

**Miami Valley Hospital** (*Hospital*) agrees to employ, \_\_\_\_\_ (*Resident/Fellow*) **R1 Social Security Number** \_\_\_\_\_, in the **Family Practice Residency Program** (*Program*), pursuant to the following terms and conditions. This Agreement is effective on **July 1, 2008**.

## **I. OBLIGATIONS OF HOSPITAL**

Hospital agrees to employ \_\_\_\_\_ (*Resident/Fellow*), pursuant to the terms of this contract, as an **R1 Family Practice Resident**. (See Position Description attached and incorporated herein as Exhibit A.)

Further, Hospital agrees to:

- A. Provide a suitable opportunity for medical education experience;
- B. Provide a training program that meets the standards of the Accreditation Council on Graduate Medical Education;
- C. Provide a duration and sequence of assignments which shall be in accordance with specialty board requirements with consideration given to the desires of the resident/fellow and to the schedule of the participating institutions;
- D. Provide compensation and benefits as further stated in this agreement, and as stated in the Hospital benefit policies applicable to residents/fellows.

## **II. OBLIGATIONS OF THE RESIDENT/FELLOW**

The resident/fellow agrees to:

- A. Perform satisfactorily to the best of his/her ability, the customary services of an **R1 Family Practice Resident** (see Position Description attached as Exhibit A);
- B. Perform only those medical procedures as credentialed pursuant to the Program;
- C. Conform to and be governed by all Hospital and Program policies, procedures, and regulations governing residents/fellows which are not inconsistent with this contractual agreement;
- D. Be on time and attend all specifically designated conferences;
- E. Know and adhere to all medical records rules or regulations as stated in the medical staff bylaws and the medical staff rules and regulations of Hospital. Failure to follow these and other Hospital policies may result in the suspension of privileges and possible termination, and the resultant withholding of certification. This contract specifically incorporates the disciplinary provisions of the Hospital section of the Miami Valley Hospital House Staff Manual. Furthermore, this contract specifically incorporates all Hospital, University, and Program policies regarding sexual and other forms of harassment.
- F. Refrain from disclosing to any unauthorized person any confidential information received during the course of employment;
- G. Not engage in any remunerative work not authorized in writing by the Program Director;
- H. Provide to the Program proof of graduation from an approved medical school and, if applicable, provide to the Program a valid ECFMG certificate; proof of graduation and the ECFMG certificate must be provided to the Program before the execution of this Agreement;
- I. Participate fully in any process directed toward JCAHO accreditation or the certification or accreditation of the Hospital and/or Program by any other agency.
- J. Comply with the rules and regulations of Hospital applicable to residents/fellows, as well as the rules and regulations applicable to Hospital employees in general which are not in conflict with the rules and regulations applicable to residents/fellows.

## **III. COMPENSATION AND BENEFITS**

In exchange for resident/fellow's fulfillment of the resident/fellow's obligations, Hospital agrees to the following:

- A. Salary: Hospital shall pay to resident/fellow \$\_\_\_\_.00 per year, calculated by taking the annual salary divided by 26 pay periods (bi-weekly gross pay).
- B. Professional Liability Insurance: Professional Liability Insurance Coverage is provided each resident/fellow by Hospital in the same amounts and subject to the same or substantially similar terms and conditions as all other employee-physicians of Hospital. Coverage is not provided for non-assignment duties.
- C. Other Benefits: Hospital shall provide to resident/fellow, during the term of this Agreement, those benefits listed in Exhibit B attached.

#### **IV. TERM AND TERMINATION**

This contract begins **July 1, 2008** and ends **June 30, 2009**. This contract may be terminated by Hospital immediately prior to its expiration for the following reasons:

- A. Resident/fellow's death or disability;
- B. If resident/fellow's temporary or permanent certification to practice medicine in the State of Ohio is limited, suspended, or terminated for any reason;
- C. If resident/fellow is convicted of a felony and/or crime of moral turpitude; and/or
- D. Pursuant to the employment and corrective action policies of the Hospital applicable to Hospital employees in general and which policies are not in conflict with the rules and regulations applicable to House Officers;
- E. If the residency program is terminated, subject to the provision of reasonable notice by Hospital of such termination to resident/fellow and the exercise of best efforts by Hospital for resident/fellow to complete the education within the program or to help identify and facilitate resident/fellow's transfer to another program to complete the education;
- F. If in the Program's opinion the resident/fellow substantially fails to meet any of the general requirements of the Program or is terminated by the Program.

