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**RESIDENT/FELLOW AGREEMENT OF APPOINTMENT (IV.C.1. & 2.)**

**UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER COLLEGE OF MEDICINE - CHATTANOOGAGA**

**GRADUATE MEDICAL EDUCATION (GME) PROGRAMS**

Resident/Fellow: «lastname», «firstname» «middlename» («credentials»)

Program: «program» Academic Year Dates: «aystart» -- «ayend»

Residency/Fellowship Programs at the University of Tennessee Health Science Center College of Medicine - Chattanooga (UTHSC COMC) are under the aegis of the Department of Graduate Medical Education for our campus. Residents & Fellows, including interns, are trainee employees of the University of Tennessee, an entity of the State of Tennessee, & are not employees of any affiliated hospital, clinical site, or private practice group. The UTHSC College of Medicine - Chattanooga is accredited by the Accreditation Council for Graduate Medical Education (ACGME) to sponsor accredited GME Programs. The Residency/Fellowship programs are mostly accredited by the following: the Accreditation Council for Graduate Medical Education (ACGME), the specialty’s American Board, or are Non-Standard programs approved by our Graduate Medical Education Committee (GMEC). The Designated Institutional Official (DIO) has authority to oversee the GME Programs with Graduate Medical Education administrative staff & the GMEC. The Program Directors & Coordinators of the Residency/Fellowship Programs have the authority to supervise & document all of the activities for Resident/Fellow physicians in the Programs. Copies of the policies referenced in this document are housed on our GME website at <https://www.uthsc.edu/comc/gme/institutional-policies.php> unless otherwise denoted.

**Qualifications for Appointment ACGME Institutional Requirements IV.B.1. & 2. a)., b)., c). c).(1)
& c).(2).**

In order to be accepted for an appointment, the Resident/Fellow must:

1. Be a graduate from an accredited Medical School in the United States or Canada, or graduate from a Tennessee Board of Medical Examiners approved international medical school, be approved for an exceptionally qualified candidate by the GMEC for individuals completing residency training outside the US, & be eligible for licensure by the Tennessee Board of Medical Examiners (GME Policy 100)
2. Meet the Technical Standards of the UTHSC College of Medicine continuously. These Technical Standards include motor skills, sensory & observational skills, communication skills, conceptual, integrative & quantitative skills, with or without an accommodation, & so certify annually in the signatory section for this document (GME Policy #150)
3. Meet minimum & essential technical standards & functions, similar to those established by the University of Tennessee Center for the Health Sciences (UTHSC) for admission to medical school: motor skills; sensory & observational skills; communication skills; conceptual, integrative & quantitative skills; & behavioral/social skills & professionalism (GME Policy #150)
4. Successfully have passed USMLE Steps 1 & 2 (CK & CS) or equivalent examinations (COMLEX- USA
Level 1 & 2 CE) & submit a copy of the results to his/her Program Director & GME before beginning training at the PGY-1 or PGY-2 level (GME Policy #630);
5. Successfully pass USMLE Step 3 or equivalent COMLEX-USA Level 3 if starting at the PGY-3 level or higher in our GME Programs or before being promoted to the PGY-3 level of training in our institution. examinations if starting as a PGY-3 or higher. Must submit a copy of the results to his/her Program Director & GME before promotion or initial appointment if at the PGY-3 level or greater (GME Policy #630);
6. `Meet all federal regulations for work authorization including providing adequate documentation for completion of the federal I-9 & e-Verify system. Residents must have a valid social security number prior to beginning training. Residents on employment visas are responsible for meeting all guidelines for lawful entry & continued stay in the United States. Failure to maintain the legal right to work in the United States will result in immediate termination of employment; (GME Policy #100 & #140);
7. Meet all guidelines established by the Tennessee Board of Medical Examiners for obtaining authorization to participate in the training Program, typically a Resident exemption from licensure paid by the institution unless the Resident obtains an unrestricted medical license in Tennessee at the expense of the Resident (GME Policy #260 & the Competency Information form);
8. Not be listed on any HHS/Office of Inspector General’s (OIG) list or Excluded Parties List System (EPLS) of individuals excluded from federal health care programs & not be listed on the Tennessee Abuse Registry (GME Policy #100);
9. Pass a criminal background prior to appointment to begin training (GME Policy #130);
10. Provide documentation from a licensed physician in the U.S. that the trainee is physically & mentally fit to begin a residency or Fellowship & can perform the essential job functions of the applicable program with or without an accommodation (reference UT GME Health Statement form). The examining physician may not be a family member;
11. Provide documentation of all appropriate immunizations (including TB testing), COVID-19 vaccinations & boosters) & completed OSHA required Respiratory Mask Fit tests — men must be clean shaven. These are reviewed through screening by the Erlanger Employee Health arm of Erlanger Express Care (reference UTHSC GME Policies #131, #132, & #133, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme));
12. Pass a pre-employment drug screen (GME Policy #740);
13. Provide a final transcript (denoting award of the MD/DO degree conferred) sent directly from the trainee’s medical school to the GME Office—paper or digital). An ECFMG certificate will be acceptable documentation for international medical school graduates (GME Policy #100);
14. Obtain a national provider identification (NPI) number & provide it to the GME Office;
15. Obtain Basic Life Support (BLS) certification & Advanced Cardiac Life Support (ACLS) certification prior to or during orientation & provide a copy to the GME Office. During orientation & every quarter for current residents, they will have required certification training via the RQI System in the GME Office. Note: Pediatrics Residents are required to obtain & maintain Pediatric Advanced Life Support (PALS) certification instead of ACLS certification (also via the RQI System in the GME Office. Family Medicine Residents are required to obtain both ACLS & PALS certification via our RQI System. Surgery & Orthopaedic Surgery Residents are required to obtain & maintain Advanced Trauma Life Support (ATLS) certification in addition to BLS & ACLS certification. ATLS certification is conducted in-person by Erlanger Trauma Services. Emergency Medicine Residents are required to obtain & maintain BLS, ACLS, PALS, & ATLS certification. Pediatrics, Family Medicine, & OB/GYN Residents are also required to obtain & maintain in-person Neonatal Resuscitation Provider (NRP) certification during orientation (see GME Policy #100); &
16. Register with the Tennessee Controlled Substance Monitoring Database, TennCare Program, & CMS PECOS (see GME Policy #100).

