



Memorial Sloan Kettering
Cancer Center™

INFORMATION FOR CLINICAL TRAINING PROGRAM APPLICANTS

**Office of Graduate Medical Education
1275 York Avenue, M2101A
New York, NY 10065
(212) 639-6788**

Excerpts from the Graduate Staff Handbook

MEMORIAL SLOAN KETTERING CANCER CENTER (MSK) is the largest privately operated non-profit cancer center in the world. For more than a century, MSK has been dedicated to caring for patients afflicted with cancer, advancing biomedical knowledge through research, and training health care professionals in the specialties and subspecialties of cancer care. The Center's present and future course continues to be built on this foundation.

The institution comprises three corporations: Memorial Hospital for Cancer and Allied Diseases, the treatment unit; Sloan Kettering Institute, the research unit; and Memorial Sloan Kettering Cancer Center, the unit which formulates policies, develops long-range plans and coordinates the activities of the Hospital and Institute.

MEMORIAL HOSPITAL incorporates a 514 bed inpatient unit with approximately 17,180 admissions and 120,460 patient days. The Hospital averages a 96% occupancy rate with an average length-of-stay of 7 days (2024). MSK provides clinical services that span the continuum of cancer care, including screening programs, perioperative services (including surgery), chemotherapy and biologic therapy infusion, radiation oncology, and urgent/intensive care. These services are provided to adult and pediatric patients in a range of care units.

OUTPATIENT SERVICES are delivered within Memorial Hospital in either the Enid Haupt Pavilion or the Bobst Building as well as in off-site program locations within Manhattan and surrounding communities. Memorial's New York City sites include:

Brooklyn Infusion Center
557 Atlantic Avenue, Brooklyn

Clinical Genetics
222 East 70th Street

Evelyn H. Lauder Breast Center and MSK Imaging Center
300 East 66th Street

Josie Robertson Surgery Center
1133 York Avenue

MSK-64th Street
205 East 64th Street

Laurance S. Rockefeller Outpatient Pavilion
160 East 53rd Street

Ralph Lauren Center for Cancer Care
1919 Madison Avenue

Rockefeller Research Laboratories
430 East 67th Street

Sidney Kimmel Center for Prostate and Urologic Cancers
353 East 68th Street

Mortimer B. Zuckerman Research Center
417 East 68th Street

David H. Koch Center for Cancer Care
503 East 74th Street

MSK also has community-based outpatient treatment centers where patients can receive outpatient radiotherapy, chemotherapy, surgical consultation, and dermatologic services in their home communities, but still delivered by Memorial Sloan Kettering's expert staff. These outpatient treatment centers are located in Northern New Jersey, and Westchester, Nassau and Suffolk counties.

MSK's VISION, MISSION & CORE VALUES

Our vision, mission, and core value statements are a common language to describe our institutional aspirations and the enduring character of MSK.

Our vision is to be the world's leading authority on cancer, our mission is to end cancer for life, and our core values are the fundamental beliefs that shape our culture.

MSK's core values include:

- **Respect for the individual:** we value each person's contribution and create an environment that embraces diverse perspectives.
- **Excellence through inclusion:** we recruit, retain and develop diverse talent, and seek to create a community that reflects all populations we serve.
- **Integrity:** we have the courage to say what we mean, matching our behaviors to our words, and taking responsibility for our actions.
- **Innovation with lasting impact:** we challenge ourselves to constantly learn and improve.
- **Stewardship:** we each take responsibility for strengthening MSK to better serve our global cancer community, today and in the future.
- **One MSK:** we work together to do what no one else can in cancer care.

As a member of the graduate staff, you are an integral part of MSK's vision, mission, and core values.

MSK'S COMMITMENT TO GRADUATE MEDICAL EDUCATION

The mission of Memorial Hospital for Cancer and Allied Diseases (Memorial) is the progressive control and cure of cancer through programs of prevention, diagnosis, treatment and cure of cancer and allied diseases. This is achieved through excellence, vision and cost effectiveness in patient care, research, education, and outreach. Inherent in this mission is a commitment to Graduate Medical Education, which is endorsed and supported by the Board of Governing Trustees.

Specific to education, Memorial is committed to fulfilling its mission by providing the necessary financial support for administrative, educational, and clinical resources, including personnel, to support a broad range of programs of graduate education and postgraduate training for scientists and health professionals in the areas of cancer and related diseases and disciplines. This commitment includes a focus on diversity as a key element of our strategy for recruiting and training the next leaders in cancer care as well as a thoughtful and directed focus on understanding and addressing disparities in health care and cancer treatment amount underrepresented groups.

To maintain and continuously improve the quality, productivity and organization of Graduate Medical Education programs, Memorial's Medical Staff and Hospital Administration ensure the allocation of required leadership and resources to achieve compliance with internal policies and procedures and to meet the requirements of outside accreditation organizations. Memorial strives to instill its philosophy of multidisciplinary patient-centered care in all Graduate Staff by providing an educational environment that ensures the safe and appropriate delivery of care to patients, taking into consideration the patient's quality of life during and after treatment.

Our affiliation and proximity to The New York Presbyterian Hospital/Weill Cornell Medical Center, Weill Cornell University Graduate School of Medical Sciences, Hospital for Special Surgery, and Rockefeller University allow our students to participate in one of the world's most outstanding medical and scientific community. The commitment of the Medical Staff and Hospital Administration assures that Memorial's clinical trainees are provided the required guidance, supervision, educational

curriculum and personal development needed to become outstanding members of the medical community.

GRADUATE MEDICAL EDUCATION OVERSIGHT AND ADMINISTRATION

Memorial Hospital conducts more than 100 separate clinical training programs. Approximately 80 of these are full time training programs, with 340 FTE positions; the remainder are rotating programs. There are approximately 1,200 rotating residents and clinical fellows per year, equating to another 130 FTE. Each training program is under the direct supervision of a Training Program Director/physician. With the assistance of other faculty, Training Program Directors are responsible for developing and implementing a comprehensive, well-organized and effective curriculum, both academic and clinical, which includes the presentation of core specialty knowledge supplemented by current scientific advancements. Each Training Program Director is also responsible for developing effective measures to assess and evaluate trainee performance and competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism and system-based performance. The Training Program Director provides regular and timely performance feedback to their trainees.