#### **V. CONDITIONS FOR ADVANCEMENT**

Conditions for advancement are those included in the Program's policies.

#### **VI. OTHER TERMS**

- A. Conflicts: Any conflicts between the Program and resident/fellow may be addressed through the grievance procedure outlined in the Residency Manual of Miami Valley Hospital. Any employment matter between Hospital and resident/fellow may be addressed in accordance with Hospital's grievance procedure as stated in Hospital's Employee Handbook.
- B. Applicable Law: This Agreement shall be governed by the laws of the State of Ohio; Venue for any suit shall be proper only in Montgomery County, Ohio.
- C. Entire Agreement, Severability: This Agreement contains the entire agreement between the parties, and supercedes all prior and contemporaneous verbal and written agreements. If any portion of this agreement is held to be illegal, void or voidable by any court of competent jurisdiction or other governmental body, the remaining provisions shall remain in full force and effect.

D. Excluded Provider: Resident/fellow hereby represents and warrants that he/she is not and has at no time been excluded from participation in any federal or state funded healthcare program, including but not limited to, Medicare and Medicaid. Resident/fellow hereby agrees to notify Hospital immediately of any threatened, proposed, or actual exclusion of resident/fellow from any federal or state funded healthcare program, including but not limited to, Medicare and Medicaid. In the event that resident/fellow is excluded from participation in any federal or state funded healthcare program during the term of this Agreement, or if at any time after the effective date of this Agreement it is determined that resident/fellow is in breach of this Section, this Agreement shall, as of the effective date of such exclusion or breach, automatically terminate. Resident/fellow shall indemnify and hold harmless Hospital against any and all actions, claims, demands and liabilities, and against all loss, damages, cost and expenses, including reasonable attorney's fees, arising directly or indirectly, out of any violation of this section of this agreement by resident/fellow, or due to exclusion of the resident/fellow from a federally funded healthcare program including but not limited to, Medicare or Medicaid.

Wherefore, the parties enter into this Agreement effective as of the date and year first written above.

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Theodore Wymyslo, M.D.  
Residency Program Director

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Gary H. Ensor, D.D.S.  
Chair, Department of Medical Education

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Molly Hall, M.D.  
Vice President, Academic Affairs

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Resident/Fellow

# Miami Valley Hospital

Dayton, Ohio

## Job Description & Performance Appraisal

### POSITION INFORMATION

Job Title: R-1 Family Practice Resident Cost Center #: 7600

Department: Medical Education Job Code: 0739

Non-Exempt:  Exempt:

Position reports to: Associate Director, Resident and Faculty Development  
Director of the Family Practice Residency Program  
(Title)

### POSITION SUMMARY

The physician will serve as a Family Practice resident for 36 months of educational experience. This is a position of increasing responsibility with decreasing direct supervision as the physician gains clinical competency over the three-year training period. This position balances medical education and medical service to prepare the resident physician to sit for the American Board of Family Medicine Certification Exam at the completion of training.

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Date of Review: \_\_\_\_\_

Type of Performance Review:  90 day New Hire  90 day transfer/promotion

Annual  Other:

#### AGES OF PATIENTS SERVED:

- Infant (Birth to 1yr)
- Pediatric (1-11 years)
- Adolescent (12-17 years)
- Adult (18-64 years)
- Geriatric (65+ years)
- All Age Groups (Birth & Above)
- Not Applicable

**JOB QUALIFICATIONS**

- Education: Graduation from an approved medical school with successful passage of all components of USMLE I & II or COMLEX I & II; and, if applicable, a valid ECFMG Certificate.
- Licensure: Ohio Medical License or Training Certificate
- Certification: BLS, ACLS, PALS
- Experience: n/a
- Skills/Other: Documented strong commitment to Family Medicine as a medical specialty career choice.

