

**AGREEMENT OF APPOINTMENT  
UNIVERSITY OF TENNESSEE COLLEGE OF MEDICINE  
GRADUATE MEDICAL EDUCATION PROGRAM (GME)**

Residency/fellowship programs at the University of Tennessee are under the aegis of the Department of Graduate Medical Education, College of Medicine. Residents, including interns, residents and fellows, 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 residency programs are mostly accredited by any of the following: the Accreditation Council for Graduate Medical Education (ACGME), the specialty's American Board, or Non-Standard programs approved by the Graduate Medical Education Committee. The Program Director and Program Coordinator of the residency/fellowship training program have the authority to supervise all of the activities of the resident physician in the program. Copies of the policies listed can be found at [www.uthsc.edu/graduate-medical-education](http://www.uthsc.edu/graduate-medical-education).

**1. Qualifications for Appointment.**

- Meet all institutional, departmental, and specialty eligibility requirements for their respective training program;
- Successfully pass USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX-USA) and submit a copy of the results to his/her Program Director and GME before beginning training;
- Successfully pass USMLE Step 3 or equivalent examinations if starting as a PGY-3 or higher and submit a copy of the results to his/her Program Director and GME before beginning training;
- Meet all federal regulations for work authorization including providing adequate documentation for completion of the I-9 and eVerify. 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;
- Meet all guidelines established by the Tennessee Board of Medical Examiners for obtaining authorization to participate in the training program (Competency Information Form);
- Not be on any HHS/Office of Inspector General's (OIG) list or Excluded Parties List System (EPLS) of individuals excluded from federal healthcare programs;
- Pass a criminal background check (see policy 130);
- Pass a pre-employment drug test (see policy 660);
- Provide a final transcript (denoting award of the MD/DO degree conferred) sent directly from the trainee's medical school to the GME Office. An ECFMG certificate will be accepted for international medical school graduates;
- Documentation from a licensed physician in the United States that the resident is physically and mentally able to begin a residency/fellowship, and can perform the essential job functions of the applicable residency program with or without an accommodation;
- Documentation of all appropriate immunizations and completed respiratory fit test (see policies 360, 361 and 362);
- Obtain a national provider number (NPI) and provide it to the GME Office;
- Obtain Advanced Cardiac Life Support (ACLS) certification prior to or within 30 days of employment and provide copy to GME Office. Pediatric and pediatric subspecialty residents/fellows must obtain Pediatric Advanced Life Support (PALS) certification; and

- Register with PECOS, the Controlled Substance Monitoring Database (CSMD), and the Arkansas, Mississippi and TN Medicaid programs.

2. **Resident/Fellow Responsibilities.** Throughout the residency/fellowship program, trainees must:

- Develop a personal program of self-study and professional growth with guidance from the teaching staff in order to acquire and maintain throughout his or her professional career the knowledge, clinical skills, attitudes, and behaviors required to fulfill all objectives of the educational program and to achieve the competencies deemed appropriate for his or her chosen discipline.
- Make the patient's welfare his or her first priority by participating in safe, effective and compassionate patient care under supervision, commensurate with his or her level of advancement and responsibility.
- Participate fully in the educational and scholarly activities of his or her program, all mandatory GME conferences, and participate in in-house and home night-call in conformity with institutional guidelines.
- 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 competencies: patient care, medical knowledge, practice-based learning and improvement, interpersonal and communications skills, professionalism, and systems-based practice.
- Assume responsibility for teaching, peer evaluating, and supervising other trainees and students, providing candid and constructive feedback on their performance to encourage quality improvement.
- Participate in institutional programs and activities involving the medical staff, work in interprofessional teams, and adhere to established practices, procedures and policies of the Graduate Medical Education Program, applicable Program Handbook, and of all affiliated hospitals and clinical training sites, including the timely completion of medical records.
- 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 policy 680).
- Participate in institutional and hospital committees and councils that relate to quality improvement and patient care review activities.
- 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 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.
- 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 should understand the need for appropriate faculty supervision in all interactions with patients.
- Participate in the evaluation of the quality of education provided by the program.
- Follow all University and Hospital infection control policies.