Training Program Directors serve as members of the Hospital's Graduate Medical Education (GME) Committee, whose membership also includes Hospital Administrators and elected residents and fellows. The GME Committee provides oversight and guidance for all graduate medical education activities. All training programs are reviewed on a regular basis for their excellence of education, satisfaction of trainees, and compliance with the requirements of various accrediting and oversight organizations, including the Accreditation Council for Graduate Medical Education (ACGME), the agency which accredits most clinical training programs in the US, and the New York State Department of Health.

The Office of Graduate Medical Education provides administrative support to the GME Committee and individual training programs. The Office is responsible for managing trainees' appointment to the medical staff and for providing information on their arrival. The GME Office staff is available as an ongoing resource for administrative issues that may arise during a trainee's affiliation with MSK. The Office is also responsible for conducting an annual review of residents' work hours to ensure compliance with both ACGME and New York State regulations for clinical trainees.

The GME Office is located in room M2101A. The telephone number is 212-639-6788.

RESIDENT ELIGIBILITY AND SELECTION

Applicants must satisfy one of the following to be eligible for appointment to Memorial training programs:

1. Graduates from an approved or recognized medical school, school of osteopathy, school of dentistry, Doctoral program that prepares students for careers in professional Psychology or Laboratory Medicine, or Doctoral or master's program that prepares students for careers in Medical Physics. Approved or recognized schools include those accredited by the Liaison Committee on Medical Education (LCME); American Osteopathic Association (AOA) and the American Dental Association (ADA); or
2. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - a) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,
 - b) Have completed a Fifth Pathway program provided by an LCME-accredited medical school.

Depending upon the specialty, applicants for Memorial Hospital fellowship programs may be required to have completed an appropriate accredited residency training program. Individual fellowships may require Board Certification or Board Eligibility in an appropriate specialty. Applications from individuals completing post-graduate training programs outside the US must be assessed to determine whether the training is appropriate for the Memorial Hospital fellowship program and the substantial equivalent of a relevant accredited US training program.

All trainees will be selected from eligible applicants on the basis of training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Memorial Hospital does not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

LICENSURE REQUIREMENTS

Consistent with New York State (NYS) requirements, Memorial Hospital's licensure policy for trainees differs based on the individual training program's accreditation agency and/or status. However, individual training programs may establish a program-specific licensure policy requiring a higher level of licensure than that required under the general policies below. Inquiries about an individual program's licensure policy should be directed to either the Training Program Director or the Program Coordinator.

- Memorial Hospital does not require licensure for residents or fellows training in programs accredited by ACGME unless otherwise specified by the Training Program Director.
- All residents and fellows enrolled in training programs which are not accredited by ACGME must have either a NYS license or limited permit.
- All residents and fellows who work at MSK outside the scope of their training program must have a full NYS license. Limited permits are not acceptable.

A copy of the license/limited permit must be sent to the Graduate Medical Education Office for inclusion in your record.

Trainees must inform NYS Office of the Professions of all address changes. It is the responsibility of the trainee to renew his/her license or limited permit on a timely basis and send a copy of such renewal to the Graduate Medical Education Office.

VISA SPONSORSHIP

Trainees in programs of Graduate Medical Education who require visa sponsorship can be sponsored in the J-1 "Alien Physician" category or as H-1B or E-3 Specialty Occupation workers at MSK. As some program eligibility may be limited due to factors outside of MSK control, you must confirm eligibility with the Program Coordinator in the department. It is highly unlikely that a candidate for a GME program would be eligible for O-1 "Persons of Extraordinary Ability/Outstanding Scholar" visa status, and therefore such petitions require GME review at least 6 months in advance of the trainees' intended start date.

WORK HOURS POLICIES

New York State Hospital Code 405.4(b)(6) regulates the average number of hours a house officer, with inpatient care responsibilities, is allowed to engage in training activities. A copy of the relevant section of the Hospital Code is available through the GME Office. Separately, the ACGME has requirements on duty hours for trainees in all ACGME accredited training programs.

There is a limit of 80 hours for the scheduled workweek of residents averaged over a four-week period, inclusive of all in-house call and moonlighting. Additionally, time spent on patient care activities while on at-home call must also count towards the 80-hour weekly limit.

Assigned work periods shall not exceed 24 consecutive hours. An additional 3 hours may be used as transition time, with no new patients assigned to the trainee during that period. Trainees must also be provided one 24-hour period of scheduled non-working time per week.

There must be non-working periods of no less than 8 hours scheduled between duty periods, with 10 hours recommended. For residents in ACGME-accredited programs, a non-working period of no less than 14 hours must be scheduled following 24 hours of in-house duty. Fatigue mitigation strategies, especially after 16 hours of continuous duty and between the hours of 10 pm and 8 am, are recommended.

All moonlighting or dual employment by residents and fellows outside the scope of their training program must be pre-approved and continuously monitored by the program director, and any such hours worked must be counted towards the 80-hour limit.

MSK conducts regular internal audits of resident work hours to monitor compliance with New York State and ACGME regulations. The ACGME also monitors work hours during site visits.

MOONLIGHTING

A full-time trainee enrolled in a training program at MSK who wishes to engage in moonlighting as a physician or other health care provider, inside or outside Memorial Hospital must obtain prior written approval of their Training Program Director (TPD). Note that a TPD has the option to prohibit any or all trainees in their program from any or all moonlighting and may rescind approval at any time. A trainee cannot be required to moonlight.

Prior written approval must be obtained for all moonlighting, including any of the following:

- internal moonlighting (within Memorial Hospital)
- external moonlighting (outside of Memorial Hospital)
- compensated or volunteer moonlighting
- recurring or one-time moonlighting
- minor or substantial time commitments

The Memorial Hospital Moonlighting Request form must be submitted to the trainee's TPD. If approved, a copy of the Request form for an external moonlighting activity must also be sent to the Graduate Medical Education Office. If substantive changes are made to the initial agreement, or at the start of a new academic year, a new Request form must be submitted.