**Family Practice:** (All residents at any R level have faculty supervision immediately available. An attending supervising, or teaching faculty member is always the admitting physician and is ultimately responsible for the care of all patients.)

| R 1 (mandatory) – by year end   |
|---|
| <ul style="list-style-type: none"> <li>- EKG Interpretation</li> <li>- Chest x-ray interpretation</li> <li>- Supervised vaginal deliveries</li> <li>- BLS</li> <li>- ACLS</li> <li>- PALS</li> <li>- Neonatal circumcision</li> <li>- Thin Prep PAP collection</li> </ul> |

| R 2 (mandatory)- by year end   |
|--|
| <p><b>All R 1, plus:</b></p> <ul style="list-style-type: none"> <li>CAT scan/Head/interpretation</li> <li>Newborn Resuscitation Program</li> <li>Spirometry</li> </ul> |

| R 3 (mandatory)- program completion  |
|--|
| <p><b>All R2, plus:</b></p> <ul style="list-style-type: none"> <li>- Splinting techniques</li> <li>- Shave Bx/Punch Bx/Excisional Bx</li> <li>- Laceration repair, simple</li> <li>- Cryotherapy of skin lesions</li> <li>- Fluorescein Eye Staining</li> <li>- Joint Injection-Knee/Shoulder</li> <li>- Cerumen Removal</li> <li>- Incision &amp; Drainage</li> </ul> |

| For OB Track,<br>To Complete by Graduation:   |
|---|
| <ul style="list-style-type: none"> <li>- ALSO Course</li> <li>- Episiotomy, 3rd degree</li> <li>- Forceps, low outlet</li> <li>- Induction of labor</li> <li>- Intrauterine pressure catheter</li> <li>- Manual removal of placenta</li> <li>- Vaginal laceration repair</li> <li>- Vacuum extraction</li> <li>- Minimum of 10 continuity Ob deliveries in BFHC</li> <li>- Fetal scalp monitor</li> </ul> |

| R3 (recommended)   |
|--|
| <ul style="list-style-type: none"> <li>- Art. line placement</li> <li>- Endometrial sampling, aspiration</li> <li>- External pacemaker placement</li> <li>- Fine needle aspiration</li> <li>- Joint aspiration, injection</li> <li>- Int venous (jugular) cath</li> <li>- subclavian cath</li> <li>- Paracentesis</li> <li>- Umbilical line placement, (neonate)</li> <li>- Laceration repair, 2 or 3 layers</li> <li>- Nasopharyngoscopy, flexible</li> <li>- Reduction of uncomplicated dislocation</li> <li>- Slit lamp exam of eyes</li> <li>- Subclavian vein catheterization</li> <li>- Thoracentesis</li> <li>- Thrombosed hemorrhoid, incision</li> <li>- Toenail removal</li> </ul> |

**DIMENSION/SCOPE**

Under the supervision of the Family Practice and rotating specialty faculty, the resident physician provides medical care for patients of the MVH Berry Family Health Center, Miami Valley Hospital, Children’s Medical Center, the Widow’s Home, and rotational subspecialty practices and other practices as assigned by the Director or Associate Directors of the Family Practice Residency Program. While providing this care, the resident physician follows a course of study and sequence of assignments prescribed by the Accreditation Council on Graduate Medical Education, the American Board of Family Medicine and the Ohio State Medical Board.

This position requires the ability to deal effectively with difficult emotional issues including death and dying, to make rapid professional decisions with significant impact on patients’ well-being, to assume a leadership role in the health care team, to keep current on the latest knowledge and quality standards of care for multiple disease processes, and to function at all times in a professional and ethical manner. The resident physician works under the supervision of the Family Practice Faculty or Rotational Attending Faculty and is directly responsible to these supervisors in performing and directing patient care. The resident physician maintains a positive and professional interaction with other hospital and community physicians; faculty; nursing, administrative and ancillary staff; patients and community and federal agencies. The resident physician must be able to communicate effectively with a good command of English and sensitivity to cultural differences in patients and co-workers.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

- Must be able to lift objects up to 50 pounds.
- Must be able to walk up one flight of stairs, and walk 1000 yds. on a level surface without experiencing fatigue or shortness of breath.
- Must be able to hear clearly or have hearing augmented to a normal hearing range.
- Must have visual acuity corrected to 20/40.
- Must be able to climb, reach, kneel, stoop, pull, push and bend during the course of providing patient care.
- Must be able to sit for a minimum of 2 hours continuously.
- Must be able to stand for a minimum of 2 hours continuously.
- Must be able to perform repetitive movement without restriction.