**Resident/Fellow Responsibilities ACGME Institutional Requirement IV.C.2.a).**

Throughout the residency/Fellowship program, Residents/Fellows must:

• Participate fully in the educational & scholarly activities of his/her Program & in all mandatory GME
conferences & required modules;

* Participate in in-house, overnight call & call from home in conformity with institutional guidelines;
* Meet & attain GME curricular objectives & make satisfactory progress in meeting those objectives as established by the Program Director & /or as stated in the Program Handbook. For ACGME accredited programs these curricular objectives include the ACGME six core competency domains: Patient Care, Medical Knowledge, Practice-Based Learning & Improvement, Interpersonal & Communications Skills, Professionalism, & Systems-Based Practice;
* Develop a personal program of self-study & professional growth with guidance from the teaching staff in order to acquire & maintain throughout his/her professional career for the knowledge, clinical skills, attitudes, & behaviors required to fulfill all objectives of the Residency/Fellowship educational program & to achieve the competencies deemed appropriate for his/her chosen discipline.

• Make the patient’s welfare his/her first priority by participating in safe, effective, & compassionate patient care under supervision, commensurate with his or her level of advancement & responsibility.

• Assume responsibility for teaching, peer evaluating, & supervising other Residents, Fellows, Medical Students, & PA Students, providing candid & constructive feedback on their performance to encourage quality improvement;

* This responsibility includes participation in a “Residents as Educators” program, either through a pre-established curriculum in your program or through the College of Medicine “Residents as Educators” curriculum. Mandatory participation is required for Residents in the core programs that sponsor Medical Student Clerkships in Chattanooga (Family Medicine, Internal Medicine, OB/GYN, Pediatrics, & General Surgery);
* This responsibility also includes reviewing & submitting an [annual acknowledgement form regarding educational objectives & academic policies related to medical education](https://uthsc.co1.qualtrics.com/jfe/form/SV_exFqbHnj5n3Pedv) through the [Medical Education Resource Link (MERL)](https://uthsc.edu/medicine/medical-education/merl.php);