A trainee must possess a full license to practice medicine in a State before engaging in moonlighting or any clinical work in that State outside the scope of their training program. Permission to moonlight will be granted only to a trainee who is in, and maintains, high academic standing in their program. All decisions related to permission for moonlighting are the sole responsibility of the TPD and are not subject to appeal or grievance.

House staff who are sponsored on visas for clinical training are prohibited by federal regulation to participate in activities outside the scope of their training program and are therefore not permitted to moonlight.

All moonlighting activities count toward the number of hours worked when calculating Work Hours totals. The TPD will require regular reports from each trainee who moonlights, to ensure compliance with both New York State regulations regarding work hours limitations, as well as ACGME restrictions if applicable. The TPD will also monitor for signs of fatigue when trainee returns from moonlighting.

Note that malpractice coverage provided for each trainee by Memorial Hospital does not cover any external moonlighting performed by the trainee outside the scope of their Memorial Hospital training program. Any trainee who engages in external moonlighting must provide his/her own malpractice coverage and provide documentation of that coverage to the TPD.

While engaging in external moonlighting, a trainee must not display any form of MSK identification (such as ID badge, a white coat with a Memorial Hospital patch, etc.). A trainee's MSK DEA Registration Number must not be used for any purpose during external moonlighting.

Any remuneration for moonlighting must be paid directly to the trainee, not to Memorial Hospital.

Failure to comply with all Memorial Hospital moonlighting policies, or misrepresentation of the nature or scope of outside moonlighting, can impact upon a trainee's appointment, up to and including immediate termination of employment.

NATIONAL PROVIDER IDENTIFIER (NPI)

All house staff (licensed and unlicensed) are required to obtain an NPI number. This number is required by HIPAA regulation to identify health care providers on patient medical records and prescriptions; prescriptions submitted to a retail pharmacy without a NPI number will be rejected. To apply, please complete the online application at <https://nppes.cms.hhs.gov/#/>. Note: you must have a U.S. Social Security number to apply for an NPI number. If your SSN is pending, you will be able to apply for your NPI number after you start your training program.

HEALTH COMMERCE SYSTEM (HCS) ACCOUNT FOR I-STOP COMPLIANCE

New York State requires physicians to have their own HCS account in order to consult an online Prescription Monitoring Program Registry (PMP) prior to prescribing schedule II, III and IV medications. Trainees should check with their Training Program Director or Program Coordinator to determine whether a personal HCS account will be required.

MANDATORY PRESCRIBER TRAINING

Pursuant to Public Health Law §3309-a(3), individuals licensed to prescribe controlled substances, as well as medical trainees who prescribe controlled substances under a facility DEA registration number, must complete approved course work or training in pain management, palliative care and addiction. Course work or training must be completed every three years. The New York Chapter American College of Physicians offers a course for a small fee at www.scopeofpain.org/core-curriculum/online-training.

A free course is offered by the University at Buffalo at <https://pharmacy.buffalo.edu/academics/continuing-education/events/opioid-prescriber-education-program.html>.

A copy of your certificates of completion must be submitted to your MSK Program Coordinator.

OPRA: ORDERING, PRESCRIBING, REFERRING, ATTENDING

House staff with Full NYS License and Federal DEA numbers:

The Affordable Care Act (ACA) requires physicians to be enrolled in state Medicaid programs if they order or refer services reimbursed by the fee-for-service (FFS) Medicaid program. While house staff do not directly bill for services, they WILL order, prescribe or refer, and therefore must enroll as non-billing providers.

House Staff without licensure or DEA:

Trainees without licensure or their own Federal DEA number are not required/eligible to enroll at this time. For Medicaid billing purposes, pharmacy claims for services ordered by unlicensed house staff must include the supervising physician's NPI number.

TRAINING IN THE IDENTIFICATION AND REPORTING OF CHILD ABUSE

All trainees are required to complete course work or training in the identification and reporting of child abuse. Graduates of medicine and osteopathic programs in NYS after September 1, 1990 are credited with having completed this course work as part of their curricula, but may need to complete updated content on Mandated Reporting.

- The Child Abuse Identification course is offered on-line at www.elearnonline.net. Go to "Browse Catalog" and then choose "NYS Child Abuse: Identification & Reporting, 9th Edition".

Please note that if you completed a Child Abuse Identification course previously, New York State has added a Mandated Reporter Training curriculum that must also be completed.

- A free course with the updated Mandated Reporter content can be found here: <https://ocfs.ny.gov/programs/cps/mandated-reporter-training.php>

The GME Office requires copies of certificates of completion for these courses.

TRAINING IN INFECTION CONTROL

All trainees are required to complete training in Infection Control once every four years. The course is offered on-line at <https://learning.nysna.org/topclass/login.do>. Select the "e-learn" icon at the bottom of the main page, select "Course Offerings" from the top menu, "New York" under State Mandated Courses, then choose "Infection Control and Barrier Precautions". The GME Office requires copies of certificates of completion of this course.

The GME Office requires copies of certificates of completion for this course.

EVALUATIONS

Evaluation and feedback are fundamental components of resident and fellow education and training. Training programs must evaluate trainees' ongoing performance and competence to ensure each trainee's progressive development into a fully competent practitioner. In turn, both training programs and their faculty need to receive feedback from their trainees to ensure continuous improvement in all aspects of the training program.

Evaluation of Trainee Performance by Program Faculty

Trainees' evaluations are performed based on either the frequency specified by the accrediting organization's program requirements, or the policy set forth by the GME Committee. Rotating residents are formally evaluated at the end of their assigned training period. Full-time trainees are evaluated at least twice a year – generally at the mid-point and at the end of the academic year. Additional evaluations may occur at the end of each rotation within the program, as required or as benefits the trainee's development. Programs may also use pre-tests to determine any knowledge deficits which can be addressed through curricular changes. In general, these evaluations assess the trainee's mastery of educational objectives to determine whether the trainee has achieved the knowledge, skills and professional competencies required for promotion to the next level of training or completion of training.

