

**RESIDENT AGREEMENT OF APPOINTMENT (IV.C.1. AND 2.)  
UNIVERSITY OF TENNESSEE COLLEGE OF MEDICINE CHATTANOOGA  
GRADUATE MEDICAL EDUCATION (GME) PROGRAMS**

Resident/Fellow: <<lastname>>, <<firstname>> <<middlename>> (<<credentials>>)

Program during AY 2022-2023: <<program>>

Residency and Fellowship Programs at the University of Tennessee College of Medicine Chattanooga (UTCOMC) are under the aegis of the Department of Graduate Medical Education for our campus. Residents, and Fellows, including interns, are trainee employees of the University of Tennessee, an entity of the State of Tennessee, and are not employees of any affiliated hospital, clinical site, or private practice group. The UT College of Medicine Chattanooga is accredited by the Accreditation Council for Graduate Medical Education (ACGME) to sponsor accredited GME Programs. The residency and Fellowship programs are mostly accredited by any of 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 the Director of Graduate Medical Education and the GMEC. The Program Directors and Coordinators of the Residency and Fellowship Programs have the authority to supervise and document all of the activities for Resident and Fellow physicians in the Programs. Copies of the policies referenced in this document are housed on our GME website at [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme) unless otherwise denoted.

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

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

1. Meet all institutional, departmental, and specialty eligibility requirements for their respective training programs (GME Policy #100) (Core);
2. Have graduated from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or (Core)
3. Have graduated from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or (Core)
4. Have graduated from a medical school outside the United States or Canada, and having met one of the following additional qualifications: (Core)
  - a. Hold a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or (Core)
  - b. Hold a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty-/subspecialty program. (Core)
5. Meet minimum and essential technical standards and functions, similar to those established by the University of Tennessee Center for the Health Sciences (UTHSC) for admission to medical school: motor skills; sensory and observational skills; communication skills; conceptual, integrative and quantitative skills; and behavioral/social skills and professionalism (GME Policy #150)
6. Successfully have passed USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX- USA Level 1 and 2 CE) and submit a copy of the results to his/her Program Director and GME before beginning training at the PGY-1 or PGY-2 level (GME Policy #630);

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7. 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 and GME before promotion or initial appointment if at the PGY-3 level or greater (GME Policy #630);
8. Meet all federal regulations for work authorization including providing adequate documentation for completion of the federal I-9 and eVerify 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 and 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 and #140);
9. 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 and the Competency Information form);
10. 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 and not be listed on the Tennessee Abuse Registry (GME Policy #100);
11. Pass a criminal background prior to appointment to begin training (GME Policy #130);
12. Provide documentation from a licensed physician in the U.S. that the trainee is physically and mentally fit to begin a residency or Fellowship and 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;
13. Provide documentation of all appropriate immunizations (including TB testing), COVID-19 vaccinations and boosters) and 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, and #133, [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme));
14. Pass a pre-employment drug screen (GME Policy #740);
15. 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);
16. Obtain a national provider identification (NPI) number and provide it to the GME Office;
17. Obtain Basic Life Support (BLS) certification and Advanced Cardiac Life Support (ACLS) certification prior to or during orientation and provide a copy to the GME Office. During orientation and 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 and 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 and PALS certification via our RQI System. Surgery and Orthopaedic Surgery Residents are required to obtain and maintain Advanced Trauma Life Support (ATLS) certification in addition to BLS and ACLS certification. ATLS certification is conducted in-person by Erlanger Trauma Services. Emergency Medicine Residents are required to obtain and maintain BLS, ACLS, PALS, and ATLS certification. Pediatrics, Family Medicine, and OB/GYN Residents are required to obtain and maintain in-person Neonatal Resuscitation Provider (NRP) certification during orientation (see GME Policy #100); and
18. Register with the Tennessee Controlled Substance Monitoring Database, TennCare Program, and CMS PECOS (see GME Policy #100).