• Participate in institutional programs & activities involving the medical staff, work in inter-professional teams, & adhere to established practices, procedures & policies of the Graduate Medical Education Programs, applicable Program H& book, & those of all affiliated hospitals & clinical training sites, including the timely completion of medical records;

* Participate in institutional committees & councils, especially those that relate to patient care review & quality improvement activities;
* Abide by the University of Tennessee policies, procedures, & work rules, including HR 0580 – *Code of Conduct, the Policy on Sexual Misconduct, Relationship Violence, & Stalking,* GME policies, the
individual Program Handbook, information security, as well as the by-laws of affiliated hospitals &
clinical training sites;
* Assume responsibility for assuring their fitness for practice including management of their time before, during & after clinical assignments & recognition of impairment, including illness, fatigue, & substance use (see GME Policies #320 & #340);
* Develop an understanding of ethical, socioeconomic, & medical/legal issues that affect Graduate Medical Education & of how to apply cost containment measures in the provision of patient care;

• Embrace the professional values of honesty, compassion, integrity, & dependability;

* Adhere to the highest standards of the medical profession & pledge to conduct him or herself accordingly in all interactions. The Resident or Fellow will demonstrate respect for all patients & members of the health care team without regard to gender, race, national origin, religion, economic status, disability, sexual orientation or other statutorily protected status;

• Adhere to the Erlanger Standards of Behavior adopted in 2022:

* + Positive First Impression
		- Neat, well-groomed, professional appearance in keeping with Professional Dress Code, with visible photo ID badge
		- Hall Rule of smiling within 10 feet of individuals, & greeting them within 5 feet
		- Escort patients & customers in need of assistance to their destination
	+ Respect
		- Caring
			* Treat patients, customers, & co-workers as I would want to be treated
			* Demonstrate empath & compassion
		- Diversity (Recognize & respect the diversity [age, gender, culture, etc.] of the people we serve & each other)
		- Privacy
			* Respect the dignity & privacy of all patients
			* Knock before entering, close curtains/doors, & explain this is to protect patients’ privacy)
	+ Ownership/Environment
		- Cleanliness (Keep our environment clean & organized, pick up trash, wipe up skills, & reduce clutter)
		- Safety
			* Take ownership of quality & safety by reporting safety hazards promptly
			* Proactively address problems & follow through with solutions or find someone who can help
		- Service Recovery (address breakdowns in service using LEAD principles –
			* Listen to concerns
			* Empathize
			* Apologize
			* Do something to resolve it
	+ Commitment to Co-Workers
		- Attitude
		- Recognition
		- Teamwork
* Secure direct assistance from Faculty or appropriately experienced Residents whenever the trainee is confronted with high-risk situations or with clinical decisions that exceed his/her confidence or skill to handle alone;

• The Resident/Fellow should understand need for appropriate Faculty supervision in all interactions with patients;

• Participate in evaluation of the quality of education provided by the Program;

• Follow all University & Hospital infection control policies;

• Provide annual documentation of results of tuberculosis skin tests throughout training;

* Consent to the GME Office providing copies of your immunizations/vaccinations (including COVID), annual flu, annual TB, & initial mask fit testing documentation to the other facilities in which you rotate upon request;

• Comply with all HIPAA guidelines & complete the HIPAA & GME on-line compliance training modules within 30 days of employment;

• Complete all University & Erlanger-required annual training module updates by the given deadline of these institutions;

