Department of Psychiatry
Child and Adolescent Residency Training Program
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Meet The Chair and Director

STEVEN A. EPSTEIN, M.D.
Department Chair

Dr. Steve Epstein is Professor and Chair of the Department of Psychiatry of the Georgetown University School of Medicine and Chief of Service of the Department of Psychiatry of MedStar Georgetown University Hospital. He received his BA from Yale College and graduated from the University of Pennsylvania School of Medicine. After completing a residency in Psychiatry at Tufts-New England Medical Center, he was a fellow in Consultation-Liaison Psychiatry at Georgetown/Fairfax Hospital. From 1990-2000 he directed Georgetown’s Consultation-Liaison Psychiatry service and he became Department Chair in 2001. He currently directs Georgetown’s Psychosomatic Medicine fellowship, Physician-Patient Communication Program, and Physician Health Committee.

Dr. Epstein has conducted NIH-funded research and published extensively in the area of Psychosomatic Medicine. In 2001, he was awarded an RO1 grant from NIMH to study primary care physicians’ decision-making in the evaluation and treatment of depression. He has also been Principal Investigator on two other NIMH grants in this area. He has been the recipient of four teaching awards from Georgetown Psychiatry residents. In 2011 he was elected by his peers to the MAGIS Society of Masters Teachers of the Georgetown University School of Medicine. He is also co-chair of the Committee on Medical Education for the medical school.

Dr. Epstein is a member of the Psychosomatic Medicine Committee of the American Board of Psychiatry and Neurology. He serves as Secretary and a member of the Executive Committee of the Academy of Psychosomatic Medicine, the national organization for Consultation-Liaison Psychiatry. He is a member of the APA Elections Committee and the Physician Health Committee of the DC Medical Society.

MATTHEW G. BEIL, M.D.
Program Director

Dr. Biel is Assistant Professor and Program Director for MedStar Georgetown University Hospital/Adventist Behavioral Health Child & Adolescent Psychiatry Residency Training Program, Chief of Child and Adolescent Psychiatry at MedStar Georgetown University Hospital, and Director of the Pediatric Psychosomatic Medicine program at Georgetown. Dr. Biel received a B.A. in Spanish and History at Amherst College before attending medical school at Mount Sinai School of Medicine. He then trained in both General Psychiatry and Child and Adolescent Psychiatry at New York University School of Medicine. He is board certified in General Psychiatry and in Child and Adolescent Psychiatry.

Dr. Biel has clinical and research interests in mood and anxiety disorders in children and families, trauma and PTSD, and the relationships between physical illnesses and psychiatric symptoms in children.
## Block Schedule

### First Year

<table>
<thead>
<tr>
<th>2 Months</th>
<th>3 Months</th>
<th>3 Months</th>
<th>4 Months</th>
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<tbody>
<tr>
<td>Crisis Rotation</td>
<td>Adolescent Inpatient</td>
<td>Child Inpatient</td>
<td>Consultation/Liaison</td>
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<tr>
<td>Adventist Behavioral Health 80%</td>
<td>Adventist Behavioral Health 80%</td>
<td>Adventist Behavioral Health 80%</td>
<td>Georgetown University Hospital 80%</td>
</tr>
<tr>
<td>Outpatient Clinic</td>
<td>Outpatient Clinic</td>
<td>Outpatient Clinic</td>
<td>Outpatient Clinic</td>
</tr>
<tr>
<td>Georgetown University Hospital 10%</td>
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<td>Didactics</td>
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<tr>
<td>Georgetown University Hospital 10%</td>
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</table>

### Second Year

<table>
<thead>
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<th>2 Months</th>
<th>8 Months</th>
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</thead>
<tbody>
<tr>
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<td>Substance Use Treatment Program</td>
<td>Elective/Research</td>
</tr>
<tr>
<td>Ivy Mount School</td>
<td>Adventist Behavioral Health 10%</td>
<td>Georgetown University Hospital/Adventist Behavioral Health 10%</td>
</tr>
<tr>
<td>10%</td>
<td>10%</td>
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<tr>
<td>Elective / Research</td>
<td>Elective / Research</td>
<td>Elective / Research</td>
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<td>Georgetown University Hospital/Adventist Behavioral Health 10%</td>
<td>Georgetown University Hospital/Adventist Behavioral Health 10%</td>
<td>Georgetown University Hospital/Adventist Behavioral Health 10%</td>
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<tr>
<td>Outpatient Clinic</td>
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<td>Outpatient Clinic</td>
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<tr>
<td>Jewish Social Services Agency 20%</td>
<td>Jewish Social Services Agency 20%</td>
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<td>Mary Center</td>
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<tr>
<td>Outpatient Clinic</td>
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<tr>
<td>Georgetown University Hospital 30%</td>
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<tr>
<td>Georgetown University Hospital 10%</td>
<td>Georgetown University Hospital 10%</td>
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Clinical Rotations

**CHILD PSYCHIATRY INPATIENT UNIT**
Required three-month full-time rotation in the first year at Adventist Behavioral Health – Rockville Children's Inpatient Unit. Residents spend six to eight hours weekly in case conferences and treatment rounds which are led by faculty and the unit clinical director; caseloads are carefully monitored in order to ensure both breadth and variety of experience. During this rotation residents have experience in performing diagnostic assessments, generating treatment plans and utilizing an array of treatment modalities including psychopharmacology, behavioral management and supportive psychotherapy with an acutely ill population. Residents attend clinical rounds and case conferences.

