

Academic Year(s): 2025-26
2026-27

**Postgraduate Training Programs
Responsibilities and Benefits Overview
SSM Health/Saint Louis University School of Medicine**

<p>Policy Regarding Paid Employment</p>	<p>Appointment to postgraduate training programs of the SSM Health/Saint Louis University School of Medicine is a full-time professional education commitment on the part of the trainee. This commitment extends to the full fifty-two week term of each trainee’s appointment period. Accordingly, the trainee is not to engage in any remunerative professional work, (“moonlighting”) or to accept fees for services rendered to patients in the course of the training program. Any exceptions to this policy must be approved, in advance, in writing by the Designated Institutional Officer (DIO). Only exceptions recommended by the residency program director, the concerned clinical department chairman, and the DIO will be considered. Any violation of this policy shall be cause for dismissal from the program.</p> <p>Appointment to a Residency or Subspecialty Residency Training Program of the SSM Health/Saint Louis University School of Medicine will not under any circumstances include restrictive covenants.</p> <p>It is the policy of SSM Health to sponsor foreign workers for immigration benefits in some circumstances. Decisions about immigration sponsorship will be made by SSM Health in accordance with U.S. immigration law and policy and based on what options are in SSM Health’s best interests. Immigration sponsorship of medical residents by SSM Health is generally limited to petitions for the following types of temporary, nonimmigrant Visa Categories:</p> <ol style="list-style-type: none"> 1. H-1B; however, SSM Health will not submit an H-1B petition for a medical resident necessitating a \$100,000 payment as a condition of eligibility. SSM would submit either a change of status to H-1B, or change of H-1B employer for a candidate who is currently in the U.S. in a valid status (H-1B, F-1, J-1). 2. E-3 (only applicable to individuals from Australia) 3. H-1B1 (only applicable to individuals from Chile or Singapore) <p>Additionally, SSM Health will partner with ECFMG (aka Intealth) to support J-1 visa requests for medical residents who are eligible for J-1 sponsorship through ECFMG.</p>
<p>Initial Onboarding</p>	<p>Upon appointment to your GME program, you are to provide proof to the SSM Employee Health department that You have received all COVID-19 vaccine doses recommended by the Centers for Disease Control and Prevention or have been granted a religious or medical exemption by SSM Health; participate in a TB test through the SSM Employee Health department; provide proof to the SSM Employee Health department that You have received an influenza vaccine for the current season or have been granted a religious or medical exemption by SSM Health.</p> <p>Additionally, if this is Your initial Program Year (PY1) with the institution, You will be required to pass a drug screening test at an SSM Employee Health designated facility; if it happens that you are unable to produce enough specimen for the urine-based drug screen, the lab will advise that you need to stay for up to 3 hours, and you will be provided with water to assist with the specimen collection. Leaving the testing facility building prior to completing all required testing will be considered a refusal to test and may result in SSM rescinding your offer of employment.</p> <p>You will also be required to pass a background and criminal check through SSM Health; complete a Form I-9 with SSM Health and provide all required records to establish that You may lawfully work in the United States. If you are not eligible to lawfully work in the United States at the time of the GME new housestaff, affiliate hospital or departmental orientation periods, you will not be permitted to engage in these or any other employee activities or training.</p>
<p>Renewal of Appointment</p>	<p>Upon acceptance, the appointment will be in force for the period set forth in the Training Agreement. Reappointment for further postgraduate training is not automatic, and the Training Agreement constitutes no agreement that the trainee will be reappointed to the training program for an additional period. Postgraduate trainees are reappointed only on the recommendation of the residency program director, the concerned department chairman or his/her designated representative, and with the approval of the DIO.</p> <p>It is an SSM Health/Saint Louis University School of Medicine Graduate Medical Education Policy that re-appointments to a training program be on the basis of demonstrated progress through the goals and objectives of the appropriate year level of the Program and/or towards appropriate specialty or subspecialty board certification as evaluated by the faculty, documented by the Program Director, and regularly shared with the trainee. Program Directors must provide both training</p>