Upon satisfactory completion of a training program, the Program Director will provide a summative evaluation for each resident which will become part of the resident's permanent record. The evaluation documents the resident's performance during the final period of education, and confirms that the resident has demonstrated sufficient competence to enter practice without direct supervision. Trainees who transfer into another institution's training program prior to completion of the program at Memorial will also receive a summative evaluation to document their level of performance and skill attainment achieved prior to transfer.

Non-promotion

In the event that a training program director determines that a trainee is not eligible for promotion to the next level of training, the trainee will receive a written notice of intent which may then be grieved. Except in circumstances where the primary reason for non-renewal occurs less than four months prior to the end of the agreement, such notice will be sent no later than four months prior to the end of the resident's current agreement.

PGY LEVEL CALCULATION FOR FULL-TIME GRADUATE STAFF

Stipends for Full-Time Graduate Staff are based on the resident's or fellow's post graduate years of U.S. or Canadian clinical training, as determined by the Office of Graduate Medical Education in consultation with the training program director.

Only U.S. specialty-specific training is used in this calculation, including required prerequisite training years (a preliminary internship year, for example). For surgical subspecialties, up to 2 years of research within the surgery residency period will be counted towards PGY calculation, such that someone can be given credit for up to 7 years of residency (or 5 years clinical plus 2 years research).

Professional experiences not included in PGY calculation include:

- Employment
- Military service
- Research (except for the surgical exemption noted above)
- Time spent obtaining other professional degrees

Training experiences not included in PGY calculation include:

- Repeated training
- Training outside of the current specialty
- Partial years of training

Credit for training outside of the U.S. or Canada may be granted based on training program director approval, although similar guidelines should be followed. Credit will not exceed the required prerequisite years of the equivalent U.S. or Canadian pathway.

SALARY & PAYROLL

The stipends for the 2025-26 academic year range from \$84,500 for a PGY-1 to a PGY-10 stipend of \$120,000. New stipend levels are reviewed and approved by the GME Committee each January. Direct deposit can be arranged through the Payroll Department. Deposits may be made into as many as three separate accounts. Upon their employment, each trainee will be provided with the schedule of pay periods.

PGY level	2025-2026
1	\$84,500
2	\$87,760
3	\$94,740
4	\$100,500
5	\$105,000
6	\$108,000
7	\$111,050
8	\$113,300
9	\$116,000
10	\$120,000

BENEFITS

All paid full-time graduate staff are eligible to participate in MSK’s benefits program. You choose the benefits that best meet the needs of you and your family. The cost is shared between you and MSK. Most contributions toward your share of the benefits are paid with before-tax dollars, which means they will be deducted from your pay before payroll taxes are applied.

Visit MSKbenefits.mskcc.org and type “Clinical Trainees” in the FIND IT *fast* search bar to learn about your benefit options including:

Medical (includes prescription coverage)

- Dental
- Vision
- Family Building benefit
- Flexible Spending Accounts (FSA) for Health Care and Dependent Care
- Health Savings Account (if enrolled in UnitedHealthcare Consumer Driven Health Plan, UHC CDHP)
- Voluntary add-on insurance policies, including Hospital Indemnity, Accident Insurance, and Specified Disease, as well as other coverages such as Pet Insurance, Identify Protection, and Legal Support
- Life Insurance
- Long-Term Disability (LTD)

- Accidental Death and Dismemberment (AD&D)
- Commuter Benefits
- Retirement Savings Plan (Note: You can contribute and invest. MSK does not make contributions to this plan.)
- Wellness

When do benefits take effect?

Once you make your benefit elections, your elected/waived Medical coverage will take effect the first of the month coinciding with or following your first day of training, based on whether your training begins on the first of the month. (Example: If your first day of training is July 1, your benefits will be effective on July 1. If your first day of training is July 15, coverage will be effective August 1.)

If your first day of training is after the first of the month, you will be assigned temporary medical coverage for the duration of that month until your benefit choices take effect at the start of the next month. If you are reporting for orientation prior to your first day of training and wish to arrange interim medical coverage, you may contact the HR Resource Center.

When do you make your benefits elections?

You must enroll in or actively waive benefits within 31 days from your first day of training. You will learn how to enroll during orientation. Note: You can't make your elections before your training start date, but you can visit MSKbenefits.mskcc.org to explore your options (type "Clinical Trainees" in the FIND IT *fast* search bar at the top of the screen).

Who is eligible for coverage?

In addition to covering yourself, you can choose to cover your eligible dependents under your medical, dental, vision and AD&D coverage. Eligible dependents include:

- Your spouse (opposite- or same-sex)
- Your domestic partner (opposite- or same-sex)
- Your children (including your domestic partner's children) until the end of the calendar year in which they reach age 26
- Children for whom you, your spouse, or domestic partner serve as legal guardian through the end of the calendar year in which they reach age 26
- For certain plans, unmarried children beyond age 26 who are incapable of self-support because of a physical or mental disability

Note about Domestic Partner coverage:

Coverage for your domestic partner requires a notarized affidavit. If you are interested in obtaining this coverage, visit MSKbenefits.mskcc.org, and type "Domestic Partner" in the FIND IT *fast* search bar to obtain the form. Contact the HR Resource Center at 646-677-7411 or via e-mail at HRRC@mskcc.org for further details. [Note: The value of the coverage provided to your domestic partner (and their children) will be imputed income for you unless your domestic partner qualifies as your tax dependent.]

Can I change my benefit elections in the future?

The benefits you elect will cover you (and any covered eligible dependents) through the end of the current calendar year. For the next calendar year, you will be eligible to make changes during the annual Open Enrollment period, usually held in November.

For the current year, it is important to be certain about your benefit decisions because you cannot modify them unless you (or your dependents) have a *Change in Status Event*.