**ADOLESCENT PSYCHIATRY INPATIENT UNIT**
Required three-month full-time rotation in the first year at Adventist Behavioral Health - Rockville Adolescent Inpatient Unit. Residents spend six to eight hours weekly in case conferences and treatment rounds which are led by faculty and unit clinical director; caseloads are carefully monitored in order to ensure both breadth and variety of experience. During this rotation residents have experience in performing diagnostic assessments, generating treatment plans and utilizing an array of treatment modalities including psychopharmacology, behavioral management and supportive psychotherapy with an acutely ill population. Residents attend clinical rounds and case conferences.

**CRISIS ASSESSMENT**
Required two-month full time rotation in the first year at the Needs Assessment Center at the Pediatric Emergency Room at Shady Grove Hospital. Residents spend 8 hour shifts in the Needs Assessment Center/Pediatric Emergency Room assessing children and adolescents who present in acute crisis. These shifts occur either during daytime or evening hours but do not include overnight shifts; the latest shift ends at 12am. The Needs Assessment Center is staffed with social workers who evaluate children and adolescents who may walk in for an appointment or present in crisis to the emergency room. Residents work alongside social workers, nurses and pediatricians. Patients present with varied diagnoses and have diverse ethnic and cultural backgrounds. During this rotation residents have experience performing diagnostic assessments, generating appropriate disposition plans and level of care recommendations.

**CONSULTATION/LIAISON PSYCHIATRY**
Required four-month full-time rotation in the first year at Georgetown University Hospital. During this rotation residents provide consultation to child and adolescent patients hospitalized at the Georgetown University Hospital. The rotation includes weekly supervision and multidisciplinary treatment rounds. Under the supervision of faculty, residents conduct comprehensive evaluations and ongoing psychiatric treatment of children, adolescents and families with co-occurring medical and psychiatric illnesses. Residents interact with ancillary professionals including nursing, social workers, art therapists, physical/occupational/speech therapists, clergy, and child life therapists. Residents also spend one half day per week for sixteen weeks in four additional clinical sites at Georgetown University Hospital: the developmental pediatrics clinic, the autism evaluation clinic, the pediatric genetics clinic, and the pediatric neurology clinic. During these “mini rotations”, residents are directly supervised by attending physicians, all Georgetown University School of Medicine faculty members, and observe and participate in clinical assessments and treatment. Additionally, residents spend one half day per week at the “Hoya Kids” Child Development Center, a preschool and pre-kindergarten school for typically developing children located on campus at Georgetown University. At Hoya Kids the residents have no clinical
obligations, but instead focus on observations of typical developmental milestones and characteristics of the cognitive and social development of young children. They are supervised by a consultation-liaison faculty member for this portion of the rotation.

SCHOOL ROTATION
Second year fellows spend one half day per week for two months at the Ivy Mount School in Rockville, Maryland, under the direct supervision and teaching of an experienced faculty member who consults directly to the school. Ivy Mount is a nationally recognized school for children from preschool through early 20’s who have autism spectrum disorders.

FORENSICS
Second year fellows participate in a child and adolescent forensic psychiatry experience at the DC Department of Mental Health under the direct supervision and teaching of a board-certified child and adolescent forensic psychiatrist. The rotation includes didactics, close examination of the process of forensic examination, and report-writing, and the opportunity to observe live cases in the courtroom.

JEWISH SOCIAL SERVICES AGENCY — OUTPATIENT CLINIC
Required twelve-month part-time rotation in the second year at the Jewish Social Services Agency, a non-sectarian community-based mental health treatment center and social services agency. Residents spend one to two hours weekly in case conferences and team meetings. Faculty is on site and reviews each patient with the resident to provide appropriate supervision and to ensure breadth and variety of caseload. During this rotation, residents have experience in conducting comprehensive diagnostic assessments, treatment planning, and providing psychotherapy and psychopharmacology treatment.

GEORGETOWN UNIVERSITY HOSPITAL — OUTPATIENT CLINIC
Required twelve-month part-time rotation in the first and second years at Georgetown University Hospital’s Department of Psychiatry Outpatient Clinic. Residents spend one to two hours weekly in case conferences and team meetings. Faculty is on site and reviews each patient with the resident to provide appropriate supervision and ensure breadth and variety of caseload. In the first year, the average caseload for residents consists of one new diagnostic evaluation per week under direct faculty supervision, and longitudinal care of one to two ongoing psychotherapy cases and four to six medication management cases. In the second year, residents complete one new evaluation per week with indirect faculty supervision, and conduct longitudinal care with approximately six to eight psychotherapy cases and fifteen to twenty medication management cases as well. During this rotation, residents will have experience in conducting comprehensive diagnostic assessments, treatment planning, and individual treatment utilizing multiple treatment modalities including psychodynamic psychotherapy, cognitive behavioral therapy, behavior modification, family therapy and psychopharmacology.

