

Meeting the ACGME Requirement: Informing Invited Applicants about the Terms, Conditions and Benefits of Employment Programs with MCWAH-Employed Housestaff

The ACGME requires that all candidates invited to interview be informed in writing or electronically of the following information regarding employment: financial support; vacations; parental, sick and other leaves of absence; professional liability insurance; and hospitalization, health, disability and other insurance provided to the housestaff and their eligible dependents. MCWAH will confirm on an annual basis that this requirement is being met. To meet this requirement for the 2014-15 academic year:

Step 1:

Include a link to the MCWAH Benefits, Conditions & Terms of Employment webpage in an email sent to invited applicants. This link can be included in an email with other program information (e.g., invitation to interview) or a separate email.

Recommended Text for Email:

See [MCWAH Benefits, Conditions & Terms of Employment](#) for information regarding vacations, leaves, insurance, stipends and professional liability.

Step 2:

MCWAH recommends programs also provide a link to the MCWAH Benefits, Conditions & Terms of Employment webpage on their program website using the same recommended text as above. This is optional because programs will provide the link in an email.

If posted on the program website:

- The link can be included with other program information (e.g., program description page) or it can be on its own webpage.
- *If the program has a webpage devoted to employment information:* Label the webpage bucket, navigation column and/or page heading with one of the following:
 - Terms, Conditions & Benefits of Employment
 - Employment Terms/Conditions/Benefits
 - Contract & Benefits Information
- *Please make the employment information easy for candidates to find!*



Step 3:

Provide MCWAH with documentation that the program is meeting this requirement. Send the following to Arlynn Griffin (agriffin@mcw.edu) **by September 1st**:

- A copy of the email template that will be sent to invited applicants which includes the required information about the terms, conditions and benefits of employment; and
- A link to the program webpage where the link is provided. (Or, inform Arlynn that the program has chosen not to post the link on the program website).

Questions? Contact Arlynn Griffin at agriffin@mcw.edu or 955-4571.