BLS and ACLS certification is required of all new House Staff Physicians. BLS and ACLS courses are provided at no charge to the House Staff Physicians. The costs of books are the responsibility of the House Staff Physician.

**BOOKSTORE DISCOUNT**

The House Staff Physician receives a ten percent discount on books and other items at the University’s Bookstore located on campus.

**CELLULAR PHONE DISCOUNT**

The House Staff Physicians are eligible to receive the corporate discount rate given to University employees to purchase a cellular phone and air time through Verizon.

**CHILD CARE CENTER**

The James R. Russell Child Development Center is located on the University’s campus. The Child Care Center is open to children six weeks to five years of age. The Center is open from 6:30 a.m. to 6:00 p.m., with the exception of University holidays. Visit the Website for additional information. [http://www.creighton.edu/childdevelopmentcenter/](http://www.creighton.edu/childdevelopmentcenter/)

**FEDERAL DEA LICENSE**

All house staff physicians with the exception of Pathology residents are required to obtain a Federal DEA license. The DEA license is required in order to write prescriptions for controlled substances and narcotics. The cost of the DEA is $731.00. The School of Medicine Graduate Medical Education will reimburse for an initial DEA for the first year resident. Reimbursement for a renewal or a transferring house staff at an advanced level is not available through the Graduate Medical Education Office. House staff entering or transferring at upper levels should contact the Program Educational Coordinator to inquire if financial reimbursement for the DEA...
is available through the Program. During Orientation, the house staff physician will be instructed on the application and reimbursement process.

**HEALTH SCIENCES LIBRARY AND LEARNING RESOURCES CENTER**

The Health Sciences Library and Learning Resources Center provides immediate easy access to biomedical information. Such services include state-of-the-art computer lab, on-line electronic information available 24 hours a day through computer access. For more information, visit the Library’s Website [http://www.creighton.edu/health/library/](http://www.creighton.edu/health/library/).

**INSURANCE INFORMATION**

- Health, Pharmacy, Vision, Dental, Short Term and Long-Term Disability, Flexible Spending Accounts, Employee Assistance Program, MetLaw, Wellness Program/Simply Well, Life, and Voluntary Life Benefits --

Please see separate summary hand-out and attachments for a description of the available benefits.

The University’s annual benefit review and negotiation process is conducted on a calendar year basis. The annual enrollment timeframe may warrant changes to the coverage as indicated in the Graduate Medical Education Program Agreement (Contract).

- Liability Insurance (Malpractice) -

The University provides liability insurance (malpractice) for the House Staff Physician in the amount of $1,000,000/$3,000,000. The policy is a claims-made policy with an automatic reporting endorsement (tail coverage). In addition to the main insurance, all physicians of Creighton University also participate in the Nebraska Excess Liability Fund. Please see moonlighting section for additional information regarding liability coverage for moonlighting.

**KIEWIT FITNESS CENTER (KFC)**

Creighton University has two exceptional Fitness Centers located on Campus, which are easily accessible from the Hospital. Campus recreation offers a variety of weight/aerobic equipment, fitness classes, various ball courts (basketball, tennis, racquetball, squash, volleyball, wallyball), and fitness training. Use of the University Fitness Centers is free of charge to the House Staff Physician. [www.creighton.edu/studentservices/campusrecreationintramurals](http://www.creighton.edu/studentservices/campusrecreationintramurals).

**CREIGHTON UNIVERSITY MEDICAL CENTER’S FITNESS ROOM**

Located inside of CUMC Hospital on Lobby Level is a Fitness Room area that is accessible 24 hours a day. The Fitness Room includes stationary bikes, treadmills, stair-stepper machines, and free weights. Use of the CHI Health Fitness Room is free of charge to the House Staff Physician.
LABORATORY COATS

Three laboratory coats are provided at the beginning of the House Staff Physicians postgraduate training. The House Staff Physician may receive one new coat yearly upon request to the Graduate Medical Education Office. Additional coats may be purchased by the House Staff Physician through the Graduate Medical Education Office. Laundering service provided through the GME Office at no charge to the House Staff.

LEAVES

FUNERAL LEAVE
The University allows up to three paid days for attending the funeral of an immediate family member. Members of the immediate family are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree. This paid time is NOT sick or vacation time, but in addition to other paid leave. Documentation of death may be requested.

EDUCATIONAL
Seven days (five weekdays and one weekend) of educational leave is provided to House Staff Physicians beyond their first year of training. Educational leave is in addition to vacation leave. Funding availability is determined at the program level.

FAMILY MEDICAL LEAVE
Leave is granted in accordance with the “Family Medical Leave Act” and GME leave policies. The Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more employees to allow eligible employees to take up to 12 workweeks of unpaid, protected leave in a 12-month period for specified family and medical reasons. Employees are eligible if they have worked for the University for at least twelve (12) months. The Family and Medical Leave Act requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For a serious health condition that makes the employee unable to perform the employee's job;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For incapacity due to pregnancy, prenatal medical care or childbirth; or,
- To care for the employee's child after birth, or placement for adoption or foster care

PARENTAL
The Parental Leave Policy became effective May 1, 2012. Birth or adoption events on May 1st or after would be eligible for benefits under the policy.

To be eligible for paid parental leave, the House Staff must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the birth or adoption of a child. In the case where both parents are Creighton employees, both are eligible for this leave.
Eligible House Staff will have four (4) weeks of paid leave for birth or adoption. This time is above and beyond sick and vacation time, which can also be coordinated with the paid parental leave as well as short-term disability benefits. Parental leave runs concurrent with FMLA time. This time must be used during the first 12 weeks following the birth or adoption of a child. For adoptive parents, the leave may begin at the time the employee travels to a destination to obtain the adoptive child.

**Sick**
There is a maximum of fourteen (to include 10 week days and 2 weekends) sick days per year. Unused sick leave is not carried over into the next year.

**Vacation**
There are twenty working days of vacation annually. Vacation time cannot be carried over into the next year. Only under unusual circumstances and receiving approval from the Chairman/Director and the Associate Dean for Graduate Medical Education can vacation be carried over into the next year.

**MEALS PROVIDED WHEN ON-CALL**
Through agreements with Affiliated Hospitals, meals are provided to the House Staff Physicians when on in-house call.

At CUMC, the House Staff Physician receives a daily dollar meal allowance that can be used in the Cafeteria or Subway; receives unlimited soda and coffee is also available to the House Staff Physician at the CUMC cafeteria; and food is also made available in the evening and weekends after normal cafeteria hours in the 3M Call Room area.

**MOONLIGHTING**
Upon approval and following institutional and program guidelines, house staff physicians beyond their first year of training may moonlight providing they obtain the appropriate permanent State Medical License. With proper authorization, malpractice insurance provided by Creighton University covers house staff moonlighting in the State of Nebraska. Moonlighting outside the State of Nebraska is permissible providing proper authorization is obtained. The house staff physician is responsible for obtaining their own liability coverage for moonlighting performed outside the State of Nebraska. All moonlighting hours are to be logged as part of program duty hours.

**Parking**
The University will obtain an agreement with affiliated hospitals to provide adequate parking space for the House Staff Physicians. Covered and close parking at Creighton is provided to all House Staff Physicians at no charge.
PERSONAL COMPUTER & ELECTRONIC TECHNOLOGY PURCHASES – DISCOUNTS

The House Staff Physician may purchase at educational and discounted rates, personal computers and other electronic equipment and devices through the University Purchasing Department’s vendor GovConnection as well as the University’s new iJay Store, a partnership between the University College of Business and Apple.