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

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

- Participate fully in the educational and scholarly activities of his/her Program and in all mandatory GME conferences and required modules;
- Participate in in-house, overnight call and call from home in conformity with institutional guidelines;

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- Meet and attain GME curricular objectives and make satisfactory progress in meeting those objectives as established by the Program Director and/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 and Improvement, Interpersonal and Communications Skills, Professionalism, and Systems-Based Practice;
- Develop a personal program of self-study and professional growth with guidance from the teaching staff in order to acquire and maintain throughout his/her professional career for the knowledge, clinical skills, attitudes, and behaviors required to fulfill all objectives of the Residency/Fellowship educational program and 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, and compassionate patient care under supervision, commensurate with his or her level of advancement and responsibility.
- Assume responsibility for teaching, peer evaluating, and supervising other Residents, Fellows, Medical Students, and PA Students, providing candid and 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, and General Surgery);
  - This responsibility also includes reviewing and submitting an [annual acknowledgement form regarding educational objectives and academic policies related to medical education](#) through the [Medical Education Resource Link \(MERL\)](#);
- Participate in institutional programs and activities involving the medical staff, work in inter-professional teams, and adhere to established practices, procedures and policies of the Graduate Medical Education Programs, applicable Program Handbook, and those of all affiliated hospitals and clinical training sites, including the timely completion of medical records;
- Participate in institutional committees and councils, especially those that relate to patient care review and quality improvement activities;
- Abide by the University of Tennessee policies, procedures, and work rules, including HR 0580 – *Code of Conduct, the Policy on Sexual Misconduct, Relationship Violence, and Stalking*, GME policies, the individual Program Handbook, information security, as well as the by-laws of affiliated hospitals and clinical training sites;
- Assume responsibility for assuring their fitness for practice including management of their time before, during and after clinical assignments and recognition of impairment, including illness, fatigue, and substance use (see GME Policies #320 and #340);
- Develop an understanding of ethical, socioeconomic, and medical/legal issues that affect Graduate Medical Education and of how to apply cost containment measures in the provision of patient care;
- Embrace the professional values of honesty, compassion, integrity, and dependability;
- Adhere to the highest standards of the medical profession and pledge to conduct him or herself accordingly in all interactions. The Resident or Fellow will demonstrate respect for all patients and 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, and greeting them within 5 feet
    - Escort patients and customers in need of assistance to their destination
  - Respect
    - Caring
      - ✓ Treat patients, customers, and co-workers as I would want to be treated
      - ✓ Demonstrate empath and compassion

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- Diversity (Recognize and respect the diversity [age, gender, culture, etc.] of the people we serve and each other)
- Privacy
  - ✓ Respect the dignity and privacy of all patients
  - ✓ Knock before entering, close curtains/doors, and explain this is to protect patients' privacy)
- Ownership/Environment
  - Cleanliness (Keep our environment clean and organized, pick up trash, wipe up spills, and reduce clutter)
  - Safety
    - ✓ Take ownership of quality and safety by reporting safety hazards promptly
    - ✓ Proactively address problems and 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 or Fellow should understand the 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 and 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, and initial mask fit testing documentation to the other facilities in which you rotate upon request;
- Comply with all HIPAA guidelines and complete the HIPAA and GME on-line compliance training modules within 30 days of employment;
- Complete all University and Erlanger-required annual training module updates by the given deadline of these institutions;
- Complete all required simulation training within 30 days of employee if applicable to the program;
- Maintain Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certification throughout the entirety of residency/Fellowship and provide copy of recertification to GME Office. Pediatric Residents must maintain Pediatric Advanced Life Support (PALS) certification in lieu of ACLS through the RQI System provided by the University and recommended by the American Heart Association;
- Immediately report to the Associate Dean/DIO and Director of GME, 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 and 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.

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- Failure to comply with GME policies and procedures including but not limited to clinical experience and educational work hours, fitness for practice, ACLS, and immunizations may result in the Resident or Fellow being placed on leave without pay and removed from the training program until he or she has complied with the policy and/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 and annual reappointment throughout the duration of the Residency or Fellowship period will be based upon evidence of satisfactory progress in scholarly, professional growth, and the availability of training positions in the UTCOMC GME Programs, and GME policies including, Disciplinary Actions and Dismissal, and Reappointment and Promotion policies (GME Policies #700 and # 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 and benefits to ensure financial support for its Residents and Fellows. The annual compensation rates for Residents and 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, and Non-Reappointment ACGME Institutional Requirements IV.C.2.d).**

If the Resident has fulfilled all of the educational requirements, attained the knowledge and skill necessary to progress to the next level of post-graduate training, and has satisfied the requirements of GME Policy #620, Resident Reappointment, Promotion, and 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 and grievance procedures are available to ensure that Residents/Fellows have access to adjudicate complaints and grievances (GME Policies #720 and 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 28<sup>th</sup> 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 and the Department of GME. Failure to provide proof of a passing score before June 30<sup>th</sup> will result in non-reappointment to the program, and 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 and Department of GME. For off cycle Residents, they must provide proof of passing or at least registration by the 8<sup>th</sup> 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 and 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 and Due Process. ACGME Institutional Requirements IV.C.2.e).**