	and the GME Office six written notice of intent to not renew a trainee's appointment. Graduate Medical Education trainees notified of the intent to not renew their appointment must be allowed full access to due process.
Responsibilities	<p>Due to the Joint Commission Accreditation for Healthcare Organizations (JCAHO) requirements at affiliated teaching hospitals all residents/fellows must pass pre-appointment drug testing.</p> <p>Postgraduate trainees are expected to comply with all departmental rules and directives governing their training, and with the rules and regulations of the affiliated institution to which they are assigned for training. Continued failure to comply with these rules will result in the trainee having all or some privileges as a trainee under this appointment suspended. Any postgraduate trainee found to have violated HIPPA or inappropriately access the patient health is subject to disciplinary proceedings.</p> <p>Repeated or prolonged failure to comply or to satisfactorily perform departmental training program requirements may be grounds for dismissal from or failure to be reappointed to the training program.</p>
Assignments	All assignments to institutions, rotation schedules, and hours of duty for postgraduate trainees are determined and announced by the appropriate residency program director. These assignments, rotations, and duty hours must comply with SSM Health/Saint Louis University School of Medicine Graduate Medical Education Policy and ACGME standards.
Identification	The sites to which postgraduate trainees are assigned require identification badges to be worn while on duty.
Living Quarters and Duty Environment	No allowance or provision is made for permanent living quarters for GME trainees. On-call quarters are made available by the hospitals for the trainees whose responsibilities dictate immediate availability during overnight call. Affiliated teaching hospitals will provide adequate and appropriate food services 24hrs. a day. No laundry service is provided.
Completion of Training	A certificate indicating board eligibility is issued upon satisfactory completion of the department's described postgraduate training program and once all program requirements are completed. Trainees should review program specific requirements for board certification at www.abms.org .
Vacation	Postgraduate trainees are entitled to three weeks (21 days) of paid vacation each year (a week constitutes seven consecutive days), or a proportionate fraction thereof, if the trainee has spent less than one year in the training program. The special scheduling requirements associated with managing a large postgraduate training program may necessitate that trainees take their vacation in one week blocks, as appropriate, and with the prior approval of the concerned training program director or designated representative.
Caregiver/Sick Leave/Parental	<p>Caregiver/Sick/Parental: If a postgraduate trainee is off duty because of caregiver/sick/parental leave for greater than 3 consecutive days, 3 days for the same illness or 3 days in a 30-day period, then medical evidence substantiating the nature and probable duration of leave will be required. FMLA paperwork must be completed for a caregiver/sick period greater than 3 consecutive days or 3 days for the same condition. Up to 6 weeks of fully paid "Caregiver/Sick/Parental Leave" is provided once within the same appointed training program for FMLA qualifying conditions.</p> <p>Trainees must first exhaust available and qualifying paid vacation followed by caregiver/sick/parental prior to entering unpaid leave status. If the trainee must enter unpaid leave status due to exhausting all paid vacation and caregiver/sick/parental leave for a FMLA qualifying condition, the trainee will reserve by deferring one week of remaining paid vacation or caregiver/sick/parental leave to be used during the remaining appointment period. Additional unpaid leave may be granted for a FMLA qualifying condition.</p> <p>When the trainee is able to return to the program from an extended caregiver/sick/parental leave, it shall be the responsibility and the prerogative of the training program director, in consultation with the GME Office and under the requirements of the ACGME and medical specialty board requirements, to determine whether or not clinical duties must be made up or training time extended to meet graduation requirements. The decision of the program director shall be final.</p>
Family Medical Leave Act (FMLA)	All matters relating to the Family Medical Leave Act (FMLA) must be requested in advance by the postgraduate trainee to the training program director or designated representative <u>and</u> by the appropriate human resources representative. Information and forms for FMLA leaves may be obtained in the Human Resources Department of SSM Health/Saint Louis University School of Medicine. FMLA is not available until the trainee has completed 12 months of continuous appointment.
Unpaid Leave	A trainee must request approval in advance in writing by the program director, in consultation with the GME Office, to enter unpaid leave status in order to determine eligibility for benefits, graduation requirements, extension of training, necessary ADA or accommodations for return to work, and additional paid time off.