- Provide annual documentation of the results of a test for tuberculosis and a respiratory fit test.
- Consent to GME providing copies of your immunization, TB, and fit testing documentation to the facilities you rotate through or the Shelby County Health Department upon request.
- Complete all University and GME compliance-training modules within 30 days of employment.
- Complete all annual training module updates by given deadline.
- Maintain Advanced Cardiac Life Support (ACLS) certification throughout entirety of residency/fellowship and provide copy of recertification to GME Office. Pediatric and pediatric subspecialty residents/fellows must maintain Pediatric Advanced Life Support (PALS) certification in lieu of ACLS.
- Complete all required simulation training within 30 days of employment.
- Immediately report to the Associate Dean 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 and the GME Global conference in February.
- Failure to comply with GME policies and procedures including but not limited to clinical experience and educational work hours, fitness for practice, ACLS, simulation training and immunizations may result in the resident/fellow being placed on leave without pay and removed from the training program until he/she has complied with the policy and/or procedure.

**3. Duration of Appointment.** The term of this appointment is made on a yearly basis with the expectation that continuation within the one year appointment and reappointment yearly throughout the duration of the residency/fellowship period will be based upon compliance with resident/fellow responsibilities, evidence of satisfactory progress in scholarship, professional growth, the availability of training positions in the University of Tennessee GME program, and GME policies including, Disciplinary and Adverse Actions, and Reappointment and Promotion policies (available on the GME website).

**4. Financial Support.** The annual compensation rates for the current academic year are available on the GME website.

**5. Conditions for Reappointment and Promotion.** 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 #520 – Resident Reappointment and Promotion, 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 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. Procedures are available on the GME website.

**6. USMLE Step 3 Requirement for Promotion.** All residents entering programs at the PGY1 or PGY2 level will be required to pass Step 3 (or equivalent examination) prior to their PGY3 advancement date.

Failure to meet this requirement will result in non-renewal of the resident's appointment. Resident scores not provided to the GME Office and Program Director by February 28<sup>th</sup> of their PGY2 year will receive a non-renewal notice until a passing score is turned in prior to June 30<sup>th</sup>. Once a passing score has been received the non-renewal notice will be rescinded. The resident is responsible for providing evidence of passage of Step 3 (or equivalent exam) to the Program Director and GME Office. The complete policy is available on the GME website.

**7. Grievance Procedures.** 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. The complete grievance policy is available on the GME website.

**8. Academic Appeals Process.** 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 to present his or her views and any extenuating circumstances in an academic appeals process. Procedures are available on the GME website.

**9. Professional Liability.** Residents/fellows receive professional liability coverage through the Tennessee Claims Commission Act (Tenn. Code Ann 9-8-301 et seq.). The Claims Commission provides for defense and judgment payments for acts determined to be within the scope of a resident's employment even if the case is filed after the resident/fellow has completed training (occurrence based). This coverage is not valid for moonlighting or outside the State of Tennessee. More details are available on the University of Tennessee General Counsel website (<http://counsel.tennessee.edu>).

**10. Health, Dental, Vision, Disability, and Life Insurance.** Health, individual disability policies, and life insurance coverage is mandatory for residents. 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 are responsible for approximately 20% of the premium of the type of health coverage selected. For plan benefits and resident costs, visit the GME website. Disability and life insurance is provided for residents/fellows through the GME designated carrier as listed on the website and these GME policies may not be cancelled during residency/fellowship training. GME provides a stipend to offset the cost of the 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 the residents/fellows will be given advanced access to information regarding interim coverage so that they can purchase coverage if desired.

**11. Leaves of Absence.** The GME policies concerning vacation, sick, parental, family medical, and educational leaves are available on the website, but policies may vary slightly from program to program based upon individual specialty board requirements. Individual program policies are available in the program Handbook. It is the responsibility of each Program Director to advise residents/fellows of the effect of any time away from training upon program completion and board eligibility. Current requirements for eligibility for specialty board examinations can be found through a link on the GME website.