Residents will be evaluated periodically throughout the year, welcome constructive feedback from Faculty and all others who observe their performance, and recognize that objective assessments are indispensable guides to improving skills as a physician. Rotation specific goals and objectives and teaching and evaluation methodologies ensure that Residents/Fellows completing programs will be capable of practicing independently and 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 and/or to present his or her views and any extenuating circumstances in accordance with the GME Academic Appeals and 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), and IV.F.1. and 2. a), and b).**

Residents and Fellows are provided immunity from professional liability through the Tennessee Claims Commission Act (TCA 9-8-301 et seq.). The Claims Commission covers defense and 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, and Life Insurance ACGME Institutional Requirement IV.C.2.f), g), & h).**

Health, individual disability policies, and life insurance coverage are mandatory for all Residents and Fellows. Health, Vision, and Dental Insurance is provided for Residents/Fellows and eligible dependents and 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 and costs, visit the GME website. Disability and 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 and 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, and Other Leave ACGME Institutional Requirements IV.C.2.i), and IV.H. 1., 1.a), through 1.f).**

The UT GME Leave Policy addresses all leave including paid Vacation and other Leaves of Absence, including the most recent changes in additional Medical, Parental, and Caregiver Leave(s) of Absence, in compliance with applicable State and Federal laws as well as language in the ACGME Institutional Annual Leave, Sick Leave, Parental Leave, Family Medical Leave, and 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 and are available to the Resident/Fellow upon request. It is the responsibility of each Program Director to advise Residents and Fellows of the effect of any time away from training upon program completion and 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 and Impact of Leave on Program Completion and on Board Eligibility ACGME Institutional Requirements IV.C.2.j), and k), and IV.H.1.f), and 1.g).**

It is the responsibility of each Program Director to immediately advise Residents and 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 and 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 and 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 and Educational Work Hours ACGME Institutional Requirement IV.C.2.l).**

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

**Moonlighting ACGME Institutional Requirements IV.C.2.l), and 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 and must be monitored continually using the forms required by the institution

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(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 and 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 and eligible dependents (see Policy 230). In addition, the University offers a free Residents Assistance Program called NexGen Total Well-Being Program through ENI, which provides confidential professional counseling, legal and financial resources, referrals, and help with issues such as academics, relationship problems, substance abuse, emotional problems, stress, and much more. These benefits are provided at no charge to Residents and Fellows, including up to six counseling sessions for each problem. Financial and legal services will likely be offered at a discount through the NexGen provider network. The institution has institutional as well as program level well-being activities, encouraging Residents and Fellows to recognize signs of stress and 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, and mental/physical quality of life – the Mayo Clinic’s Well-Being Index (WBI) – for all Residents, Fellows, Faculty, and GME Staff. Finally, in cooperation with the local Medical Society, Residents and Fellows have access to a confidential program for medical and counseling services – the LifeBridge Health Program. These services are also provided at no charge to physicians, including our trainees (See GME Policy #222 and 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 and Fellows are made aware that the University of Tennessee and its campuses do not tolerate sexual or other forms of harassment or belittlement by and/or directed at members of the academic or hospital community. All complaints should be filed with the UTHSC Office of Equity and Diversity. The Director of Finance and Administration for the Chattanooga Campus is the initial point of contact for all employees in Chattanooga. She coordinates reporting and investigation with the UTHSC Office of Equity and Diversity. The *Policy on Sexual Misconduct, Relationship Violence, and Stalking*, and other anti-harassment policies are available on the GME and the UTHSC Office of Equity and Diversity website [www.uthsc.edu/oed](http://www.uthsc.edu/oed) (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 and Section 504 of the Rehabilitation Act of 1973. The Health Science Center is committed to providing a campus and educational experience that is accessible to all. Both the ADA and 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, and 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 Equity and Diversity ([www.uthsc.edu/oed/disabilities.php](http://www.uthsc.edu/oed/disabilities.php)). The UTHSC GME Accommodation for Disabilities Policy #340 and link to the request form is available in the on the UTHSC GME website ([www.uthsc.edu/gme](http://www.uthsc.edu/gme)).

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The UTCOMC has established technical skills and physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Residents and 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 and regulations (see our GME Policy #150 and Policy #160 [www.uthsc.edu/comc/gme](http://www.uthsc.edu/comc/gme)).