SUBSTANCE ABUSE
Second year fellows spend one half day per week for two months at the Ivy Mount School in Rockville, Maryland, under the direct supervision and teaching of a experienced faculty member who consults directly to the school. Ivy Mount is a nationally recognized school for children from preschool through early 20’s who have autism spectrum disorders.
**Crash Course** (4 hours/week for 2 Months): The first year starts out with an 8 week Crash Course Providing nuts and bolts didactic education on working which children, adolescents, and their families. Topics include:
- Evaluation of child and adolescent patients
- Suicide and other risk assessment
- Working up the acute case
- Abuse and neglect
- Legal/forensic issues in child psychiatry
- Working with parents and talking about parenting

**Working Therapeutically with Children and Families** (1 Hour/week for 6 weeks): This seminar introduces a variety of therapeutic modalities utilized in child psychiatry, including play-based therapy, behavioral modification therapies, and parent skills training.

**Family Therapy for the First Year** (1 hour/week for 3 months): This seminar reviews the essentials of family functioning and dynamics, introduces systems-based approaches to clinical assessment, and introduces theoretical frameworks of family therapy. Case presentations by faculty and residents, as well as videotaped clinical interactions, are included.

**Child Development: Theory and Practice** (1 hour/week for 7 months): This seminar reviews introduces principles and theories of child development. Models describing social and emotional development from a variety of theoretical perspectives are considered. Neurobiology, genetics, and gene-environment interaction effects are explored in terms of their relevance to the development and developmental psychopathology.

**Psychopathology, Neurobiology, and Therapeutics** (2 hours/week for 10 months): This combined first and second year course consist of the following 10 topics/modules:
- ADHD
- Mood Disorders
- ODD/CD
- Anxiety Disorders
- Autism Spectrum Disorder
- Psychotic Disorders
- Substance Use Disorders
- Eating Disorders
- Trauma-related Disorders
- Learning Disorders

Each module uses the following template:

**Week 1:**
- (Hour 1) Didactic review by 2nd year
- (Hour 2) Case presentation by faculty

**Week 2:**
- (Hour 1) Neuroscience review by 2nd year
- (Hour 2) Journal club by 1st year fellow

**Week 3:**
- (Hour 1) Presentation of psychopharm practice parameters by 2nd year
- (Hour 2) Journal club by 1st Year

**Week 4:**
- (Hour 1) Presentation of non-pharmacologic treatment practice parameters by 2nd year
- (Hour 2) Journal club by 1st year

**Psychodynamic Psychotherapy with Children** (1 hour/week for 9 months): This combined first and second year course introduces essential components of psychodynamic psychotherapy in the treatment of children. Theoretical concepts are discussed and supported with supplementary texts. Psychodynamic therapeutic technique is discussed in detail. Second year residents additionally contribute to the seminar by presenting case material from ongoing psychotherapy cases for discussion.
Evidence Based Psychotherapy Treatment (1 hour weekly for 10 months): This provides detailed introductions to state-of-the-art psychotherapy approaches with children and adolescents including Parent-Child Interactive Therapy, Cognitive-Behavioral Therapy, Interpersonal Therapy and Dialectical Behavioral Therapy. Individual, dyadic, and group therapies are discussed. Resident learning is enriched by a variety of approaches including lectures, case presentations and videotaped and live clinical interviews.

Family Therapy for the Second Year (1 hour weekly for 10 months): This seminar reviews focuses on clinical applications and techniques of family therapy, and includes case presentations, videotaped and live clinical interviews, and direct supervision during family therapy sessions.

Psychopathology, Neurobiology, and Therapeutics (2 hours/week for 10 months): This combined first and second year course. Please see first year curriculum for details

Psychodynamic Psychotherapy with Children (1 hour/week for 9 months): This combined first and second year course. Please see first year curriculum for details
Health Insurance
Employees may choose the MedStar Select, CareFirst PPO, or Kaiser Permanente HMO.

The “Preferred Provider Organization” or “PPO” plan allows members to select from a list of network providers each time you need care rather than choose a PCP to coordinate your care or refer you to specialists.

The traditional Kaiser HMO allows members to obtain medical services with participating providers located in Baltimore, Washington D.C. and Northern Virginia. Many in-network services are covered at 100% with the remainder calling for a minimal copayment.

- Single, Employee + Child, Employee + Spouse, or Family coverage is available.
- Coverage starts on the 1st day of work as long as the employee has completed enrollment within thirty days after your date of hire.
- Prescription drug coverage is included with the health plan coverage.
- The employee and the hospital share the cost of the plan.

Employee biweekly cost:
Costs below reflect a $30 discount applied after completing the MyHealth Survey.

MedStar Select
$32.70 Single
$71.32 Employee + Child
$96.42 Employee + Spouse
$134.07 Family

CareFirst PPO
$41.36 Single
$84.78 Employee + Child
$113.73 Employee + Spouse
$157.15 Family

Kaiser Permanente HMO
$34.11 Single
$87.29 Employee + Child
$99.11 Employee + Spouse
$152.28 Family

Vision Care
Employees may choose to participate in the Advantica EyeCare plan. The plan provides comprehensive vision benefits from a network of providers.

