

## Administrative Regulation 5:4

### Appointment and Training of Graduate Medical Education Residents and Fellows

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#### I. Introduction

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This regulation establishes the policies and procedures for the terms of appointment and reappointment of Graduate Medical Education (GME) Residents and Fellows, and defines their status, privileges, and benefits.

#### II. Jurisdiction

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The appointment and training of GME residents and fellows within the Colleges of Medicine, Dentistry, Pharmacy, Health Sciences, Public Health, and hospital administration is under the jurisdiction of the Provost and the Executive Vice President for Health Affairs. Certain matters may be delegated to appropriate college deans.

#### III. Definitions

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##### A. GME Residents and Fellows

“GME Residents and Fellows” is a collective term that includes residents and fellows (also called subspecialty residents) who are enrolled in a Graduate Medical Education program for training and are also in the employ of the University. For certain institutional purposes, GME Residents and Fellows may also be referred to as House Staff.

“GME Residents and Fellows” does not include an individual with a professional or doctoral degree who is engaged in training or research in a basic science department of a health care college or who is pursuing

full-time research in a clinical department of a health care college without clinical responsibilities. However, GME Residents and Fellows may be assigned for training or research in basic sciences departments as part of an approved program.

**B. Resident**

Resident means an individual with a recognized professional degree in one of the health professions who is engaged in postgraduate training in the individual's field in University hospitals or one of the affiliated participating sites. In physician specialties, a first-year resident is sometimes referred to as an intern.

**C. Fellow**

Fellow means an individual with a recognized professional degree and prerequisite training in one of the health professions, who is engaged in advanced training and research in University hospitals or one of the affiliated participating sites.

**D. Program**

Program means a structured educational experience in graduate medical education designed to conform to the requirements of a particular specialty or subspecialty, the satisfactory completion of which may result in eligibility for board certification. Other programs may be considered on a case-by-case basis to determine whether their trainees will be included on the Graduate Medical Education roster in accordance with Graduate Medical Education Committee policy and procedures.

**E. Program Director**

Program director means the individual designated with authority and accountability for the operation of the residency or fellowship training program.

## **IV. Eligibility and Procedures for Appointment of GME Residents and Fellows**

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**A. Eligibility**

To be eligible for appointment as GME resident or fellow, the individual must:

1. Have satisfactorily completed all prerequisite requirements as approved by the health care college or hospital administration, and possess a professional degree or its equivalent applicable to the program in question, such as the M.D., D.O., D.M.D., D.D.S., Pharm.D., Master of Health Administration\*, Master of Divinity\*, Doctor of Optometry, or Master of Science\*.

\*Note: Appointment may precede award of professional degree as permitted by the accrediting body or the program and approved by the Graduate Medical Education Committee.

2. Be pursuing a program of graduate medical education for which the health care college faculty, healthcare providers, or healthcare administrators assume responsibility, and which takes place in University hospitals or in one of the affiliated participating sites.

**B. Procedures**

1. Each GME Resident or Fellow is under the supervision of an educational unit in the Colleges of Medicine, Dentistry, Pharmacy, Health Sciences, Public Health or hospital administration. The unit, subject to the policies and procedures of the appropriate college or hospital administration, is responsible for the content, length, and evaluation of the training and research experience of the individual, in accordance

with applicable accrediting body requirements and subject to oversight from the Graduate Medical Education Committee.

2. Recommendations for the appointment and reappointment of GME Residents and Fellows must be initiated by the supervising educational unit through the applicable program director. The procedure for application for residency or fellowship must comply with the policies and procedures of the appropriate college, applicable accrediting body requirements and requirements approved by the Graduate Medical Education Committee.
3. Appointments and reappointments are contingent upon review of credentials of the applicant, confirmation that applicable requirements have been met, and that acceptable progress in the program is made. The appointment and reappointment of GME Residents and Fellows are the responsibility of the Senior Associate Dean for Graduate Medical Education, based on the recommendation of the applicable program director.