* Complete all required simulation training within 30 days of employment if applicable to the program;
* Initially prior to the official start of training all Residents must secure Basic Life Support (BLS) & Advanced Cardiac Life Support (ACLS) certification & maintain certification throughout the entirety of residency/fellowship. They must provide a copy of appropriate recertification to the GME Office throughout their training. Pediatric Residents must maintain Pediatric Advanced Life Support (PALS) certification in lieu of ACLS through the system chosen by the University. Family Medicine & Emergency Medicine must secure initial certification in BLS & ACLS as well as PALS since they are integrally involved in bot adult & pediatric patients. They must maintain these certifications throughout their training program. All Surgery, Orthopaedic Surgery, Urology & Emergency Medicine Residents must also secure initial certification in Advanced Trauma Life Support (ATLS) provided by the Erlanger Trauma Department & maintain this throughout their training at our institution;
* Immediately report to the Associate Dean/DIO & GME Lead Residency Coordinator, in writing, any changes in eligibility for the program including criminal background (any arrests, indictment, plea of no-contest, or convictions of any misdemeanor or felony crimes except for minor traffic violations), any action by a state healthcare professions licensing board (including the filing of a complaint, investigation, or license denial reprimand, suspension, restriction, revocation, surrender or other
discipline, related to any healthcare license), eligibility to participate in a medicine training program (Competency Information & guidelines established by the Tennessee Board of Medical Examiners), or any other requirement above.
* Attend the annual SVMIC conference in the fall (or view the recording) as well as other mandatory conferences required by the institution or the program.
* Failure to comply with GME policies & procedures including but not limited to clinical experience & educational work hours, fitness for practice, ACLS, & immunizations may result in the Resident or Fellow being placed on leave without pay & removed from the training program until he or she has complied with the policy & /or procedure.

 **Duration of Appointment ACGME Institutional Requirement IV.C.2.b),**

The duration of this appointment is made on an annual basis with the expectation that continuation within the one-year appointment & annual reappointment throughout the duration of the Residency or Fellowship period will be based upon evidence of satisfactory progress in scholarly, professional growth, & the availability of training positions in the UTCOMC GME Programs, & GME policies including, Disciplinary Actions & Dismissal, & Reappointment & Promotion policies (GME Policies #700 & # 620 at [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Financial Support ACGME Institutional Requirement IV.C.2.c).**

The University of Tennessee provides salary & benefits to ensure financial support for its Residents/Fellows. The annual compensation rates for Residents/Fellows are available on the GME website at [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme) (see GME Policy # 220).

**Conditions for Reappointment, Promotion, & Non-Reappointment ACGME Institutional Requirements IV.C.2.d).**

If the Resident has fulfilled all of the educational requirements, attained the knowledge & skill necessary to progress to the next level of post-graduate training, & has satisfied the requirements of GME Policy #620, Resident Reappointment, Promotion, & Non-Renewal. The Program Director may promote the Resident to the next level of post-graduate training, with a commensurate renewal of this Agreement, not to exceed one additional period of twelve (12) months. A written notice of intent should be given no less than 30 days prior for non-renewal, non-promotion, or dismissal. If a Resident is not reappointed or promoted, an academic appeals process & grievance procedures are available to ensure that Residents/Fellows have access to adjudicate complaints & grievances (GME Policies #720 & 730, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**USMLE Step 3 Requirement for Promotion (or Equivalent COMLEX-USA Level 3)**
All Residents entering programs at the PGY1 or PGY2 level will be required to pass Step 3 (or equivalent
COMLEX-USA Level 3 examination) prior to their PGY3 advancement date. Failure to meet this requirement will result in non-renewal of the Resident’s appointment. All PGY-2 Residents must register for Step 3 no later than February 28th of the PGY-2 level. Failure to register will result in the Resident being placed on leave without pay until the Resident provides proof of registration to the Program Director & the Department of GME. Failure to provide proof of a passing score before June 30th will result in non-reappointment to the program, & the Resident may be terminated. It is the Resident’s responsibility to provide evidence of passage of Step 3 (or equivalent exam) to the Program Director & Department of GME. For off cycle Residents, they must provide proof of passing or at least registration by the 8th month of training in their PGY-2 level of training in Chattanooga (See GME Policy #630, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Grievance Procedures**. **ACGME Institutional Requirements IV.C.2.e).**

Residents may raise & resolve issues without fear of intimidation or retaliation including complaints related to the work environment or issues related to the program or Faculty (See GME Policy #730, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Academic Appeals & Due Process**. **ACGME Institutional Requirements IV.C.2.e).**

Residents will be evaluated periodically throughout the year, welcome constructive feedback from Faculty & all others who observe their performance, & recognize that objective assessments are indispensable guides to improving skills as a physician. Rotation specific goals & objectives & teaching & evaluation
methodologies ensure that Residents/Fellows completing programs will be capable of practicing independently & have met all six general competencies. In the event of an adverse decision affecting the timely completion of training, the Resident/Fellow is granted the right for a review of the record & /or to present his or her views & any extenuating circumstances in accordance with the GME Academic Appeals & Due Process. (See GME Policy #720, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme).)