Employee biweekly cost:
Advantica
$1.48 Single
$2.34 Employee + Child
$2.34 Employee + Spouse
$2.99 Family

Dental Insurance
There are 2 plan options available: Cigna PPO and Cigna DHMO (100% coverage with a small copay when you use a network dentist).

- Single, Employee + Child, Employee + Spouse, or Family coverage is available.
- Coverage starts on the first day of work as long as the employee has completed enrollment within thirty 30 days after your date of hire.
- The employee and the hospital share the cost of the plan.

Employee biweekly cost:
Cigna PPO
$6.47 Single
$11.76 Employee + Child
$13.44 Employee + Spouse
$18.75 Family

Cigna DHMO
$2.36 Single
$4.80 Employee + Child
$4.27 Employee + Spouse
$7.06 Family

Life Insurance and Accidental Death and Dismemberment
MedStar Total Rewards offers basic life insurance coverage equal to one times your annual base salary at no cost to you. Your coverage will be rounded up to the next higher $1,000.

MedStar Total Rewards provides you with basic accidental death and dismemberment (AD&D) coverage equal to one times your base pay. AD&D pays a benefit to your beneficiary if you die or to you if you suffer certain serious injuries as the result of an accident. This benefit amount is paid in addition to the basic life insurance.

- You may purchase optional life insurance and supplemental AD&D protection.
- Dependent life insurance for your spouse and dependent children is available.

MedStar Health Retirement Savings Plan
- This is a tax-deferred retirement savings plan which offers a variety of investment options and a company match.
- Contribute a fixed dollar amount or a percent of your salary.
- Employees may start contributing toward this plan at any time.
- Contact Fidelity at 1-888-766-6817 or www.Fidelity.com/atwork.

Malpractice Liability Coverage
According to the rules and regulations to the hospital, Medstar Health covers House Staff for professional liability. The institution provides professional liability coverage in amounts not less than 1 million dollars per incident and 3 million dollars annual aggregate for services rendered during training.
2013 Benefits & Stipends

Flexible Spending Accounts
The MGUH program includes two flexible spending accounts (FSA’s) that let you use tax-free dollars to pay for certain medical and dependent care expenses.

Health Care Spending Account
Each calendar year employees may put aside up to $2,500 of pre-tax salary to cover out-of-pocket health and dental care expenses, such as co-pays and deductibles.

Dependent Care Spending Account
Each calendar year employees may put aside up to $5,000 ($2,500 if you are married and file a separate tax return) of pre-tax salary to cover out-of-pocket dependent and elder day care expenses incurred while you are at work.

Disability Insurance:

Short-Term Disability
If you become disabled, STD benefits will replace 66-2/3 percent of your weekly income. Benefits will begin after a seven-calendar-day waiting period for an illness or on the day of an accident. Coverage will continue for 26 weeks or until you return to work, whichever comes first.

Long Term Disability:
If you are still disabled after 26 weeks, you may be eligible for LTD benefits. Your LTD benefits may be offset by Social Security, retirement or other sources of disability benefits you may be eligible to receive.

Family and Medical Leave
The FMLA enables an employee to take an unpaid leave of absence to care for a seriously ill family member, or child within the first year of birth, adoption or foster care placement. Employees may use the leave for their own serious health conditions, which will run concurrently with the short-term disability benefits. Note: Employees scheduled to work 30 or more hours per week are considered full-time employees. Employees on any unpaid leave should make arrangements with the Benefits Office to pay for their insurance premiums while out.

COBRA
Associates who terminate employment, change to benefit-ineligible status or who otherwise lose group coverage as a result of a qualifying event may continue coverage up to 18 months. Spouses and dependents of associates who lose coverage because of age or divorce may continue coverage for up to 36 months.

For more information concerning COBRA continuation coverage, call Trion COBRA Services at 800.580.6854.

Legal Plan
Through Legal Resources, MedStar Total Rewards provides you with access to a regional network of law firms and legal services. Those who elect to join the legal plan may obtain advice, consultation and/or representation for legal needs. Your spouse and dependent children are also eligible to access legal services. Services include: will preparation, sale and purchase of real estate, traffic court representation, etc.

Yates Field House
An on-site athletic recreational complex is available to staff and their families with a low-cost membership fee. For more information contact Yates at 687-2400.

Bank of America
Employees can enroll in Bank of America at Work Benefits. Services include: checking accounts and discounts, online banking, fixed rate IRA’s, CD’s, mortgages, etc. To learn more, please call 1(800) 782-2265.

Credit Union
Employees are eligible for membership in the Georgetown University Credit Union upon employment. The Credit union has an on-campus location and direct deposit and low interest loans are available. Their number is 687-4841.

SmarTrip Cards Through SmartBenefits
If you commute to and from work by Metro Rail, MARC train, transfers, or Metro bus, the SmarTrip card through SmartBenefits may be a great benefit to you. Through pre-tax payroll deduction, benefit-eligible associates may set aside a maximum contribution as determined by the IRS to help pay for commuting expenses.