Examples of a *Change in Status Event* include:

- You get married, divorced, legally separated, or have your marriage annulled in civil court
- You form or terminate a domestic partnership
- You have a child, adopt a child, or a child is placed with you for adoption

- Your child loses eligibility for dependent coverage
- Your spouse, domestic partner, or child gains or loses coverage under another benefit plan, or that coverage is significantly changed

If you have a Change in Status Event, you must contact HR Services within 31 days of the event. Otherwise, you'll have to wait for the next annual open enrollment period to change your benefit elections.

DRESS CODE

The Center expects residents and fellows to wear appropriate professional attire.

White coats and scrubs are provided to Graduate Staff.

- In addition to a white coat, employees may wear blouses, shirts, polo or oxford shirts with collars, sweaters, casual skirts and dresses, long pants, business suits, pant suits, blazers or sport coats, casual slacks, shoes, dress sandals, loafers or other appropriate professional attire.
- House staff, including rotating house staff, may not wear white coats bearing an institutional logo of their home institution.

This is the minimum standard required for all Memorial Hospital employees. Training Program Directors may impose additional requirements.

COMMUNICATIONS

Each member of the Graduate Staff is entitled to an E-mail address. Pagers are assigned depending on service needs prior to arrival and are available for pick-up in Telecommunications. Pager numbers are listed in the MSK online directory. Pagers must be returned in working order upon termination of employment. Graduate staff will be subject to penalty if pagers are broken or misplaced.

TOBACCO-FREE CAMPUS

MSK is working to become a smoke free campus, both inside and outside its buildings. Cigarettes, cigars, pipes, and all other smokeless tobacco products are prohibited from use by patients, staff and visitors in all Center facilities. In addition, New York City prohibits smoking within 15 feet of any entrance or exit of a healthcare facility, including loading docks and the parking garage. Referrals for tobacco cessation programs to assist those employees who wish to stop using tobacco products are available through MSKQuits! and the Employee Health and Wellness Program. To support patients and visitors who want to quit, there are regularly scheduled sessions by the Tobacco Cessation Program, with information available on the MKSCC website.

ABSENCES FROM WORK

Details regarding absence procedures may be obtained by contacting the Graduate Medical Education Office or Training Program Director. MSK grants leaves to its employees for a variety of life events. However, such leaves by house staff may impact their ability to satisfactorily complete the requirements of their training program. House staff should also consider whether their Medical Specialty Board has established a minimum required training period in order to be eligible for certification. House staff will be provided with information relating to eligibility for certification during their program orientation.

Satisfactory Completion of Training Programs

Each Program Director has established a standard for time needed for program completion, either the institutional minimum of 42 weeks or greater, depending upon individual program requirements. Additional details are provided during program orientation.

Time-Off Policies and Procedures

Professional Leave of Absence

Permission for professional leave of absence for academic advancement is at the discretion of each program director who will determine if the request can be granted within the context of the program's educational requirements. Such leave may affect or preclude fulfillment of the necessary requirements for completion of the training program. Refer to Satisfactory Completion of Program Requirements, above.

Personal Leave of Absence

At the discretion of the Program Director, personal leave of absence may be granted for any personal reason not covered under the listed leaves of absence policies. Such personal leave may affect or preclude fulfillment of the necessary requirements for completion of a training program. The Program Director may respond as outlined in Satisfactory Completion of Program Requirements, above.

Vacation

House staff are provided a minimum of one week (five business days) of vacation/paid time off annually. Additional paid time off is set by each Training Program Director, consistent with institutional policies. Trainees should contact their departmental GME Coordinator for specific details regarding program vacation/paid time off guidelines, including instructions on how to request and schedule vacation time.

Sick Time

House staff are provided 56 hours of sick and/or safe time per calendar year under the New York City Earned Safe and Sick Time Act (ESSTA), as outlined in the forthcoming section titled NYC Paid Safe and Sick Leave Law.

Paid Prenatal Leave

MSK employees have up to 20 hours of paid leave time to attend their own prenatal appointments or obtain health care services during or related to their pregnancy. It may not be used by an individual other than the employee directly receiving prenatal health care services, or for post-natal or postpartum appointments. See HR Policy 411 for more details.

MSK Short-Term Disability (including Pregnancy and Childbirth)

Short-Term Disability is provided when an employee becomes ill or is injured and, as a result, is unable to work for more than seven calendar days.

MSK's Short-Term Disability plan provides for the continuation of regular salary for up to twenty-five (25) weeks. To receive continued pay, leaves must be reviewed and approved by MetLife, MSK's disability administrator. The Short-Term Disability benefit is 100% of pay for 12 weeks (after a 7-day waiting period where sick time or vacation time, if out of sick time – will be used), followed by 85% of pay for an additional 13 weeks. Trainees must coordinate a leave through their Program Director and MetLife (this includes absences related to pregnancy).

Short-Term Disability lasts for up to 25 weeks during a 52-week rolling-back period, and may not be taken intermittently or in increments of less than one work week, except in cases where MetLife and your department have approved you for an eligible reduced work schedule.

Staff remaining in housing will be required to maintain rent payments. In situations of documented disability, Short-Term Disability will be maintained for a maximum of twenty-five weeks or until the conclusion of your appointment, whichever is less. If you are still disabled at the conclusion of your appointment, you may be entitled to continued benefits under state disability, if applicable.

Short-Term Disability runs concurrently with other types of leave that you may be eligible for, including FMLA. Short-Term Disability does not cover leave time taken to bond with a newborn (following the disability period) or newly-placed adopted or foster child.

Following six months of disability, a trainee may be eligible to receive Long Term Disability benefits. The coverage level would depend in part on the elections made during benefits enrollment.