## V. Other Policies

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A. GME Residents and Fellows are in the employ of the University, and as such are subject to certain University policies, including but not limited to:

- The *Governing Regulations*
- The *Administrative Regulations*
- The *Human Resources Policies and Procedures* (see Section B., below)
- The Behavior Standards in Patient Care
- UK HealthCare Policies when working in UK HealthCare hospitals and clinics

B. Regulations and policies for appointment, reappointment, corrective action, grievance procedures and certain benefits for GME Residents and Fellows are controlled by this *Administrative Regulation (AR 5:4)* and the GME Policy and Procedure Manual. The University's Human Resources Policies and Procedures and other university policies are applicable to GME Residents and Fellows only to the extent that they deal with subjects not covered in AR 5:4 or the GME Policy and Procedure Manual.

C. When required for certain administrative purposes, reporting purposes, or other institutional purposes, GME Residents and Fellows may be recorded or reported as students.

## VI. Benefits

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GME Residents and Fellows, in view of their classification as employees, are eligible for University employee benefits as defined in this section.

- A. GME Residents and Fellows are responsible for all fees and premiums, unless specifically stated otherwise in this section. Fees and premiums are those currently in force, but are subject to change as these may be modified from time to time under the provisions of the contracts as negotiated between the University and various insurance companies or Third-Party Administrators (TPAs).
- B. GME Residents and Fellows receive an identification badge, indicating clearly the recipient's status as a resident or fellow, issued without fee to each individual after appropriate documentation of eligibility of the individual has been received from the Graduate Medical Education Office. This ID badge will enable the recipient, subject to payment of applicable fees, to have access to University library facilities, recreational facilities, and any other benefits to which those holding this badge may become eligible.

C. GME Residents and Fellows are eligible:

1. To participate in the mandatory University retirement plan (*Administrative Regulation 3:1*).
2. To enroll in one of the University of Kentucky employee health plans and receive the University health credit.
3. To participate in the University's Health and Wellness Program.
4. To purchase the University's dental and vision insurance.
5. For coverage under the University's basic life insurance programs.
6. To purchase the University's optional life insurance and optional spouse, sponsored dependent, or child life insurance.
7. To purchase group accident insurance.
8. For coverage under the University's Long-Term Disability Plan.
9. For coverage under the provisions of Kentucky Worker's Compensation Act.
10. To obtain an employee parking permit.
11. To participate in the voluntary tax-shelter plans offered by the University of Kentucky, including flexible spending accounts for health care or dependent care. This also includes "unmatched contributions" to the university's retirement plans.
12. To participate in the Employee Education Program and Family Education Program (Human Resources Policy and Procedure 51.0).
13. To apply for membership in University facilities, such as the Club at UK's Spindletop Hall.
14. For fifteen (15) business days with pay for each year of appointment as a resident or fellow. Vacation leave cannot be accumulated and carried over from one contract year to another. Leave must be approved in advance by the appropriate training program.
15. For holiday leave with pay in accordance with University Hospital policies. Leave must be approved in advance by the appropriate training program.
16. For temporary disability leave in accordance with the *GME Policy and Procedure Manual* . Leave must be approved by the appropriate training program.

Note: Total leave time (vacation, holiday, and temporary disability leave) taken per academic year may influence eligibility for graduation and/or extension of training time as outlined in accrediting body and specialty board requirements. (See the *GME Policy and Procedure Manual* for more information.)

17. For Family Medical Leave (FML) in accordance with the GME Policy and Procedure Manual. The GME Office oversees and approves FML requests in collaboration with each training program.
18. For other benefits afforded to GME Residents and Fellows which are provided for the convenience of the University and described in the GME Policy and Procedure Manual

## References and Related Materials

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Administrative Regulation 3:1, University of Kentucky Retirement Plans

Human Resources Policy and Procedure 51.0, Employee Education Program

GME Policy and Procedure Manual

Bylaws and Rules and Regulations of the Medical Staff

Behavioral Standards in Patient Care

## Revision History

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1/2/1985, 4/3/1989, 2/21/2014, 7/6/2021, 4/5/2023, 12/18/2025

For questions, contact: [Office of Legal Counsel](#)