADEMIC YEAR 2026-2027**

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## **Introduction**

The University of Arizona College of Medicine– Tucson (UACOM-T) is the sponsoring institution for the graduate medical education (GME) programs in Tucson.

Throughout this manual, the term “Trainee” collectively refers to interns, residents, and fellows participating in an ACGME-accredited internship, residency, or fellowship program, and Trainees participating in a non-standard training (NST) program.

The term “Trainee” does not include medical students, junior faculty, research fellows, or other participants in non-ACGME-accredited, non-NST Training Programs.

The term “Training Program” refers to the applicable internship, residency, fellowship or non-standard training (NST) program.

All Trainees who participate in GME Training Programs at the UACOM-T are employed by Banner – University Medical Group (B-UMG). Per the Graduate Medical Education Resident/Fellow Employment Agreement, if a Trainee’s program participation ends for any reason, the Trainee’s B-UMG employment contract will also terminate.

This manual sets forth the duties, responsibilities, rights, and privileges for Trainees.

The Accreditation Council for Graduate Medical Education (ACGME) common and specialty-specific program requirements set forth basic expectations for supervising faculty. Trainees with specific questions about these expectations should be directed to the Training Program’s director and/or the ACGME.

This manual is offered for informational purposes and is not intended to create an express or implied contract. This manual may be modified at any time at the discretion of UACOM-T.

### **Academic Support Services**

Trainees are provided with free academic support services for a variety of topics. Appointments with the GME Learning Specialist and additional information can be found at <https://medicine.arizona.edu/internal-resources/educational-affairs/current-residents-fellows>

### **Certificate of Completion**

All Trainees who successfully complete the requirements of an ACGME-accredited or NST Training Program will receive a certificate of completion from the UACOM-T. All Trainees successfully completing their first year of training in an ACGME-accredited Training Program may receive a certificate of completion for such training from the UACOM-T, if requested by the Program Director.

The full Certificate of Completion Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **Clinical and Educational Work Hours**

All Training Programs sponsored by UACOM-T shall comply with the Clinical and Educational work hours requirements established by the ACGME.

The full Clinical and Educational Work Hours Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **Due Process Guidelines – Addressing Conduct and Performance Concerns**

While participating in the Training Program, Trainees are employed by B-UMG and are afforded the opportunity to practice medicine under specified conditions for a designated period of time. During this time period, Trainees are afforded procedural rights that are outlined in the Due Process Guidelines for Residents and Fellows.

The due process guidelines include information on disciplinary action, non-disciplinary educational support, administrative leaves, and suspension and revocation of medical licenses. They can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>.

### **Evaluation of Trainee**

In compliance with ACGME institutional and common program requirements, the Graduate Medical Education Committee (GMEC) has established an institutional policy to provide guidance and oversight for the promotion, renewal, and dismissal of a Trainee's appointment in GME programs.

A final evaluation must be completed for all Trainees upon completion of the program, or for any Trainee who leaves the program early for any reason.

The full Resident/Fellow Promotion, Appointment Renewal, and Dismissal Policy and the Final Evaluation Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **Fingerprint Clearance Cards**

In accordance with Arizona Revised Statutes (ARS) §15-1881, Trainees must obtain and maintain a valid Arizona Department of Public Safety (AZ DPS) Fingerprint Clearance Card and provide a copy of the card to the GME office prior to the start of training.

Any Trainee who is unable to obtain a required AZ DPS Fingerprint Clearance Card as of the start date of the Training Program will be placed on administrative leave, removed from all clinical rotations, and assigned to non-clinical duties pending AZ DPS Fingerprint Clearance. If the Trainee is not issued an AZ DPS Fingerprint Clearance Card within three months of the start date of the Training Program, the Trainee will be deemed ineligible for the Training Program and the Training Program may rescind the Trainee's offer to participate in the Training Program with no opportunity to request a review or appeal of the rescinded offer.

Any Trainee who is unable to maintain the required AZ DPS Fingerprint Clearance Card for the duration of their training will be placed on administrative leave, removed from all clinical rotations, and assigned to non-clinical duties pending AZ DPS Fingerprint Clearance. Depending on the circumstances of the withdrawal of AZ DPS Fingerprint Clearance, the Trainee may ultimately be dismissed from the Training Program. Trainees are required to inform their Program Director immediately upon notification of Fingerprint Clearance withdrawal or suspension.

Trainees apply for Fingerprint Clearance Cards through the AZ Department of Public Safety (applications available at [www.azdps.gov/services/public/fingerprint](http://www.azdps.gov/services/public/fingerprint)).

Trainees are responsible for the cost of the Arizona DPS Fingerprint Clearance Cards and will not be reimbursed for the expenses related to applying for or maintaining AZ DPS Fingerprint Clearance Cards.