Resignation From Program	Postgraduate trainees are required to provide two-months written notice of resignation to their residency program director when a resignation is to occur at any time other than at the completion of a training year. This requirement may be waived only with the approval of the Program Director and the DIO.
Grievances and Due Process	<p>Any misunderstanding or dispute involving a graduate trainee is first to be resolved by and within the clinical departments. The GME Ombudsman is available to assist any trainee through this process. Concerns about systematic and fair application of GME policies and procedures may be brought to the representatives of SLURA or to the Ombuds of the Office of Professional Oversight.</p> <p>In the event of an adverse or reportable academic action including probation, suspension, restriction of privileges, non-renewal of appointment, or dismissal; if a resident believes, however, that any such matter has not been handled reasonably, recourse is available from the SSM Health/Saint Louis University School of Medicine through the GME Office. The resident will first grieve to the Program Director via the Clinical Competency Committee, then the Departmental Chair, then the DIO will review the situation, meet separately with the trainee and the Program Director, review all program and performance documentation, and either reverse or uphold the decision made at the departmental level. The DIO may recommend that a grievance council is held. Such a council would be held by a committee of the faculty external to the Program and Department, appointed by the DIO, who may prescribe such rules for the conduct of the hearing as may be necessary. If dismissal is the issue, prior to the council, the resident shall be advised of the basis for the proposed dismissal. At the council, the trainee shall be afforded opportunity to make such statements and present such evidence as may be desired in reflection of the concerns documented and adverse action recommended. The determination of the council shall be transmitted to the DIO, whose ruling on the decision shall be final.</p> <p>This process is separate, distinct, and in addition to any proceeding associated with the Code of Professional Conduct.</p>
Sexual Harassment Policy	SSM Health/Saint Louis University School of Medicine's policy is that sexual harassment is not acceptable conduct at the SSM Health/Saint Louis University School of Medicine. Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703 and by the Education Amendments of 1972, Title IX. Further, the SSM Health/Saint Louis University School of Medicine shall take all steps reasonably necessary to prevent sexual harassment from occurring, which will include affirmatively raising the subject and expressing strong disapproval thereof, developing appropriate sanctions, informing faculty, staff, and students of their rights and developing methods to sensitize all concerned. According to the Ethical and Religious Directives for Catholic Health Care Services: "A Catholic health care institution must treat its employees respectfully and justly." Consistent with those directives and with our core value of respect and our commitment to providing a safe, just and diverse work environment, SSM Health (SSM) strives to maintain a workplace free from unlawful harassment. Offensive physical, written or spoken conduct based on sex, race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy, age, physical or mental disability, veteran status, or any other legally protected characteristic is strictly prohibited. Retaliation against any person involved in the reporting, investigation, or resolution of a harassment complaint will not be tolerated.
Drug and Alcohol Abuse Prevention Policy	In accordance with the Drug Free Workplace Act and Drug Free Schools and Universities Act, SSM Health/Saint Louis University School of Medicine prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of the illicit drugs or alcohol in the workplace, on SSM Health/Saint Louis University School of Medicine premises, or as part of the SSM Health/Saint Louis University School of Medicine activities. All employees are expected to abide by these standards of conduct as a condition of employment. For purposes of this policy, unlawful conduct involving illicit drugs or alcohol is governed by the laws in effect where the employee is working. Trainees with a history of drug and alcohol dependency must notify their program director prior to admission and will be required to work with the Employee Assistance Program (EAP). The SSM Health/Saint Louis University School of Medicine reserves the right to perform "for cause" drug testing and requires drug testing prior to contact with patients.
Employee Assistance Program	<p>A major goal of the SSM Health/Saint Louis University School of Medicine is the postgraduate trainee's growth and development. SSM Health/Saint Louis University School of Medicine is aware of the stresses and impact of these years of training on postgraduate trainee's and their families. Counseling services are available to residents and fellows from a variety of sources, including the SSM Health/Saint Louis University School of Medicine Behavioral Health Program which provides access to a 24-hour phone service (available through a counseling "hotline" at 314-977-1066). These services are available at low or zero co-payments and/or out-of-pocket costs. These resources are available both from the residents' and fellows' insurance, and other SSM Health/Saint Louis University School of Medicine resources.</p> <p>Additionally, a free, confidential counseling and referral service designed to assist both you and your immediate family. The Employee Assistance Program (EAP) can provide resources on health, finances, retirement planning, childcare planning, family issues and much more. EAP services are provided by Personal Assistance Services (PAS). You may</p>