Employee Assistance Program
The EAP provides many different types of confidential counseling services, as well as financial and retirement planning, fitness or nutrition services, and convenience services, which include referrals for child care, adult care, personal trainers, restaurants, and more. These confidential services are offered through Business Health Services at no cost to you. To take advantage of the EAP, call 866.765.3277.

For additional information on any of the MedStar Benefits please contact your program’s coordinator or the Benefits Office at 703-558-1300.

Please Note: MedStar Georgetown University Hospital constantly seeks to improve employee benefits; all benefits are subject to change. This document is intended to be a brief overview of benefits for your convenience.

2013-2014 HOUSE STAFF STIPENDS

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The GME office would like to welcome you to Georgetown University Hospital (GUH) and congratulate you on your acceptance for the ****-**** academic year. We hope that your experience at GUH is both personally and professionally rewarding.

Employment at Georgetown University Hospital is contingent upon satisfactory completion of a pre-employment drug screen, criminal background clearance, receipt of satisfactory credentials, and satisfactory health clearance. Georgetown University Hospital strives to maintain the highest standards of patient care. Consistent with this objective, we require our employees, as a condition of employment or continuing employment, to obtain vaccinations, such as the influenza (flu) vaccine, or adopt other precautions as we deem necessary to protect our patients from unnecessary exposures. Of necessity, the specific requirements vary from time to time depending on the public health environment.

The documents included in this email are those that you must complete to initiate your employment processing.

**ALL FORMS MUST BE SUBMITTED TO THE GME OFFICE NO LATER THAN ********.**

The mailing address is:
Georgetown University Hospital
Office of Graduate Medical Education
3800 Reservoir Rd., NW
3 CCC - Room 3201
Washington, DC 20007

This letter contains information and instructions CRITICAL for employment at GUH. Please read it carefully. Failure to return the enclosed information by ********** will delay the processing of your employment and may affect your start date.

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**I. EXAMS:**

Graduates/prospective graduates of allopathic medical schools **must provide documentation** of successful completion of Steps 1 and 2 (CS and CK) of the United States Medical Licensure Examination (USMLE). Graduates/prospective graduates of osteopathic medical schools must provide documentation of successful completion of COMLEX Levels 1 and 2 (CE and PE). Please include this information with the paperwork you send the GME office. **Employment at GUH is contingent on successful completion of these exams.**

**II. VISAS:**

GUH will assist eligible individuals who require special work authorization in the application process to obtain a J-1 Visa. The house staff agreement is contingent upon U.S. work authorization. If you require assistance in obtaining a J-1 Visa, please contact Liz Joseph at 202-444-3983 or ewo2@gunet.georgetown.edu immediately.

**III. EMPLOYMENT APPLICATION - attached:**

Please complete the application for employment at Georgetown University Hospital. You must complete all sections of this application and **sign it at the bottom.**

**IV. INVESTIGATIVE CONSUMER REPORT - attached:**

Please complete and sign this form in its entirety, both front and back. **It is imperative that you list all addresses where you have lived for the past seven years.**

**V. IMMUNITY FROM LIABILITY FOR RELEASE OF INFORMATION - attached:**

This form allows the Hospital to verify your medical school graduation date, as well as post-graduate training you may have completed previously. ECFMG certification status will also be verified as necessary. **Please sign and date the form.**
VI. CURRICULUM VITAE:
Please update your CV to include your new position at Georgetown University Hospital.

EXAMPLE:
June 12, 2012 – Present
<Insert Name of Residency Program> Resident
Georgetown University Hospital

Your updated CV must be sent to the GME office with these documents.

VII. DC Medical Training License: PHYSICIAN TRAINING ENROLLMENT
You will qualify for a DC medical training license if you meet the following requirements:
- You have been out of medical school less than five year (US grads) or less than six years (international grads);
- You have not completed a full categorical training program in the US
- You have never held a full, unrestricted license in DC or any other jurisdiction in the United States

Please follow the link below to access the DC medical training license application:
http://hpla.doh.dc.gov/mtl
Please carefully read all instructions on the website. Once you have completed your application, you must print, sign, and mail your application, with photo, fee, and supporting documents, to the DC Board of Medicine no later than ******. Your check fee should be made payable to DC TREASURER.

You must also submit a copy of your APPLICATION to our office no later than ******. The copy of your application should be sent to Lori Speidell via e-mail lori.speidell@gunet.georgetown.edu or fax 202-444-0535.
IT IS RECOMMENDED THAT YOU ALSO KEEP A COPY FOR YOUR RECORDS OF EVERYTHING YOU SUBMIT!

VIII. ACLS - attached:
Georgetown University Hospital requires that all interns be ACLS certified prior to their start date.

All house staff must complete the attached form. If you are ACLS certified, please attach a copy of your current certification. If you have never been certified or if your current certification expires before December 2011, you must attend an ACLS certification/recertification course prior to your start at GUH.
Georgetown University Hospital offers BLS and ACLS courses free of charge through the SiTEL Clinical Simulation Center (CSC) of MedStar Health. See the attached documents for class dates and registration instructions.