### **Grievance Process**

All ACGME-accredited and NST programs at the UACOM-T will promote a fair and equitable process to address grievances raised by Trainees during their training. UACOM-T's policy outlines the procedures for submitting and processing Trainee grievances at the program and institutional level. All Trainees must be informed of the available processes to address grievances related to their training program and/or institution, and this process must ensure any potential conflicts of interest are minimized.

**Concerns related to discrimination and harassment.** A Trainee with concerns related to potentially discriminatory or harassing conduct is encouraged to report the concern to University's Office of Institutional Equity (OIE) at [equity@arizona.edu](mailto:equity@arizona.edu) or at 520-621-9449. If a Trainee reports discrimination or harassment through the GME grievance process, the grievance will be directed to OIE.

**Concerns related to non-disciplinary or disciplinary actions taken by the program.** Processes to address these concerns are outlined in the procedures for disciplinary and non-disciplinary action in the Due Process Guidelines for Residents and Fellows.

**Reports related to witnessed unprofessional conduct** can be reported confidentially to the Tucson Professionalism Program at [The University of Arizona College of Medicine – Tucson Professionalism Program](#).

The UACOM-T and B-UMG are committed to preventing any retribution against individuals who raise legitimate concerns about the terms and conditions of their participation in a UACOM-T Training Program or their employment with B-UMG.

The full Grievance Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **House Staff Counselors**

Trainees are provided with free, confidential counseling services through the GME Mental Health Program.

Appointments can be scheduled with House Staff Counselors and additional information can be found at <https://mentalhealthservices.medicine.arizona.edu/services/residents-fellows>

### **Impairment**

When a Trainee suspects that they or another Trainee may be impaired, the Trainee must contact the Trainee's Program Director and provide details of the behavior or information leading to this concern. In conjunction with the GME office, the Program Director will determine if further action is necessary.

If, in the judgment of the Program Director (in conjunction with the GME office), credible evidence exists to suggest impairment, the Program Director will refer the Trainee for Reasonable Suspicion Drug and Alcohol Test in accordance with the Banner Health Employee Drug and Alcohol Testing policy.

### **Interactions Between Vendors, Trainees and Programs**

University of Arizona and Banner Health policies require that interactions with industry be conducted in a manner that avoids or minimizes conflicts of interest. When conflicts of interest do arise, they must be addressed appropriately and in compliance with the relevant policies

### **International Travel for Rotations and Conferences**

All international travel related to an education program or Banner Health (e.g., international rotations and conferences) is subject to approval by Banner Health Risk Management, Banner Health Legal and the Academic Management Council (AMC). Trainees interested in completing clinical electives or educational experiences in global health must talk with their Training Director to initiate the process for approval.

### **Licensing**

All Trainees must maintain an Arizona Post Graduate Training Permit or an Arizona Independent License for the duration of their Training Program.

The GME Office pays the AZ Post Graduate Training Permit fee for Trainees each academic year.

Trainees are responsible for all costs related to AZ Independent Licenses.

Any gaps in renewal or licensing coverage of AZ Independent Licenses may result in extension of training or disciplinary action.

### **Malpractice (Professional Liability Coverage)**

B-UMG provides professional liability coverage for all Trainees. Such coverage extends to professional acts occurring in the course of the Trainee's responsibilities in the Training Program.

This insurance does not cover the Trainee for any activities performed outside the scope of Training Program responsibilities. (e.g. "External Moonlighting").

### **Meal Cards**

All Trainees will receive a meal card with \$1,000.00 pre-loaded at the beginning of each academic year. Any unused funds from the previous academic year will be forfeited. There is a \$10 fee if a meal card is lost or destroyed.

### **Moonlighting**

The UACOM-T and each individual Training Programs has set forth policies to oversee both Internal and External Moonlighting activities. Trainees interested in Moonlighting during their training must request permission from the Training Director in accordance with these policies.

Trainees must not be required to moonlight. Trainees must have written permission from their Training Director to moonlight, and all time spent in Moonlighting activities must be counted toward the ACGME Maximum Hours of Clinical and Educational Work of 80 hours per week.

PGY-1 Trainees are not permitted to moonlight.

The full UACOM-T Moonlighting Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **Non-Competition**

UACOM-T, Training Programs, or B-UMG must not require Trainees to enter into restrictive covenants or non-competition guarantees.

## **Nondiscrimination and Anti-harassment**

The University of Arizona and Banner Health are committed to creating and maintaining a working and learning environment that is inclusive and free from discriminatory conduct. This includes all forms of sex discrimination, including sexual harassment, sexual assault, and relationship violence, as prohibited by Title IX of the Education Amendments of 1972. More information is available at [www.equity.arizona.edu](http://www.equity.arizona.edu).