**Professional Liability ACGME Institutional Requirements IV.C.2.f). & IV.F.1. & 2. a). & b).**

Residents/Fellows are provided immunity from professional liability through the Tennessee Claims Commission Act (TCA 9-8-301 et seq.). The Claims Commission covers defense & judgment payments for acts determined to be within the scope of a Resident’s/Fellow’s employment, even if the case is filed after the

Resident/Fellow has completed training (occurrence based). (See GME Policy #280, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)). More details are available on the University of Tennessee General Counsel website, <http://counsel.tennessee.edu>.

**Health, Disability, & Life Insurance ACGME Institutional Requirement IV.C.2.f)., g)., & h).**

Health, individual disability policies, & life insurance coverage are mandatory for all Residents/Fellows. Health, Vision, & Dental Insurance is provided for Residents/Fellows & eligible dependents & is effective on the Resident’s first recognized day of Residency/Fellowship employment. Residents/Fellows are responsible for approximately 20% of the premium of the type of health coverage selected. For plan benefits & costs, visit the GME website. Disability & Life Insurance are provided through the GME designated carrier as listed on the website. These GME insurance policies may not be cancelled during Residency/Fellowship training. GME provides a stipend to offset the cost of Life & Disability Insurance. Per ACGME requirements, if the first day of health insurance eligibility is not the first day that Residents/Fellows are required to report, then Residents/Fellows will be given advanced access to information regarding interim coverage so they can purchase coverage if desired (GME Policy #230, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Vacation (Annual), Parental, Sick, & Other Leave ACGME Institutional Requirements IV.C.2.i). & IV.H. 1., 1.a). through 1.f).**

The UT GME Leave Policy addresses all leave including paid Vacation & other Leaves of Absence, including the most recent changes in additional Medical, Parental, & Caregiver Leave(s) of Absence, in compliance with applicable State & Federal laws as well as language in the ACGME Institutional Annual Leave, Sick Leave, Parental Leave, Family Medical Leave, & educational leaves. Specific details may vary slightly from program to program based upon individual specialty board requirements. Individual program policies are available in the offices of the Program Directors & are available to the Resident/Fellow upon request. It is the responsibility of each Program Director to advise Residents/Fellows of the effect of any time away from training upon program completion & board eligibility. All approved training extensions necessary to meet board eligibility are paid with full benefits. Current requirements for eligibility for specialty board examinations can be found through a link on the statewide UT GME System website [www.uthsc.edu/gme](http://www.uthsc.edu/gme) (see UTHSC GME Policy #250, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme) for details).

**Timely Notice & Impact of Leave on Program Completion & on Board Eligibility**

**ACGME Institutional Requirements IV.C.2.j). & k). & IV.H.1.f). & 1.g).**

It is the responsibility of each Program Director to immediately advise Residents/Fellows regarding the effect of any time away from training upon program requirements for completion. Similarly, Program Directors are required to discuss the impact on time away from the program on eligibility to take board certification exams & meet eligibility requirements. These are both part of our GME Leave Policy #250. As stated above, all approved training extensions necessary to meet board eligibility are paid with full salary & benefits throughout the extension period. Current requirements for eligibility for specialty board examinations can be found through a link on the UTHSC GME website:

**Clinical Experience & Educational Work Hours ACGME Institutional Requirement IV.C.2.l).**

Residents/Fellows must abide by the ACGME Common Program Requirements, including clinical & educational work hours, as well as the UTCOMC GME Policy on Clinical Experience & Educational Work Hours & logging & monitoring these via the Duty Hours Module in our web-based New Innovations Residency Management System (see GME Policy #330 & #335, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Moonlighting ACGME Institutional Requirements IV.C.2.l). & IV.K.1., 1.a). through 1.d).**

Residents/Fellows may not participate in patient care responsibilities outside the educational program (moonlighting) that would interfere with their performance. Residents/Fellows may only moonlight if approved in advance by the Program Director & must be monitored continually using the forms required by the institution