	reach them at: mypaseap.com (company code: SSM) or 800-356-0845.
Saint Louis SSM Health/Saint Louis University School of Medicine Residents Association (SSLURA)	The organization was designed to give residents a voice in the decision making of the residency programs and practices that directly affect the trainee's education and life while a resident/fellow. SSLURA helps guide the decisions that are made about the hospital programs, acts as an advocate for residents in any matters that need to be addressed with specific programs, departments or the hospital administration (anonymously if need be), and to increase positive publicity for our hospital residency programs.
Professional Liability Coverage	Beginning on the Effective Date, and continuing through the term of the Training Agreement, SSM agrees to procure and maintain, either through commercial policies, self-insurance, or through agreements with affiliated entities, professional liability coverage for losses arising out of the acts or omissions of RESIDENT/FELLOW in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.
Consolidated Omnibus Budget Reconciliation Act (COBRA)	Continuation Rights, a Federal Law, requires that group health plans provide for the continuation of coverage beyond an individual's termination of employment/training and under other specified conditions. Information regarding eligibility and continued health care coverage may be obtained through the People Services office at 844-776-6947.
Medical Benefits	Health insurance is provided to GME trainees through the Medica Medical Plan. Information on enrolling dependents is available through the People Services office at 844-776-6947, or through the Benefits and Pay App in Workday.
Life Insurance	A choice is offered to equal multiples of pay up to 8X, capped at \$2M for life insurance. The SSM Health/Saint Louis University School of Medicine provides a benefit equal to two times base annual stipend and the remaining benefit selected is provided at low group rates based upon age. Dependent life in the amount of \$25,000 to \$250,000 for spouse and \$5,000 to 25,000 for an eligible dependent child is also available.
Dental Plans	Two optional plans of coverage are available through payroll deduction. Changing from one plan to another is allowed during open enrollment periods.
403 (b) Plan	Tax deferred investments are available through payroll reduction (pre-tax) from the same mutual fund families and annuities used for the SSM Health/Saint Louis University School of Medicine Retirement Plan. All Housestaff are immediately eligible for the 403(b) Plan. Fidelity administers the 403(b) Plan.
Flexible Spending Plan	The Flexible Spending Plan lets you pay for eligible medical and dental expenses that are not otherwise covered by insurance with contributions taken from your pay before taxes. You may elect an amount of benefit up to \$3,000 per year. Enrollment must be made within 31 days of start of training or during the annual open enrollment period.
Dependent Care Plan	The Dependent Day Care Spending Account lets you pay for eligible child or dependent care expenses with contributions taken from your pay before taxes. You may elect any amount of benefit up to a legal limit of \$7,500 per year.
Long-Term Disability	After 90 days of being medically unable to work, you are eligible to apply to receive a Long-Term Disability benefit of 60% of your salary up to a maximum of \$10,000 per month. The 60% Long-Term Disability coverage is provided by SSM Health with no premium cost to you. Note, you must exhaust all PTO before LTD payments begin.
Social Security	SSM Health/Saint Louis University School of Medicine Graduate Medical Education Trainees are currently covered by the Federal Insurance Contributions Act and are subject to withholding. Certain individuals are exempt from withholding and coverage. Nonimmigrant alien under Section 101 (a) (15) (F), (J), or (M) of the Immigration and Nationality Act classified as student, scholar, trainee, teacher, etc.: Proof of eligibility and a Copy of DS-2019 (formerly IAP-66) and Visa, are required.
Workers' Compensation	According to Missouri Workers' Compensation law, insurance provides benefits for employees who sustain covered injuries at work. SSM will provide workers' compensation coverage for residents, effective the date of employment and as participants in an SSM sponsored residency
Direct Banking	Arrangements must be made to have stipend checks deposited automatically to a designated personal banking account(s) each stipend period.
Recreation Center	Trainees may sign-up for the Simon Recreation Center at a reduced cost at start of training or renewal of membership

	within designated dates of enrollment. Spouse membership may be obtained for an additional fee.
Changes in Program Size or Closure	Any changes in number of trainees, either an increase or a decrease (including closure of the Program) must be communicated to current trainees in writing. While not anticipated, the SSM Health/Saint Louis University School of Medicine requires that Programs with approved plans to decrease the number of trainees or close the Program must allow trainees already in the Program to complete their training, or will assist the trainees in enrolling in ACGME accredited programs to continue their training.
Human Resource Administration	SSM Health/Saint Louis University School of Medicine is an Equal Opportunity Employer and abides by all State and Federal regulations related to employment including criminal record checks for health care workers.

All benefits summarized in this addendum are subject to the terms and conditions of the appropriate plan document that may be changed at any time.