The above duties and responsibilities may be essential job functions subject to reasonable accommodations. All job requirements listed indicate the minimum of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

## **POLICIES & PROCEDURES**

All employees are expected to abide by all hospital and departmental policies and procedures. Non-compliance with policies and procedures can lead to corrective action.

Adheres to policies of the Medical Education Department of Miami Valley Hospital, the Miami Valley Hospital Family Practice Residency Program and the MVH Berry Family Health Center.

**JOB DESCRIPTION APPROVAL: Cynthia Daly**

**EFFECTIVE DATE: July 24, 2008**

## PROCESS FOR COMPLETING THE PERFORMANCE APPRAISAL:

Review each statement /duty and mark the number score that's applicable to the individual's performance.  
Utilizing the following rating scale: **0 - Does Not Meet, 2 - Achieves Standards, 4 - Exceeds Standards**

### POSITIVE WORK ENVIRONMENT (Essential)

Building a positive work environment requires commitment from all staff. The individual's participation and support of this effort is critical to the mission of the department and the organization.

- |  | 0                        | 2                        | 4                        |
|--|--------------------------|--------------------------|--------------------------|
| 1. Provides longitudinal professional medical care to individuals and families in his/her patient panel in the MVH Berry Family Health Center, the Widow's Home and other outpatient practices as assigned. Provides professional inpatient medical care to patients admitted to the Family Practice Residency Inpatient Service and rotational subspecialty services as assigned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Does not meet** - Unable to provide professional medical care to patients.*

***Meets** - Is able to provide the appropriate professional medical care to patients.*

***Exceeds** - Provides professional medical care to both outpatients and inpatients on the Family Practice Service. Exceptional care provided to his/her patients.*

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | 0                        | 2                        | 4                        |
| 2. Demonstrates a commitment to lifelong learning by recognizing self-deficits and utilizing faculty resources and references for continuous learning and performance improvement. Demonstrates an interest in inquiry and scholarly pursuits by participating in journal club and all required conferences and completing a scholarly activity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Does not meet** - Does not participate in journal clubs. Does not attend required conferences.*

***Meets** - Participates in all journal clubs and required conferences.*

***Exceeds** - Participates in all journal clubs and required conferences and also continues to look for ways to improve. Always willing to talk to the faculty as a resource for questions.*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | 0                        | 2                        | 4                        |
| 3. Demonstrates a commitment to all required patient rounds and multidisciplinary teaching rounds by being punctual and attending all rounds unless excused to treat an emergent patient problem. Participates on residency and hospital committees as assigned and attends the majority of committee meetings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Does not meet** - Consistently late to teaching rounds. Does not participate on residency and hospital committees.*

***Meets** - Usually on time for teaching rounds. Participates in some residency and hospital committees.*

***Exceeds** - Always punctual for all teaching rounds. Always notifies the attending if unable to attend. Participates in residency and hospital committees as assigned and attends most of the meetings as required.*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | 0                        | 2                        | 4                        |
| 4. Practices biopsychosocial medicine by incorporating psychosocial data into clinical differential diagnoses and treatment plans. Follows the course of study and assignments in the Family Practice Residency Curriculum. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Does not meet** - Does not practice biopsychosocial medicine. Does not follow the course of study and assignments in the Family Practice Residency Curriculum.*

***Meets** - Practices biopsychosocial medicine in the differential diagnosis and treatment plans for most patients. Follows the course of study and assignments in the Family Practice Residency Curriculum.*

***Exceeds** - Practices biopsychosocial medicine. Looks at all psychosocial information on the patient before making his/her diagnosis and treatment. Follows the Family Practice Residency Curriculum.*



- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | 0                        | 2                        | 4                        |
| 5. Demonstrates professional behavior by answering pages promptly; arriving on time to conferences, rounds and office hours; and working as a committed team player with peers, faculty, ancillary and administrative staff. Demonstrates continuous progress in assuming increased responsibility for patient care in conformity with the Advancement Criteria for Family Practice Residents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Does not meet** - Does not answer pages promptly. Often arrives late at conferences, rounds, and office hours. Does not always work as a team player. Slow in showing progress in assuming increased responsibility for patient care.*