(see GME Policy #355). Moonlighting hours must be included in total duty hours reported. If moonlighting is permitted, it may not occur on the main Erlanger campus in situations involving supervision of other Residents. In programs that permit monitored moonlighting, performance will be monitored for the effect of these activities.
Negative effect on performance may lead to withdrawal of permission. Violation of this policy could result in

disciplinary actions, up to & including dismissal from the program (see GME Policy #350 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Resident Services ACGME Institutional Requirement IV.I.**

**Behavioral Health ACGME Institutional Requirement IV.I.1.**

The Resident/Fellow Insurance Package includes behavioral health benefits for counseling services for trainees & eligible dependents (see Policy 230). In addition, the University offers a free Residents Assistance Program as part of the Resident Health Insurance benefits, which provides confidential professional counseling, legal & financial resources, referrals, & help with issues such as academics, relationship problems, substance abuse, emotional problems, stress, & much more. These benefits are provided at no charge to Residents/Fellows, including up to six counseling session for each problem. Financial & legal services will likely be offered at a discount through this Residents Assistance Program. The institution has institutional as well as program level well-being activities, encouraging Residents/Fellows to recognize signs of stress & fatigue, caring for themselves as well as their patients. The University provides institutional access to a validated screening tool to evaluate fatigue, depression, burnout, anxiety/stress, & mental/physical quality of life – the Mayo Clinic’s Well-Being Index (WBI) – for all Residents, Fellows, Faculty, & GME Staff. Finally, in cooperation with the local Medical Society, Residents/Fellows have access to a confidential program for medical & counseling services – the LifeBridge Health Program. These services are also provided at no charge to physicians, including our trainees (See GME Policy #222 & GME Policy # 225, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Physician Impairment ACGME Institutional Requirement IV.I.2.**

The UTCOMC has established a program called Aid to Impaired Residents (AIRs) that addresses physician impairment due to but not limited to substance abuse (see Policy 320).

**Harassment ACGME Institutional Requirement IV.I.3.**

Residents/Fellows are made aware that the University of Tennessee & its campuses do not tolerate sexual or other forms of harassment or belittlement by & /or directed at members of the academic or hospital community. All complaints should be filed with the UTHSC Office of Access & Compliance. The Assistant Dean for Finance & Administration for the Chattanooga Campus is the initial point of contact for all employees in Chattanooga. She coordinates reporting & investigation with the UTHSC Office of Access & Compliance. The [*Policy on Sexual Misconduct, Relationship Violence, & Stalking*](https://uthsc.edu/access-compliance/documents/sexual-misconduct-and-relationship-violence-policy-effective-august-2016.pdf)*,* & other anti-harassment policies are available on the GME & the UTHSC Office of Access & Compliance website [www.uthsc.edu/access-compliance/](http://www.uthsc.edu/access-compliance/) (also see our GME Policy #410 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Accommodations for Disabilities ACGME Institutional Requirement IV.I.4.**

As a public institution that receives federal funding, the University of Tennessee Health Science Center is required to comply with the Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973. The Health Science Center is committed to providing a campus &

educational experience that is accessible to all. Both the ADA & Section 504 prohibit covered entities from discriminating against persons with disabilities in the provision of benefits or services or the conduct of programs or activities, on the basis of their disability. The University will make reasonable modifications in its policies, practices, & procedures to avoid discrimination on the basis of disability, unless the modification would result in a fundamental alteration of the program or activity. Any Resident seeking an accommodation should contact the Office of Access & Compliance ([www.uthsc.edu/access-compliance/disabilities.php).](http://www.uthsc.edu/access-compliance/disabilities.php%29.%20) The UTHSC GME Accommodation for Disabilities Policy #340 & link to the request form is available in the on the UTHSC GME website ([www.uthsc.edu/gme](http://www.uthsc.edu/gme)).