IX. NATIONAL PROVIDER IDENTIFIER - attached:
A National Provider Identifier or NPI is a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS). The NPI number is permanent and remains with you regardless of job or location changes. If you already have your NPI number, please email it to Maura McGroarty maura.g.mcgroarty@gunet.georgetown.edu. The NPI number is required for computer access. If you do not have an NPI number, please follow the attached instructions to apply for one.

X. ORIENTATION:
It is mandatory that you attend Georgetown University Hospital House Staff Institutional Orientation. The date of your mandatory Georgetown University Hospital Institutional Orientation is July 1st. Registration will be from 7:00 – 7:25AM. Orientation will begin promptly at 7:30AM.

If you have any questions about the instructions, please call the GME office at 202-444-2600.
Sincerely,
The Graduate Medical Education Staff:
Sample Agreement

MedStar Georgetown University Hospital
HOUSE STAFF AGREEMENT

THIS AGREEMENT, made and executed on ***** by and between MedStar Georgetown Medical Center, Inc., d/b/a Georgetown University Hospital, a member of MedStar Health, both of which are not for profit corporations (collectively the "Hospital"), and *****; MD/ DO ("House Staff Member").

RECITALS:

R.1 The House Staff Member is desirous of entering into a program of graduate medical education in the Department of *****; including fulfilling certain clinical responsibilities, as and when assigned; and

R.2 The Hospital is desirous of having the House Staff Member join its Program.

IN CONSIDERATION of the mutual promises contained in this Agreement and intending to be legally bound, the Hospital and the House Staff Member agree as follows:

1. TERM. This Agreement shall be binding upon the parties beginning *** and ending ***.

2. CONDITIONS. This Agreement is conditioned on House Staff Member satisfactorily meeting each of the following conditions, at the time of commencement of work, and continuing throughout the term of this Agreement:

2.1 The Hospital must receive verification of House Staff Member’s graduation from medical school, proof of passing USMLE Steps 1 and 2, and/or other applicable credentialing documentation and verification. If House Staff Member is transferring from another program or hospital, Hospital must receive evidence of satisfactory completion of prior rotations, and a satisfactory summative evaluation from the prior program director.

2.2 The Hospital must receive all required components of the House Staff Member’s application as set forth in the Hospital’s Policy for Selection of House Officers.

2.3 The House Staff Member must satisfactorily demonstrate his or her identity and authorization to work in the United States in accordance with applicable laws.

2.4 To assure that optimal patient care is provided to patients, the House Staff Member shall undergo and satisfactorily complete a pre-employment physical examination, including a routine drug screening, consistent with Hospital Policy. If the physical examination reveals any physical or mental disorder that would prevent the House Staff Member from completing the essential duties of the position with or without reasonable accommodation, then this contract may be terminated. An annual physical examination and drug screen may be required by the Hospital.

2.5 Further, to assure that optimal patient care is provided to patients, the House Staff Member shall submit to a criminal background check.

2.6 The House Staff Member shall meet the requirements for and register with the District of Columbia Board of Medicine as a post-graduate trainee in accordance with District of Columbia law. Alternatively, House Staff Member shall apply for and obtain a full, unrestricted license to practice medicine in the District of Columbia.

2.7 If the House Staff Member fails to meet one or more of the above conditions at the time of commencement of the Term of this Agreement, the Hospital may, in its discretion subject to compliance with governing laws, revoke the Agreement, suspend the Agreement, extend the Term or allow the House Staff Member to commence work, subject to compliance with governing laws and with conditions sufficient to protect patient safety and the public interest.

2.8 Likewise, if after the commencement of the Term, the Hospital learns that House Staff Member did not meet the above conditions, or no longer meets the above conditions, the Hospital may then, in its discretion subject to compliance with governing laws, revoke the Agreement, suspend the Agreement pending satisfactory completion of the conditions, terminate the Agreement, or modify the Agreement to allow the House Staff Member to continue to perform under the Agreement, subject to compliance with governing laws and with conditions sufficient to protect patient safety and the public interest.

If the Hospital elects to revoke the Agreement pursuant to Section 2.7 or 2.8, the Agreement shall be deemed null and void as if it never existed, and the House Staff Member shall have no further rights pursuant to the Agreement or the House Staff Manual.

3. STATUS. The House Staff Member is appointed to Post-Graduate Level PGY * Resident/Fellow in the Program.

4. SUPERVISION. The Hospital’s Director, Office of Graduate Medical Education and the Director of the Program (“Supervisor”) shall share responsibility for the supervision of the House Staff Member’s fulfillment of the obligations set forth in this Agreement.

5. SALARY AND BENEFITS. During the term of this Agreement, the House Staff Member shall earn a salary of $** ****. Payments shall be made in equal installments on a biweekly basis. The Hospital further agrees to provide the House Staff Member the following benefits:

5.1 PROFESSIONAL & GENERAL LIABILITY COVERAGE FOR ACTS WITHIN THE SCOPE OF THE PROGRAM (REGARDLESS OF WHEN A CLAIM IS FILED).