Additional Leave and Pay Policies

Depending on your specific circumstances, the following leave and pay policies may apply:

Family Leave of Absence

FMLA provides the right to return to the same or an equivalent position, with some exceptions. An absence under FMLA may affect or preclude fulfillment of the necessary requirements for completion of the training program. A trainee may return to the program through the conclusion of the appointment period although they may not have met the program requirements, and this will be so noted on future requests for references or verification of training. The Program Director may consider granting an extension as outlined in Satisfactory Completion of Training Program Requirements above to allow for completion of program requirements. FMLA leave runs concurrently with other types of leave that you may be eligible for, such as Sick Leave, Short-Term Disability and Workers' Compensation (see sections above). Any coverage under MSK's healthcare plans will be continued throughout your FMLA leave period.

Qualifications:

House officers who have worked for MSK for 12 months and for 1250 hours in the preceding 12 month period may be eligible for up to 12 work weeks of unpaid leave under the Family and Medical Leave Act (FMLA) for certain family and medical reasons (including birth of a child, care of a newborn, the placement of a child for adoption or foster care and/ or the House Staff's and/or family member's serious health condition and/or qualifying exigency for family called to covered active military duty to a foreign country) during a 12 month period.

PAID PARENTAL AND CAREGIVER LEAVE FOR FULL-TIME HOUSE STAFF

Benefits-eligible full-time House Staff receive up to six (6) weeks of fully-paid leave for the following covered events:

- Birth, care, and bonding with a newborn child.
- Care and bonding with an adopted or foster child.
- Care for an immediate family member (spouse, child or parent) with a serious health condition.

The six weeks of caregiver leave for a relative include the 56 hours of ESSTA time mentioned in the Sick Leave section. ESSTA time runs concurrently with time away for a caregiver leave of absence.

New York Paid Family Leave (NYPFL) for MSK-Employed Full-Time House Staff

MSK's benefits-eligible full-time house staff working in New York State are entitled to twelve (12) weeks of partially-paid leave for the following covered events:

- To provide care to a family member due to a serious health condition;
- To bond with a newborn within the first year of the child's life, or for the first year after the adoption or placement for foster care
- For qualifying exigencies arising out of an employee's spouse, domestic partner, child or parent being on or called to active duty as a member of the Armed Forces, National Guard or Reserves.

This leave will be paid at 67% of the employee's average weekly wage up to the cap set by the state. Employees may be required to use unused vacation time (all but 5 days) in lieu of NYPFL benefits depending on whether they have FMLA entitlement remaining at the time of their leave. Where allowed, state paid leave plans run concurrently with the GME Paid Parental Leave. In no event may the combined total benefit be more than 100% of an employee's regular rate of compensation.

House staff are advised to consider the impact such a leave may have on their ability to satisfy all MSK, accreditation agency, and/or certifying board training requirements within the academic year. Any extension of training time due to leave time is not guaranteed and must be approved by both the program director and GME Office prior to the start of the leave. Please note that in the event that an extension of training is approved, trainees residing in MSK housing will be expected to vacate their unit as originally scheduled.

Qualifications

- Benefits-eligible house staff who work at least 20 hours per week are eligible to receive this partially-paid benefit once they have worked 26 consecutive weeks. Benefits-eligible house staff working fewer than 20 hours per week are eligible once they have worked 175 cumulative days.
- New York Paid Family Leave runs concurrently with other types of leave for which they may be eligible, including FMLA.

Other Important Information

- House staff must provide at least 30 days' advance notice of the leave to both their program director and to MetLife (833-622-0138), whenever practicable.
- MetLife will determine leave eligibility, track requested leave time and issue a leave approval.
- If the employee still has FMLA entitlement remaining by the time their leave begins, they must use unused vacation time (all but 5 days), in lieu of NYPFL benefits.
- If the employee does not have FMLA entitlement by the time their leave begins, they may choose whether or not to use unused vacation time for NYPFL, or receive only the partially-paid benefit. If they opt to receive only the NYPFL benefit, they would be paid by MetLife.
- Employees may not receive more than 26 weeks of state and/or federal leave-related benefits, including disability, workers' compensation and family leave, in a 52-week period.

NYC Paid Safe and Sick Leave Law

New York City requires employers to allow employees to use up to 56 hours of sick or vacation time per calendar year (defined as January 1st to December 31st) for the reasons listed below:

- Going to your own medical appointments or recovering from an illness (counted as sick time).
- Caring for a family member (child, parent, spouse, domestic partner, sibling, grandparent or grandchild) during an illness or taking them to medical appointments (counted as vacation time).
- Taking time off because a public health emergency has been declared in New York City (counted as vacation time).

- If you or a family member has been a victim of a family offense matter, sexual offense, stalking or human trafficking (counted as sick time).

To ensure that your time is properly protected, you must take these steps:

- To the extent possible, you must give your program director at least seven days' notice before taking sick or vacation time for scheduled absences, like medical appointments, for yourself or a family member.
- If you use vacation time to care for a family member, whether scheduled or unscheduled, or for a public health emergency, you must provide written confirmation to your program director that the time was used for legitimate purposes.

HEALTH SERVICES FOR HOUSE STAFF AT MSK

Employee Health Services (EHS)

Employee Health offers evaluation and treatment for work-related illness and injuries, return to work evaluations, as well as OSHA, New York State and City, and Center mandated medical surveillance programs that include testing and immunizations. Prior to July 1st of each academic year, newly appointed incoming interns, residents, and fellows will receive information regarding the need for an initial history and physical examination and blood tests, as well as information about services provided by Employee Health.

In the event of an on-the job injury (sharps injury, blood borne pathogen exposure, chemical exposure, etc.), all residents, interns, and fellows are required to report the incident to their supervisor immediately and complete the online Employee Incident Report. The supervisor will call Employee Health and schedule a same- day appointment. Required follow-up of any on-the-job injury will be done at Employee Health or referred to an appropriate provider.

In the event of an on-the job injury after hours (after 6pm and before 8am or on weekends), all residents, interns, and fellows are required to report the incident to their supervisor immediately, complete the online Employee Incident Report and to go to the Urgent Care Center (UCC). Required follow-up of any on-the-job injury will be done at Employee Health or referred to an appropriate provider.