The UTCOMC has established technical skills & physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Residents/Fellows in order to perform their physician responsibilities in the GME Programs. A policy has also been established to provide reasonable accommodations for trainees with disabilities consistent with all applicable laws & regulations (see our GME Policy #150 & Policy #160 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

 **Discrimination ACGME Institutional Requirement IV.I.5**

Residents/Fellows are made aware that the University has policies & procedures that prohibit discrimination in employment & in the learning & working environment, consistent with all applicable laws & regulations. The policies include the premise that formal charges of discrimination based on race, sex, age, religion, national or ethnic origin, disability, marital status, sexual orientation, gender identity, veteran status, or other statutorily protected status, shall be filed with the UTHSC Office of Access & Compliance (<https://uthsc.edu/access-compliance/file-complaint.php>). This is in accordance with our GME Policy #110 at [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme).

**Supervision ACGME Institutional Requirement IV.J.1.1. & 2.**

The UTCOMC has established an institutional policy regarding supervision of Residents/Fellows, & ensures that each of its programs have established written, program-specific supervision policy consistent with the institutional policy & the respective ACGME Common & specialty/subspecialty-specific Program Requirements (see our GME Policy #400 & Policy #405 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Vendor & Industry ACGME Institutional Requirement IV.L.**

The UTCOMC has a policy & explicit guidelines outlining the appropriate relationship between GME Programs & health-related vendor representatives & industry & promotional activities (see our GME Policy #800, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Non-Competition ACGME Institutional Requirement IV.M.**

Residents/Fellows will not be required to sign non-competition guarantees or restrictive covenant agreements (see our GME Policy #125, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Disasters & Substantial Disruptions in Patient Care or Education ACGME Institutional Requirement IV.N. & N.1.**

In the event of a natural or catastrophic disaster, the UTCOMC has a policy & procedures that will allow continuation of training for our GME programs & our Residents/Fellows, including providing for salary, benefits, immunity from professional liability, & Resident assignments to be continued during these disruptions (see our GME Policy #550 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Closures & Reductions ACGME Institutional Requirement IV.O., O.1. & O.2.**

In the event of a Program closure or complement reduction, the University will provide reasonable assistance to Residents/Fellows in locating another ACGME program in which they can complete their training (see our GME Policy #540 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

**Other Benefits & Services ACGME Institutional Requirements II.F.1. & 2.a).**

* Incoming Residents/Fellows who attend all required orientation sessions prior to the first official day of training (typically July 1 or the first of a month when the Resident/Fellow begins off cycle) are also eligible for a $600 Orientation Stipend added to their initial paycheck (at the end of the first month of training).
* Also, Residents/Fellows will be eligible for a one-time $350 GME Electronic Communication Stipend from the University when they enter a residency or Fellowship program in Chattanooga for the first time – also added to their initial paycheck at the end of the first month of training.
* On-call meal provisions vary within the various teaching hospitals. However, access to food & snacks are available 24 hours per day while Residents/Fellows are on duty in all institutions.
* Call rooms are available in all hospitals for Residents/Fellows who are assigned in-house, overnight call or who may be too fatigued to safely return home.
* Lab coats are provided but no laundry services are available.
* Parking is provided at no cost to Residents/Fellows.
* The University agrees to take reasonable precautions to ensure a healthy & safe working environment.
* The University will provide ready access to adequate communication resources & technological support.
* The University & its affiliated hospitals provide ready access to adequate communication resources & technological support.
* Our affiliated hospitals provide services & health care delivery systems including patient support services (peripheral intravenous access placement, phlebotomy, & laboratory & transport services), laboratory, pathology, & radiology services, & a medical records system that documents the course of each patient’s illness & care.
* Residents/Fellows have electronic access to hospital medical records from within & outside the hospital.
* Residents/Fellows who are injured or exposed to illness while on duty are provided access to the hospital’s employee health services for evaluation & follow-up, & they are protected via Workers Compensation Insurance for Resident work-related exposures or incidents requiring treatment (see our GME Policies #200, #220, #221, #225, #230, #240, #245, & #250, as well as UTHSC Policy 360, 361, & links to Workers Compensation Benefits & Instructions on the UTHSC website).

