



VA PITTSBURGH HEALTHCARE SYSTEM
University Drive
Pittsburgh, PA 15240
412.688.6000
www.pittsburgh.va.gov

**APPOINTMENT LETTER FOR TRAINEES PAID
THROUGH A DISBURSEMENT AGREEMENT**

Date: _____

Dear Doctor,

Welcome to the Department of Veterans Affairs (VA) and (facility name). You will be given an intermittent appointment at our facility as Intern/Resident/Fellow from _____ to _____ under the authority of Title 38 United States Code (U.S.C.) 7406. During your period of appointment to our facility, you will be paid by VA using a disbursement agreement with the University of Pittsburgh Medical Center Medical Education Program and will be authorized to perform services as directed by Dr. Rajiv Jain and individual supervising physicians.

Acceptance of this letter, as signified by your signature below, and completion of the Standard Form (SF) 61 prior to the start of your training, serves as your appointment authorization for this training period. If you have prior federal service, you are requested to report to our Human Resources Management Office prior to your first day for additional appointment information and processing. Please bring this letter with you, as well as any documents you may have relating to your prior federal service.

Sincerely yours,

(Appointment Authority)

Enclosure: SF 61

(Signature) (Date)

(Printed or Typed Name)

(Home Address)

(School or Program)

DEPARTMENT OF VETERANS AFFAIRS
VA PITTSBURGH HEALTHCARE SYSTEM
HEINZ – HIGHLAND DRIVE – UNIVERSITY DRIVE

POLICY PROHIBITING PATIENT ABUSE

It is a strict policy of the VA that no patient is to be neglected, mistreated or abused in any manner. Physical abuse, verbal abuse and abuse through neglect will not be tolerated. Any case of suspected or reported abuse or mistreatment of a patient will be investigated to determine the facts. Appropriate corrective or disciplinary action will be taken, if warranted.

In order to take disciplinary action it is not necessary that abuse or mistreatment be proven beyond a reasonable doubt, as is the case in a court of law. Since this medical center is entrusted with the full care of patients, charges of abuse, mistreatment, or negligence will be sustained if it is reasonably shown by the evidence.

The normal penalty for abuse of patients is removal. The employee may receive a lesser penalty only when the abuse involves such acts as teasing a patient, speaking harshly, rudely, or irritably, or laughing at, ridiculing, or scolding a patient. However, in certain cases these acts can be considered major abuse. The use of disrespectful, vulgar, or slang expressions that are offensive to a patient's religious, racial or ethnic background can also be considered abusive.

An employee who witnesses abuse or mistreatment of a patient, and does not promptly report it to his/her supervisor or Service Line Vice President is subject to disciplinary action up to and including removal.

My signature below attests that:

"I have read this policy on patient abuse and have received a copy of the VA Code of Patient Concern. I understand and agree to adhere to the policy of the VA which strictly prohibits any abuse against our veteran patients."

Employee Name

Signature

Date