For returning residents, interns, and fellows, an annual health assessment is required. You will be notified when you are due for this assessment. Employee Health is located at 222 East 70th Street, between 2nd and 3rd Avenues, with hours from 8 am to 6 pm, Monday through Friday. Services are also available on the main campus Monday through Friday from 9 am to 5 pm in room MG03. To schedule an appointment or for information call 646-888-4000 or email EHWS@mskcc.org. Compliance with Employee Health requirements is a condition of continued employment.

Work-Related Stress

Working at a cancer center can require a high degree of personal hardiness and resilience. Good self-care, including healthcare, not only maintains one's well-being but also maximizes one's ability to care for patients and their families. Trainees are encouraged to make use of all available support mechanisms including their training program director or the confidential voluntary mental health services, below. Training program directors will monitor residents' wellbeing through a variety of mechanisms including faculty, peer and other evaluations, administrative meetings and personal observation. The training program director can recommend appropriate interventions as needed such as schedule changes, additional training or clinical support, or referral for voluntary counseling. If you are experiencing burnout or compassion fatigue, support and resources are readily available to help you navigate these challenges.

Voluntary Mental Health and Supportive Services

Both residents (at the Graduate Staff orientation program) and Training Program Directors (at the Graduate Medical Education Committee and through communications with the Office of Graduate Medical Education) are advised about the availability of confidential mental health services for residents and their families. Residents can access voluntary confidential mental health evaluations, counseling, and referral by contacting Magellan. These services are available at no cost, are time-limited, and designed for self-referral to ensure residents receive the support they need.

Residents do not have to be enrolled in an MSK medical plan. Licensed counselors are available in person, by phone, or via messaging therapy to support with:

- Supporting mental health well-being through challenges like stress, depression, anxiety, or grief
- Building coping strategies for difficult thoughts, mood changes or past trauma
- Accessing treatment and support for concerns related to alcohol or substance misuse
- Enhancing parenting and caregiving skills to support the well-being of children and older adults
- Navigating everyday responsibilities and major life transitions
- Navigating everyday responsibilities and major life transitions
- Managing stress in work and academic settings

You can also take advantage of Magellan's wide array of on-demand resources. Offerings include webinars, podcasts, and other self-help resources for topics such as cultivating resiliency, practicing self-care, managing work/life stressors, and more. Learn more by visiting <https://magellanascend.com> or by calling (800) 327-8793.

Administrative Evaluation

Administrative evaluation of residents may be initiated by the Training Program Director in consultation with the Department Chair when there are significant concerns that the resident's work performance has significantly deteriorated due to a potential medical condition, mental health challenge (such as depression or anxiety), or substance-related issues. These evaluations are conducted when a resident's ability to continue in the training program is in question.

The Training Program Director informs the resident that an administrative referral to Employee Health is required. Based on the results of the administrative referral, Employee Health will work in conjunction with the department and Employee Relations advisor to recommend appropriate treatment and next steps. If the resident requires a medical leave, they must complete a return-to-work evaluation through Employee Health before resuming their training program.

THE IMPAIRED PHYSICIAN

Recognizing Physician Impairment

A presentation on recognizing physician impairment including substance abuse and fatigue is given by an MSK attending psychologist during the virtual Graduate Staff Orientation program. Topics covered in this lecture include: the definitions of impairment; signs and symptoms of acute fatigue and intoxication and withdrawal; behaviors of the intoxicated and otherwise impaired physician; New York State reporting requirements for impaired physicians; and the process of and success of

rehabilitation programs for impaired physicians.

HOUSE STAFF GRIEVANCES

Grievance Procedure - Due Process for Graduate Staff

A Member of the Graduate Staff, (House Staff Officer) referred to in this section as a “Trainee,” at Memorial Hospital for Cancer and Allied Diseases, may be an Intern, a Resident or Fellow. Memorial Hospital (“Hospital”) may (a) place a Trainee on probation, or (b) suspend a Trainee’s postgraduate medical education and training at the Hospital for a specified or indeterminate period, or (c) terminate a Trainee’s postgraduate medical education and training before the Trainee’s current term ends, or (d) decline to certify that a Trainee has completed satisfactorily his or her postgraduate medical education and training at the Hospital. These actions may be undertaken if the Trainee:

- (i) fails to acquire at least the same professional knowledge and skill that Trainees at the Hospital are expected to acquire at the same level of postgraduate medical education and training, or
- (ii) fails to carry out satisfactorily his or her professional responsibilities, or
- (iii) fails to comply with expected standards of personal or professional conduct, or
- (iv) by virtue of his or her actions or threatened actions, presents an unacceptable danger to patients, colleagues or to the institution, or
- (v) violates any Center-wide policies or procedures.

Details about the grievance procedure can be found in the Graduate Staff Handbook which will be distributed with your orientation materials.

AMERICANS WITH DISABILITIES ACT

Memorial Sloan Kettering Cancer Center is committed to complying with all applicable laws including the ADA regulations. If you have any questions or concerns regarding ADA, please call the HR Resource Center at 646-677-7411.

POLICY AGAINST HARASSMENT & DISCRIMINATION

MSK is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that prohibits harassment, discrimination and retaliation. MSK expects that all work relationships among employees or between employees and persons outside the institution will be business-like and free of discrimination, harassment and retaliation. MSK prohibits retaliation against any individual who reports harassment or participates in the investigation of such reports.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All Memorial Hospital graduate staff shall maintain the confidentiality, privacy, security and availability of all protected health information in records maintained by the Hospital in accordance with any and all health information privacy policies adopted by the Hospital to comply with current federal, state and local laws and regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). All trainees are required to complete HIPAA training.

PROFESSIONAL LIABILITY INSURANCE

Memorial Hospital provides professional liability insurance for its employed house staff while acting within the scope of their employment for duties as assigned by their department. This professional liability insurance coverage applies to covered loss events that occurred during their employment at

Memorial Hospital but were unknown and not submitted as claims until after their employment ended. Rotating house staff should check with their institution to determine insurance coverage.