**KEY RESPONSIBILITIES OF THE SPONSORING INSTITUTION**

* The Sponsoring Institution for the GME initiatives in Chattanooga is the University of Tennessee College of Medicine Chattanooga.
* The Sponsoring Institution must be in substantial compliance with the ACGME Institutional Requirements & must ensure that each of its ACGME-accredited programs is in substantial compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, & Recognition Requirements, as well as with ACGME Policies & Procedures. (Outcome) IR I.A.2.
* The Sponsoring Institution must maintain its ACGME institutional accreditation. Failure to do so will result in loss of accreditation for its ACGME-accredited program(s). (Outcome) IR.I.A.3.
* The Sponsoring Institution must ensure adequate resources to support residency education as described in the Institutional Requires II.B.1. – 5.
* The Sponsoring Institution & each of its ACGME-accredited programs must provide a learning & working environment in which residents/fellows & faculty members have the opportunity to raise concerns & provide feedback without intimidation or retaliation, & in a confidential manner, as appropriate. (Core) III.A.
* The Sponsoring Institution must oversee supervision of residents/fellows consistent with institutional & program-specific policies; & (Core) III.B.4.a).(1.)
* The Sponsoring Institution must oversee mechanisms by which residents/fellows can report inadequate supervision & accountability in a protected manner that is free from reprisal. (Core) III.B.4.a).(2.)
* The Sponsoring Institution must demonstrate adherence to all institutional graduate medical education policies & procedures. (Core) IV.A.
* The Sponsoring Institution cultivates a welcoming & inclusive learning & working environment enabling everyone to thrive. It also supports an inclusive community that fosters an understanding & appreciation for diversity among our students, trainees, staff, faculty, & administrators. The Sponsoring Institution has adopted the definitions of “Inclusion” & “Diversity” approved by the Statewide UT Health Science Center System & the Chancellor found on the Office of Access & Compliance webpage <https://www.uthsc.edu/access-compliance/>.

*All qualified applicants will receive equal consideration for employment & admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.*

*Eligibility & other terms & conditions of employment benefits at The University of Tennessee are governed by laws & regulations of the State of Tennessee, & this non-discrimination statement is intended to be consistent with those laws & regulations.*

*In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, & the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs & activities, & this policy extends to employment by the University.*

*Inquiries & charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Access & Compliance (OAC), 920 Madison Avenue, 8th Floor, Memphis, Tennessee 38163, telephone 901-448-2112 (V/TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Access & Compliance.*

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 **TO THE ANNUAL GME APPOINTMENT & APPROVAL**

I understand & agree to my responsibilities to the University of Tennessee Graduate Medical Education Programs & to the responsibilities of the Sponsoring Institution. I have received & reviewed the content of the above Agreement, including all references to policies & procedures described & located on the GME website. I acknowledge that additional policies governing my participation in the GME Programs are included in the policies & procedures on the web-based New Innovations Residency Management Suite Intranet ([www.new-innov.com/login](http://www.new-innov.com/login)) & on the GME website at [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme) are subject to change at the sole discretion of the UT College of Medicine Chattanooga.

**CONSENT TO THE RELEASE OF TRAINING INFORMATION**

I understand, agree, & consent to the release of any & all records regarding my residency or Fellowship training & work performance, as well as a comprehensive reference/evaluation by the University of Tennessee Graduate Medical Education (GME) officials, in its sole discretion, to any request from an accreditation entity, credentialing service, Medical Staff appointment body, transfer of documentation for a new residency or Fellowship program, or quality committee or organization, institution of higher education, or healthcare regulatory boards, upon proper request as determined in the discretion of GME officials, or upon lawful order of a court or other authorized agency. This consent shall remain in effect & survive after the termination, lapse, or term of this Agreement.

Resident/Fellow Name: «lastname», «firstname» «middlename» («credentials»)

 Current Residency/Fellowship Program: «program»

Signature (Resident/Fellow Acceptance of Appointment) Date of Signature

Designated Institutional Official: Andrea W. Goins, DO, Interim DIO

GME Signature and Approval Date of Signature
UTHSC College of Medicine - Graduate Medical Education (GME)l

**To Be Completed by the Graduate Medical Education Office**:

Date Training Began in this Program: «progstart» Anticipated Completion: «progend»

Current Status in the Program: «status» Annual Salary: $ «compensation»

Dare of Appointment/Promotion this AY: «aystart»

Additional Chief Pay $ «extrachiefpay»