5.2 PAID TIME OFF (including vacation, sick or personal time)
Sample Agreement

5.3 HEALTH INSURANCE
5.4 DISABILITY INSURANCE
5.5 FAMILY OR MEDICAL LEAVE OF ABSENCE
5.6 OTHER LEAVES OF ABSENCE
5.7 MEALS, LAUNDRY & CALL QUARTERS
5.8 COUNSELING, IMPAIRED PHYSICIAN & OTHER SUPPORT SERVICES

A complete description of these benefits can be found in the House Staff Manual. Benefits may be modified from time to time by the Hospital at its sole discretion. The Hospital shall use its best efforts to notify the House Staff Member of changes as they occur regarding benefits.

6. OBLIGATIONS OF THE HOUSE STAFF MEMBER. House Staff Member agrees to comply with the general and specific obligations, responsibilities and requirements of the Hospital and the Program, including, without limitation:

6.1 To satisfactorily fulfill the educational requirements of the Program in a timely manner;
6.2 To use best efforts in providing safe, effective, and compassionate patient care as assigned by the Supervisor;
6.3 To complete clinical responsibilities as and when assigned;
6.4 To demonstrate courtesy and respect to patients and their families, the Hospital’s Medical Staff, other House Staff Members, and all Hospital employees;
6.5 To apply cost containment measures in the provision of patient care;
6.6 To comply with all Hospital Policies, as amended from time to time, including but not limited to Professional Staff Rules & Regulations, GME Policies, all other statements of policy and procedure formulated by the Hospital’s Board of Directors, Human Resources Department, Graduate Medical Education, Administration, or other duly authorized sources, including the Department/Program, and when assigned to affiliate hospitals, House Staff Member must also comply with such hospital’s Professional Staff Policies and Procedures.
6.7 To participate fully and satisfactorily as required in the educational and institutional activities of the Program, including conferences, teaching of other House Staff Members and students, and participation in appropriate Hospital and Medical Staff committees.
6.8 To develop a personal program of self study and demonstrate professional growth with guidance from the teaching staff of the Program.

6.9 At the time of expiration or in the event of termination of this Agreement, House Staff Member shall return all Hospital property, complete all medical records and settle all professional and financial obligations with the Hospital.

6.10 LICENSURE. The House Staff Member warrants to be a Doctor of Medicine or Osteopathy, and acknowledges an obligation to maintain through the duration of this Agreement, consistent with District of Columbia law, current registration as a post-graduate trainee, or a valid license to practice medicine in the District of Columbia and any other jurisdiction where the resident may rotate as a part of the Program.

6.11 RISK MANAGEMENT COOPERATION. In consideration of the financial coverage for claims arising out of acts within the scope of the program, the House Staff Member agrees that he/she shall provide notice to the Hospital of any incident or claim, and that he or she will cooperate with the Hospital in the defense of any claim based upon services in which he or she was a participant. This obligation shall survive the termination of this Agreement.

7. HOUSE STAFF FAILURE TO MEET TERMS OF AGREEMENT. Failure to abide by terms within this Agreement may result in discipline up to and including termination of this Agreement. Any and all actions arising out of House Staff Member’s failure to abide by the Agreement will be governed by policies and procedures established in the House Staff Manual.

8. HOSPITAL OBLIGATIONS. The Hospital shall use its best efforts to:

8.1 Provide a program of education, which meets all standards established by the Accreditation Council for Graduate Medical Education, or other accrediting entity, if applicable;
8.2 Maintain its staff and facilities in a manner designed to meet the standards established by appropriate accrediting bodies;
8.3 Comply with its policies and procedures;
8.4 Provide all House Staff Members with a fair and consistent procedure for Grievance and Due Process (Policies can be found in the House Staff Manual);
8.5 Provide the House Staff Member with a copy of any revised Exhibit or policy referenced herein.

9. DUTY HOURS. House Staff Member understands and agrees that the hours of duty will vary with the clinical area to which the House Staff Member is assigned. The Hospital shall maintain an environment conducive to the health and well-being of the House Staff Member, in accordance with duty hour restrictions imposed by the Accreditation Council for Graduate Medical Education. House Staff Member shall refer to the House Staff Manual for a complete description of the Duty Hours Policy.

10. OUTSIDE WORK. Employment as a physician in a professional capacity outside of this Agreement must be approved in writing, in advance, by the Program Director and the Vice President of Medical Affairs. The primary responsibility of the House Staff Member is to this Agreement, and House Staff Member shall not be required to engage in any outside work. Even if approved, professional and general liability insurance is not provided to house staff members engaged in
Sample Agreement

other work activities outside the scope of this Agreement. House staff members working pursuant to a training or temporary license are not eligible to work outside of the Program for any reason.

11. NON-DISCRIMINATION AND HARASSMENT. The Hospital does not discriminate against any of its house staff members (or other employees) because of age, sexual preference, race, color, religion, gender, disability, national origin, citizenship status, veteran status, marital status or any other class protected by federal, state or local law. This policy applies to selection, hiring, promotion, compensation, benefits, discipline and termination, as well as any and all other terms or conditions of employment. In addition, the Hospital maintains policies prohibiting workplace harassment, which includes sexual harassment as well as harassment based on any other protected status. House staff members are covered by this policy and are expected to comply with it. Details of the policy can be found in the House Staff Manual.