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

Residents and Fellows are made aware that the University has policies and procedures that prohibit discrimination in employment and in the learning and working environment, consistent with all applicable laws and 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 Inclusion, Equity, and Diversity (<https://uthsc.edu/oied/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. and 2.**

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

### **Vendor and Industry ACGME Institutional Requirement IV.L.**

The UTCOMC has a policy and explicit guidelines outlining the appropriate relationship between GME Programs and health-related vendor representatives and industry and 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 and 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 and Substantial Disruptions in Patient Care or Education ACGME Institutional Requirement IV.N. and N.1.**

In the event of a natural or catastrophic disaster, the UTCOMC has a policy and procedures that will allow continuation of training for our GME programs and our Residents and Fellows, including providing for salary, benefits, immunity from professional liability, and 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 and Reductions ACGME Institutional Requirement IV.O., O.1. and O.2.**

In the event of a Program closure or complement reduction, the University will provide reasonable assistance to Residents and 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 and Services ACGME Institutional Requirements II.F.1. and 2.a).**

- Incoming Residents and 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 and 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 and 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.



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- 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 and safe working environment.
- The University will provide ready access to adequate communication resources and technological support.
- The University and its affiliated hospitals provide ready access to adequate communication resources and technological support.
- Our affiliated hospitals provide services and health care delivery systems including patient support services (peripheral intravenous access placement, phlebotomy, and laboratory and transport services), laboratory, pathology, and radiology services, and a medical records system that documents the course of each patient's illness and care.
- Residents and Fellows have electronic access to hospital medical records from within and outside the hospital.
- Residents and Fellows who are injured or exposed to illness while on duty are provided access to the hospital's employee health services for evaluation and follow-up, and 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, and #250, as well as UTHSC Policy 360, 361, and links to Workers Compensation Benefits and 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 and must ensure that each of its ACGME-accredited programs is in substantial compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, and Recognition Requirements, as well as with ACGME Policies and 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 and each of its ACGME-accredited programs must provide a learning and working environment in which residents/fellows and faculty members have the opportunity to raise concerns and provide feedback without intimidation or retaliation, and in a confidential manner, as appropriate. (Core) III.A.
- The Sponsoring Institution must oversee supervision of residents/fellows consistent with institutional and program-specific policies; and, (Core) III.B.4.a).(1.)
- The Sponsoring Institution must oversee mechanisms by which residents/fellows can report inadequate supervision and 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 and procedures. (Core) IV.A.
- The Sponsoring Institution cultivates a welcoming and inclusive learning and working environment enabling everyone to thrive. It also supports an inclusive community that fosters an understanding and appreciation for diversity among our students, trainees, staff, faculty, and administrators. The Sponsoring Institution has adopted the definitions of "Inclusion" and "Diversity" approved by the Statewide UT Health Science Center System and the Chancellor found on the UTHSC Office of Inclusion, Equity, and Diversity webpage <https://www.uthsc.edu/oied/>.

*All qualified applicants will receive equal consideration for employment and 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 and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.*

**120-P Annual Resident Agreement of Appointment 2022-2023**

*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, and 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 and activities, and this policy extends to employment by the University.*

*Inquiries and 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 Equity and Diversity (OED), 920 Madison Avenue, 8<sup>th</sup> 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 Equity and Diversity.*

**AGREEMENT TO THE ANNUAL GME APPOINTMENT AND APPROVAL**

I understand and agree to my responsibilities to the University of Tennessee Graduate Medical Education Programs and to the responsibilities of the Sponsoring Institution. I have received and reviewed the content of the above Agreement, including all references to policies and procedures described and located on the GME website. I acknowledge that additional policies governing my participation in the GME Programs are included in the policies and procedures on the web-based New Innovations Residency Management Suite Intranet ([www.new-innov.com/login](http://www.new-innov.com/login)) and on the GME website at [www.uthsc.edu/come/gme](http://www.uthsc.edu/come/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, and consent to the release of any and all records regarding my residency or Fellowship training and work performance, as well as a comprehensive reference/evaluation by University of Tennessee Graduate Medical Education (GME) officials ME, in its sole discretion, to any accreditation, credentialing, Medical Staff appointment, 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 and survive after the termination, lapse, or term of this Agreement.

Resident/Fellow Name:

<<:sig1\_\_\_\_\_>>  
Signature (Resident/Fellow Acceptance of Appointment)

Residency/Fellowship Program: <<program>>

DIO Name: Robert C. Fore, EdD, Associate Dean/DIO

<<:sig2\_\_\_\_\_>>  
Signature  
UT Graduate Medical Education (GME) Approval

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

Date Training Began/Begins: <<programstart>>                      Anticipated Completion: <<programend>>

PGY Level: <<pgy>>    Annual Salary: <<compensation>>  
(as of the upcoming appointment/promotion date)                      (as of the upcoming appointment date)