***Meets** - Answers pages promptly. Seldom late for conferences, rounds, or office hours. Works as team player. Is showing progress in assuming increase responsibility for patient care.*

***Exceeds** - Always answers all pages promptly. Never late for conferences, rounds, or office hours. Excellent working relationship with staff, faculty, and peers. Shows great progress in assuming new and increased responsibilities for patient care.*

- |               |                          |                          |                          |
|---------------|--------------------------|--------------------------|--------------------------|
|               | 0                        | 2                        | 4                        |
| 6. ATTENDANCE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Does not meet - 80 hours or more of absences/10 or more tardies  
 Meets - 41 to 79 hours of absences 6-9 tardies  
 Exceeds - 40 hours or less of absences/ 5 or less tardies  
 NOTE: Pro-rate for employees working less than 80 hours per pay period/part-time employees

**Positive Work Environment - STANDARD POINT TOTAL:**

**VALUE:** Place applicable value in box.

- |  |   |
|--|---|
| 0 to 11: Total points indicates that the standard has Not Been Met       | 0 |
| 12 to 19: Total points indicates that the standard has Been Met          | 2 |
| 20 and above: Total points indicates that the standard has been Exceeded | 4 |

**WEIGHT PERCENTAGE:**  **X** 25

**STANDARD SCORE:**

**COMMENTS/PLANS for improvement for any areas that are determined to be insufficient:**

  
  
  
  

**90 DAY EVALUATION – STANDARD SCORE**

**DOES NOT MEET** – Employee has not demonstrated competency in one or more of the applicable components. Use the comment section above to delineate, complete, and submit improvement plan.

**MEETS** – Employee has met the intent of the standard.

## QUALITY (Essential)

Quality is defined through accuracy, efficiency, outcomes as well as other measurements to ensure that patient care is held at a high level.

- |  | 0                        | 2                        | 4                        |
|--|--------------------------|--------------------------|--------------------------|
| 1. Meets quality measures for residents as defined by the RRC Requirements for Family Practice and meets the Advancement Criteria for Family Practice Residents.<br><i>Does not meet</i> - Does not meet quality measures for residents.<br><i>Meets</i> - Meets quality measures.<br><i>Exceeds</i> - Meets and goes above in all quality measures for residents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Meets quality measures as measured by the Berry Family Health Center QA and I process.<br><i>Does not meet</i> - Does not meet quality measures for the QA and I process.<br><i>Meets</i> - Meets quality measures for QA and I process.<br><i>Exceeds</i> - Goes above and beyond in meeting the qualities set forth for the QA and I process.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Meets MVH inpatient care quality criteria<br><i>Does not meet</i> - Does not meet the inpatient care quality criteria.<br><i>Meets</i> - Meets the inpatient care quality criteria.<br><i>Exceeds</i> - Exceeds the criteria for the inpatient care quality.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## AGE SPECIFIC and/or UNIT SPECIFIC COMPETENCY

- |  | 0                        | 2                        |
|--|--------------------------|--------------------------|
| 4. Has successfully passed all required hospital/department competencies and related testing; applies to everyday performance.<br><br><i>Does not meet</i> - Has not passed all required competencies<br><i>Meets</i> - Has passed all required competencies | <input type="checkbox"/> | <input type="checkbox"/> |

Quality - STANDARD POINT TOTAL:

**VALUE:** Place applicable value in box.

0 to 7: Total points indicates that the standard has Not Been Met 0

8 to 11: Total points indicates that the standard has Been Met 2

12 and above: Total points indicates that the standard has been Exceeded 4

WEIGHT PERCENTAGE:

X 25

STANDARD SCORE:

COMMENTS/PLANS for improvement for any areas that are determined to be insufficient:

**90 DAY EVALUATION – STANDARD SCORE**

- DOES NOT MEET** – Employee has not demonstrated competency in one or more of the applicable components. Use the comment section above to delineate, complete, and submit improvement plan.
- MEETS** – Employee has met the intent of the standard.

## CUSTOMER (Essential)

Customers are defined as patients, patients' families, physicians, coworkers, and any other individuals that are impacted by the services provided at MVH.