As participants in University-sponsored programs and employees of B—UMG, Trainees are entitled to the protections and processes outlined in the University's Nondiscrimination and Anti-harassment Policy (<https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>) and Banner Health's Equal Employment Opportunity Statement (<https://www.bannerhealth.com/careers/eeo>).

## **Promotion and Renewal of Trainee Appointment**

Trainees are advanced to positions of higher responsibility upon evidence of their satisfactory progressive scholarship and professional growth. Progress is determined by the Program Director and the Clinical Competency Committee based on achievement of the specialty-specific Milestones and, when applicable, the specialty-specific case logs. Non-promotion or retention at a specific PGY level is addressed in the UACOM-T Due Process Guidelines for Residents and Fellows.

The full Promotion, Appointment Renewal, and Dismissal Policy and the UACOM-T Due Process Guidelines for Residents/Fellows can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

## **Records Retention**

Program leadership is responsible for following the institutional guidelines for the retention, maintenance, viewing, and destruction of records for Trainees.

The full Records Retention Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

## **Recruitment, Selection, Eligibility, and Appointment**

Program leadership is responsible for ensuring that applicants are eligible to participate in UACOM-T Training Programs. Training Program leadership must ensure that applicants:

The full Recruitment, Eligibility, Selection, Eligibility and Appointment Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

## **Security ID Badges**

Facility-issued identification badges must always be worn on the upper part of the body while on a Banner campus.

The face of the ID badge must remain visible for identification and safety reasons and must not be defaced with stickers, ribbons, or pins so that the Trainee's face or identifying information is covered.

Trainees must immediately report a lost or stolen badge to their leader and/or Security.

For safety reasons, the use of lanyards is discouraged.

### **Substantial Disruptions in Patient Care or Education**

In compliance with the ACGME Institutional Requirements, the GMEC must establish a written policy that addresses a reduction in size or closure of an ACGME accredited program, or closure of the sponsoring institution. This process should be established to minimize the negative impact on trainees and to ensure communication of these decisions as soon as possible.

The full Substantial Disruptions in Patient Care or Education & Closure or Reduction in Size of a Program Policy can be found on the GME policy page at <https://medicine.arizona.edu/gmec-policies>

### **Supervision**

In compliance with ACGME Institutional and Common Program Requirements, the UACOM-T is required to have a Supervision Policy that outlines the procedure for ensuring oversight of supervision of Trainees enrolled in UACOM-T sponsored programs. Program directors in each Training Program has a program-specific Supervision Policy consistent with the UACOM-T institutional policy.

The full Supervision Policy can be found on the GMEC policy webpage at <https://medicine.arizona.edu/gmec-policies>

### **Trainee Job Description**

All Trainees are employed by B-UMG.

For the full job description, refer to: [Banner Health Medical Resident PGY 1](#).

### **Trainee Transfers**

Training Programs accepting Trainees transferring from an ACGME-accredited Training Program at another Sponsoring Institution to a UACOM-T Training Program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to accepting a transferring Trainee.

### **Vacation and Leaves of Absence**

UACOM-T provides guidance and oversight for trainee vacation and leaves of absence in UACOM-T ACGME-accredited and non-standard training (NST) programs.

As the employer of all trainees, Banner Health in partnership with their leave benefit carrier, manages all trainee absences from an employment perspective.

Information regarding available leave types – including medical, parental, and caregiver leaves of absence and vacation and sick time – can be found on the [Graduate Medical Education Vacation and Leaves of Absence Summary and Frequently Asked Questions](#) document as well as the [Banner Health Benefit Highlights](#) document.

Trainees must discuss leaves of absence (planned or unplanned) with their Training Director. This includes understanding whether the anticipated leave may impact on the expected training completion date and any effects on the Trainee's ability to take the relevant certifying board exam.

Trainees do not participate in Banner Health's Paid Time Off (PTO) plan.

Trainees are provided four one-week periods of vacation leave each academic year, to be used at a mutually agreed upon time by the Trainee and Program Director.

Trainees may be expected to work holidays and are expected to work with their Training Programs to establish which holidays they may be expected to work at each participating site.

The full Vacation and Leave of Absence Policy can be found on the GME policy webpage at <https://medicine.arizona.edu/gmec-policies>

## **Workplace Accommodations**

### **Religious Accommodations**

Trainees seeking religious accommodation must discuss the request with their Program Director. The Trainee and Program Director will contact a Banner Health Employee Relations Sr. Consultant. The Employee Relations Sr. Consultant will discuss options for supporting the requested religious accommodations and provide documentation if needed.

### **Disability Accommodations**

Trainees with qualifying disabilities who require accommodation to perform the job duties of a medical resident/fellow due to a disability or medical condition, should contact Banner Health Human Resources at [hrtransactionsupport@bannerhealth.com](mailto:hrtransactionsupport@bannerhealth.com) to initiate the accommodation request process and should discuss with their program director as appropriate.