If you have any questions concerning this coverage or are named as a defendant in a malpractice action, contact the Office of General Counsel at 646-227-2100.

SPECIALTY/SUBSPECIALTY BOARD CERTIFICATION

Training programs are required to provide trainees with information on how to access eligibility requirements for certification by the relevant certifying board, where applicable.

CODE OF CONDUCT

In order to provide the best possible care to our patients and to protect the rights, health, and safety of fellow employees and visitors, MSK staff members must conduct themselves in a professional and cooperative manner while in hospital facilities or when involved in hospital business. This includes treating individuals in a respectful and courteous manner; working collaboratively with others; giving and receiving information clearly and concisely; responding to issues with a systematic problem-solving approach; initiating and following through on tasks; utilizing time and resources optimally; and making a continuous effort to improve job performance.



[create date]

«First_Name» «Last_Name», «Degrees»
«Street Address»
«City», «State» «Postal Code»
«Country»

Dear «First_Name» «Last_Name»:

Upon the recommendation of the Training Program Director and/or the Department Chair, I am pleased to confirm your enrollment as a «PGY» «Title» in «Program» at Memorial Sloan Kettering Cancer Center (MSK), Memorial Hospital for Cancer and Allied Diseases.

Your formal appointment will be for the period «Start_Date» through «End_Date» at the compensation rate of «Stipend». Promotion is contingent upon the recommendation of your Program Director and Department Chair. A flexible benefit package is available to you and your eligible dependents and will be discussed in detail as part of your Orientation to MSK.

It is expected as a member of the graduate staff of Memorial Hospital for Cancer and Allied Diseases you will develop a personal program of self-study and professional growth with guidance from teaching staff of the Hospital; participate in safe, effective and compassionate patient care under supervision as determined by your Training Program Director and Department Chair or their designee commensurate with your level of advancement and responsibility; participate fully in the educational activities of your program and, as required, assume responsibility for teaching and supervising other residents and students; participate in the evaluation of the quality of education provided by the Program; participate in institutional programs and activities involving the Hospital medical staff and institutional committees and councils, especially those that relate to quality assurance and patient care review activities; apply cost containment measures in the provision of patient care; and adhere to the rules and regulations, Bylaws, and policy and procedures of the institution. Memorial Hospital for Cancer and Allied Diseases agrees to provide a suitable environment for medical education and training in accordance with established standards.

Included with this agreement please find Information for Clinical Training Program Applicants. This document contains detailed information about a variety of Hospital policies and procedures including work hours and moonlighting, professional liability insurance coverage during training and for claims filed after completion of program, medical and psychological support services available to trainees, policies on handling physician impairment, substance abuse, harassment, accommodation of disabilities, policy and recourse for non-renewal of appointment or non-promotion, etc. Please read this document thoroughly and contact the Graduate Medical Education Office if you have any questions regarding the information provided.

MSK has established a minimum standard time necessary to receive credit towards institutional certification of your participation in your training program. However, some programs may have discipline specific requirements as well. Information relating to minimum program requirements and eligibility for specialty board certification will be provided during your program orientation. Policies regarding leaves of absence, parental leave, sick leave, vacation, benefits, Health and Disability insurance and the House Officer's Grievance Procedure are also outlined in detail in the attached packet as well as the Graduate Staff Handbook which you may have already received or will receive through institutional onboarding procedures.

It is necessary that I receive the attached acknowledgment of your acceptance of this enrollment as soon as possible. This enrollment and formal appointment are contingent upon satisfactory and timely completion of the items listed on the Graduate Staff Enrollment Acceptance Form.

Sincerely yours,

Monika K. Shah, M.D.
Designated Institutional Official
Vice President, Medical Education

GRADUATE STAFF ENROLLMENT ACCEPTANCE FORM

I have read the terms of my enrollment agreement to join the graduate staff of Memorial Hospital for Cancer and Allied Diseases (the "Hospital"), which are outlined in the Hospital's letter dated [create date] and hereby accept this offer to serve as a «Title» in the Department of «Department» of the Hospital, subject to the conditions specified in your letter, and the conditions set forth below in this acceptance form.

I understand that my formal appointment to the Graduate Staff is also contingent upon the following conditions:

- Hospital's completion of satisfactory criminal background check about me
- Successful pre-employment drug screening
- My Employee Health clearance
- My successful and timely completion of current training program (if applicable)
- Hospital's verification of my prior education and training, and that such education and training is consistent with the information I previously provided to the Hospital on my Application for Graduate Staff Appointment
- My timely, accurate and complete submission of any related materials or documentation requested by the Hospital
- My accurate and timely submission of any necessary visa and/or licensure requirements (if applicable)
- My timely reporting to the GME Office of any change to statements made on my Application for Graduate Staff Appointment, including but not limited to: relinquishment of professional license or certification; involvement as witness or party to medical malpractice action; professional misconduct or discipline; conviction of felony or misdemeanor; impairment or disability which may affect your ability to practice medicine with reasonable skill and safety. Any such changes will be reviewed closely by the GME Office, and if material, could give rise to grounds for the Hospital's modification or revocation of my offer.

Additionally, I understand that failure to obtain required licensure within the first 10 weeks of training may result in termination from my training program at the discretion of the Training Program Director.

My acknowledgement below also confirms that I agree to be bound by the terms of this agreement and have read and understood the **Information for Clinical Training Program Applicants** which contains detailed information regarding:

- Benefits and Health and Disability insurance
- Vacation, sick leave and other leaves of absence
- Policies on professional activities and employment outside of Memorial Hospital
- Resident/Fellow responsibilities and duty hour limits
- Grievance procedures and due process
- Professional liability insurance coverage
- Counseling and other support services
- Policies regarding physician impairment, substance abuse, harassment and accommodation of disabilities

Name: «First_Name» «Last_Name», «Degrees»

Your signature: _____ Date: _____

(Certifying "I Agree" is equivalent to a handwritten signature)

Questions about this contract can be directed to:

Memorial Sloan Kettering Cancer Center
Graduate Medical Education Office
(212) 639-6788