Residents in the University of Tennessee Graduate Medical Education Program are considered student employees. As student employees, proper registration procedures are essential. If you did not receive a registration form in the mail, please contact the Graduate Medical Education Office immediately. The GME Office is located in Suite 447 of the 920 Madison Building. The phone number is (901) 448-5364.

As a student employee of The University of Tennessee, you will be paid by the University. The University is on a monthly payroll system. Residents in the University of Tennessee Graduate Medical Education Program participate in Social Security. The current FICA deduction is 7.65%. Payday is the last working day of the month. Direct deposit is mandatory for all employees.

The annual base salary scale for 2016-2017 is:

- PGY 1 $49,600
- PGY 2 $51,400
- PGY 3 $53,000
- PGY 4 $55,300
- PGY 5 $57,000
- PGY 6 $59,400
- PGY 7 $61,900

*In addition to the base salary, those residents participating in the disability and group life insurance programs provided through GME currently receive $600.00 per year for disability and life insurance which is payroll deducted.

As a State of Tennessee student/employee, your professional liability coverage is provided by the Tennessee Claims Commission Act.

Uniforms will be issued from Landau Uniforms, 1004 Madison Avenue. If you have not been fitted, please go to Landau as soon as possible.

All mailboxes are located in your departmental office. Please check your boxes frequently.

Health insurance coverage is not automatic. The payroll deduction from your monthly check will be as follows:

- Individual $100.00
- Employee & Spouse $200.00
- Employee & Children $175.00
- Family $275.00
Your insurance representatives will be available after the orientation to assist you if you have any questions.

- Identification badges will be made by UT Police. You must wear your UT I.D. at all times in the hospitals.

- Our web site is located at [www.uthsc.edu/gme](http://www.uthsc.edu/gme). Our GME policies and procedures are located here.

- The Office of General Counsel must be notified if you receive a subpoena. Their phone number is 448-5615.

- You are required to receive a TB test and respirator fit test every year.

- All HIPAA and GME online training modules must be completed within 30 days of employment. You must have passed USMLE Steps 1 and 2 (CK and CS) to begin training as a PGY 1 or 2 and must pass Step 3 before you will be promoted to the PGY 3 level. If you are beginning training at the PGY 3 or higher level, you must have passed Step 3.

- For residents entering training on July 1, you must be ACLS certified (PALS for pediatric residents) by July 31, 2016.

- All new residents are required to complete all simulation training modules including Airway Management and Central Line simulations within 60 days of employment.

- All New Innovations webinars must be completed prior to orientation.