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | 0                        | 2                        | 4                        |
| 1. Provides professional medical care to all individuals and families in both the inpatient and outpatient settings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Does not meet** - Does not provide professional medical care.

**Meets** - Provides professional medical care.

**Exceeds** - Is always professional in providing care to patients and very sensitive to the needs of the patient's family members.

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | 0                        | 2                        | 4                        |
| 2. Demonstrates professional behavior by answering pages promptly; arriving on time to conferences, rounds, and office hours. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Does not meet** - Does not answer pages promptly. Often late for conferences, rounds, and office hours.

**Meets** - Answers pages promptly. Seldom late for conferences, rounds, and office hours.

**Exceeds** - Always answers all pages promptly. Never late and often arrives early for conferences, rounds, and office hours.

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | 0                        | 2                        | 4                        |
| 3. Works as a team player with peers, faculty, ancillary and administrative staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Does not meet** - Does not work as a team player.

**Meets** - Works as a team player with peers, faculty, and administrative staff.

**Exceeds** - Excellent example as a team player. Works very well with everyone. Very considerate of others.

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | 0                        | 2                        | 4                        |
| 4. Effectively deals with difficult emotional issues including death and dying, to make rapid, knowledgeable decisions with the welfare of the patient in mind. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Does not meet** - Does not deal effectively with difficult emotional issues.

**Meets** - Is able to deal effectively with difficult emotional issues.

**Exceeds** - Effectively deals with difficult emotional issues. Does excellent job in making rapid decisions in the treatment and care of the patient.

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | 0                        | 2                        | 4                        |
| 5. Displays a professional manner with interaction between other hospital, community physicians, faculty, community and federal agencies, nursing and staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Does not meet** - Does not display a professional interaction between other hospitals, physicians, other agencies.

**Meets** - Displays a professional interaction between other hospitals, physicians, and other agencies.

**Exceeds** - Is always very professional in his/her interactions with other. Goes above and beyond in assisting other physicians and other agencies.

Customer - STANDARD POINT TOTAL:

**VALUE:** Place applicable value in box.

- 0 to 9: Total points indicates that the standard has Not Been Met 0
- 10 to 16: Total points indicates that the standard has Been Met 2
- 17 and above: Total points indicates that the standard has been Exceeded 4

WEIGHT PERCENTAGE:

X 25

STANDARD SCORE:

COMMENTS/PLANS for improvement for any areas that are determined to be insufficient:

**90 DAY EVALUATION – STANDARD SCORE**

- DOES NOT MEET** – Employee has not demonstrated competency in one or more of the applicable components. Use the comment section above to delineate, complete, and submit improvement plan.
- MEETS** – Employee has met the intent of the standard.

## FINANCIAL STEWARDSHIP (Essential)

Support the financial performance of the department through accurate interaction with information systems, supply utilization, and promotion of services.

- |  |                               |                               |                               |
|--|-------------------------------|-------------------------------|-------------------------------|
| 1. Provides cost effective health care to patients.<br><i>Does not meet</i> - Does not provide cost effective health care to patients.<br><i>Meets</i> - Provides cost effective health care to patients.<br><i>Exceeds</i> - Provides cost effective health care to patients and looks at being more cost efficient in caring for his/her patients.   | 0<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 4<br><input type="checkbox"/> |
| 2. Efficient use of time, money, and materials. Employee does not waste time, is productive in his/her job, is very conservative in the use of office supplies.<br><i>Does not meet</i> - Wastes time. Not very productive in his/her job. Often waste supplies.<br><i>Meets</i> - Is efficient in use of time. Is productive in his/her job. Does not waste supplies.<br><i>Exceeds</i> - Always very efficient, is always very productive, and does not waste supplies. Looks at improved ways to become more efficient. | 0<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 4<br><input type="checkbox"/> |
| 3. Submits Patient Care Data for both outpatient and inpatient care that is accurate and timely for patient billing.<br><i>Does not meet</i> - Patient Care Data is not accurate. Often late in getting data submitted.<br><i>Meets</i> - Submits patient care data with few errors and seldom late.<br><i>Exceeds</i> - Patient Care Data is always accurate and always on time.  | 0<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 4<br><input type="checkbox"/> |

Financial Stewardship - STANDARD POINT TOTAL:

**VALUE:** Place applicable value in box.

- 0 to 5: Total points indicates that the standard has Not Been Met 0
- 6 to 9: Total points indicates that the standard has Been Met 2
- 10 and above: Total points indicates that the standard has been Exceeded 4

WEIGHT PERCENTAGE: **X** 25

STANDARD SCORE:

COMMENTS/PLANS for improvement for any areas that are determined to be insufficient:

**90 DAY EVALUATION – STANDARD SCORE**

- DOES NOT MEET** – Employee has not demonstrated competency in one or more of the applicable components. Use the comment section above to delineate, complete, and submit improvement plan.
- MEETS** – Employee has met the intent of the standard.

PERFORMANCE APPRAISAL TOTAL OVERALL SCORE:

|                   |                         |
|-------------------|-------------------------|
| 0 - 199 Points    | Does Not Meet Standards |
| 200 - 350 Points  | Achieves Standards      |
| 351 - 400 Points* | Exceeds Standards       |

\*Corrective Action >2 (with the exception of TB) can not exceed

|  |  |
|--|--|
| <b>90 Day-New Hire/90 Day-Transfer Overall Score</b>               |  |
|  | YES    NO  |
| Department Orientation/Competency Successfully Completed.          | <input type="checkbox"/> <input type="checkbox"/>  |
| <b>90 Day-Probationary Recommendation</b>                          | <b>90 Day-Transfer Recommendations</b>             |
| <input type="checkbox"/> Retain Employee                           | <input type="checkbox"/> Retain Employee           |
| <input type="checkbox"/> Re-evaluation Recommended                 | <input type="checkbox"/> Re-evaluation Recommended |
| <input type="checkbox"/> Extend Probation (Re-evaluation Required) |  |
| <input type="checkbox"/> Terminate                                 |  |

**Note:** If the overall score is below 200 points, a plan for improvement must be completed and forwarded to Human Resources. The merit increase will be deferred for 90 days. A Job Description/Performance Evaluation Form must be completed at the end of the deferral period. A merit increase will be processed at this time if the point total meets or exceeds 200 points. The merit increase will not be processed retroactively to the original effective. The next schedule review will be 12 months from the initial Performance Appraisal completed at the beginning of the deferral period.

**EMPLOYEE COMMENTS (Optional)**

**PERFORMANCE APPRAISAL**

Your signature doesn't necessarily constitute agreement with this evaluation; but it does indicate that this evaluation has been reviewed with you.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_

Date \_\_\_\_\_

Manager/Director \_\_\_\_\_

Date \_\_\_\_\_





## Exhibit B

# Summary of Benefits

**NOTE: These benefits are subject to change by Hospital**

- ◆ Meals are provided for all residents while on duty as required by the ACGME.
- ◆ Three Labcoats are provided for residents at the beginning of their residency. Two additional labcoats can be ordered each successive year, if requested.
- ◆ Professional Development Fund is available with a maximum of \$1000 annually for conference support and/or book allowance. Approval form must be completed **before** making any purchases or travel arrangements.
- ◆ Relocation allowance of \$600 (and \$200 locally) for new residents. This is a one time only allowance for new residents.
- ◆ Health, Dental, and Vision Insurance is available for all residents and their immediate families. The hospital provides a subsidy to residents to offset or partially offset the cost of medical and dental insurance.
- ◆ Life Insurance & Accidental Death and Dismemberment (AD&D) will be provided worth two times the resident's annual salary. Additional supplemental and/or dependent life insurance coverage may also be purchased.
- ◆ Short term disability incorporated into: Maternity/Family/Sick Leave. Residents can apply for Long Term Insurance after a six month waiting period in the event of total or permanent disability.
- ◆ Family Medical Leave is available for 12 weeks in a rolling backward 12 month period.
- ◆ Annual vacations are granted to residents and are structured to conform to the needs and precedents of the individual programs and to the Resident Level. Individual program directors should be consulted regarding program requirements
- ◆ Health club membership; gym facilities
- ◆ Personal loans of \$1000 at low interest
- ◆ First Year resident and clinical paper awards
- ◆ Free Counseling service for residents and their families through MVH's EmployeeCare
- ◆ For Disability Accommodations, refer to MVH – Manual of Human Resources Policies