12. EVALUATION AND PROMOTION. House Staff Member’s performance shall be evaluated consistent with the Policy for Evaluation, which can be found in the House Staff Manual. House staff members (except for participants in a one-year program) may be promoted to the next Post Graduate Year (PGY) level; provided that at minimum, House Staff Member successfully completes the academic requirements for promotion and meets all other responsibilities and requirements as set forth in the Policy for Promotion. Upon promotion, a new Agreement shall be executed. If the Hospital decides not to promote the House Staff Member to the next year of training, this Agreement will not be renewed.

13. TERMINATION. This Agreement may be terminated by the parties as follows:

13.1 By House Staff Member by delivery to the Program Director of 30 days written notice of intent to resign. The Program Director may, in his or her discretion, waive the 30 day notice requirement.

13.2 By the Hospital, effective immediately upon delivery of written notice by the Program Director to the House Staff Member, for any legitimate reason, which may include, without limitation, failure to maintain satisfactory academic progress, workplace misconduct, unprofessional behavior, endangerment of the health or safety of others, including co-workers, patients or other parties.

13.3 Grounds and procedures for termination of this Agreement are explained further in the House Staff Manual.

14. NONRENEWAL OF AGREEMENT (DENIAL OF PROMOTION). The Hospital may elect not to renew House Staff Member’s Agreement for any legitimate reason as specified under Section 13, Termination, and as further explained in the House Staff Manual. If the Hospital can determine that House Staff Member should or should not be promoted by February 1, it shall notify House Staff Member of its decision at that time. In the event that the Hospital requires additional time to observe and evaluate House Staff Member, or if new information arises after February 1, the Hospital shall give as much advanced notice of the decision not to renew and/or not to promote House Staff Member as possible under the circumstances.

15. GRIEVANCE POLICY and DUE PROCESS. The Hospital maintains a grievance policy designed to allow House Staff Member an opportunity to resolve grievances related to the work environment or issues related to the program or faculty. In addition, the Hospital maintains a Due Process Policy that affords all house staff members an opportunity to be heard on any decision of the Hospital that may affect a house staff member’s intended career development. Among other things, this policy allows House Staff Member to seek review of any decision to terminate this Agreement, not to renew this Agreement, and/or not to promote the House Staff Member. The Grievance Policy and the Due Process policy are set forth in detail in the House Staff Manual.

16. CLOSURE or REDUCTION IN SIZE OF PROGRAM. In the event that the Hospital closes a residency program or reduces the size of a program, the Hospital shall notify the affected House Staff Member as soon as possible. House Staff Members engaged in an educational training program shall either be allowed to complete their training at the Hospital, or will be assisted by the Hospital in enrolling in an ACGME-accredited program elsewhere.

17. APPLICABLE LAW. This Agreement shall be governed by the laws of the District of Columbia.

18. WAIVER OF BREACH. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be constructed to be, a waiver of any subsequent breach of the same or other provision in this Agreement.

19. SEVERABILITY. In the event that any provision of this Agreement is held to be unenforceable, it shall not affect the remainder of this Agreement, which shall remain in full force and effect, in accordance with its terms.

20. ENTIRE AGREEMENT. This Agreement, including all exhibits and references to Policy, constitutes the entire agreement between parties and supersedes all previous agreements. Any amendments to the Agreement must be in writing and executed by the parties to this Agreement. The House Staff Manual and other policies referred to in this Agreement may be amended from time to time in the Hospital’s discretion, and the amendments shall become effective when disseminated to house staff members. The House Staff Manual shall be issued at least annually to all house staff members on or before July 1 of each year or on a twelve month rotation, after the initial effective date.

21. ACKNOWLEDGEMENT. The House Staff Member acknowledges that he or she has read the Agreement in its entirety prior to executing it, and is not relying on any representation or promise except for those set forth in this Agreement in voluntarily deciding to execute the Agreement.

THE PARTIES, intending to be legally bound, execute this Agreement as of the effective date of this Agreement stated above.
Visa Information

MedStar Georgetown University Hospital is committed to employing only United States citizens and aliens who are authorized to work in the United States for any employer on a full-time basis and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new house officer, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

It is the policy of the Georgetown University Hospital to sponsor J-1 visas only for its eligible, employed house staff.

Requirements for Employment

Employment at MedStar Georgetown University Hospital is contingent upon satisfactory completion of a pre-employment drug screen, criminal background clearance, receipt of satisfactory credentials, satisfactory health clearance, and completion of Institutional Orientation.

MedStar Georgetown University Hospital strives to maintain the highest standards of patient care. Consistent with this objective, we require our employees, as a condition of employment or continuing employment, to obtain vaccinations, such as the influenza (flu) vaccine, or adopt other precautions as we deem necessary to protect our patients from unnecessary exposures. Of necessity, the specific requirements vary from time to time depending on the public health environment.
Campus Map