**12. Clinical Experience and Educational Work Hours.** Residents/fellows must abide by the UTHSC Graduate Medical Education policy on clinical and educational work hours and reporting procedures (New Innovations). Policy is available on the GME website.

**13. Moonlighting.** All moonlighting must be approved by the resident's/fellow's training program in writing prior to beginning moonlighting. Residents/fellows if approved for moonlighting must secure a personal DEA number, personal malpractice insurance and TN medical license. All moonlighting hours must be logged as work hours and cannot interfere with regular training program 80 hour rule. Residents/fellows should only accept or participate in activities permitted outside the educational program (moonlighting) that do not interfere with his or her performance and that are approved in advance. The complete policy is available on the GME website. Violation of this policy could result in disciplinary actions up to and including dismissal from the program.

**14. Resident/Fellow Support Services.** Resident support services including confidential counseling and medical, behavioral health, and psychological support services are available including but not limited to an exercise facility, evaluation and treatment of work related illnesses and injuries, the Aid for Impaired Residents program, the Student Assistance Program, GME counselor, availability of immunizations and wellness programs. Additional support services information is available on the GME website.

**15. Harassment.** Resident/fellow acknowledges that the University does not tolerate sexual or other forms of harassment by and/or directed at members of the academic or hospital community. All complaints should be filed with the 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 (<http://www.uthsc.edu/oed>).

**16. Discrimination.** Resident/fellow acknowledges that formal charges of discrimination based on race, sex, age, religion, national or ethnic origin, disability, marital status, sexual orientation, veteran status, or other statutorily protected status, shall be filed with the UTHSC Office of Equity and Diversity in accordance with the policies and procedures outlined on the GME website.

**17. Program Reduction or Closure.** 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. Policy is available on the GME website.

**18. Other Benefits/Services.** On-call meal provisions vary within the various teaching hospitals. However, food options 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 take in-house call or may be too fatigued to safely return home. Lab coats are provided but no laundry services are provided. 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 access to adequate communication resources and technological support.

**19. Payroll Authorization.** Resident agrees that at the time of their termination from the program the University will withhold a sum from their final paycheck equal to the following: all unpaid personal accounts and fines, unreturned University keys, unreturned UT ID, or unreturned equipment.

**20. Non-competition.** Residents/fellows will not be required to sign a non-competition guarantee or restrictive covenant.

**21. Disaster Policy.** The University has institutional plans that will allow for the continuation of training in the event of a disaster. Policy is available on the GME website.

**22. Vendor/Industry Policy.** The University has explicit guidelines outlining the appropriate relationship between GME (inclusive of all residency and fellowship programs) and health related vendor representatives/industry and promotional activities. Policy is available on the GME website.

**23. Accommodation for Disabilities.** 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 (<https://www.uthsc.edu/oed/disabilities.php>). Policy is available on the GME website.

**24. Certifying Board Eligibility.** A link to information regarding eligibility for certification by the relevant certifying board is available on the GME website.

*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.*

*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 901-448-7382 (V/TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*

**RESIDENCY/FELLOWSHIP APPOINTMENT**

I understand and agree to my responsibilities to the University of Tennessee Graduate Medical Education Program. I have received and reviewed the content of the above agreement and have had access to all references and policies located on the GME and UTHSC websites. I acknowledge that additional policies governing my participation in the GME Program are included on the GME website. I further understand that this Agreement and the various policies on the GME and UTHSC websites are subject to change at the sole discretion of UTHSC.

**CONSENT TO RELEASE OF TRAINING RECORDS**

I understand, agree, and consent to the release of any and all records of my resident training work performance, as well as a comprehensive reference/evaluation by GME, in its sole discretion, to any accreditation, credentialing, Medical Staff appointment, transfer of residency, residency/fellowship, or quality committee or organization, institution of higher education, or healthcare regulatory boards, upon proper request as determined in the discretion of GME, 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.

Program: \_\_\_\_\_

PGY Level: \_\_\_\_\_ Annual Base Salary for this Agreement Period \$ \_\_\_\_\_

Current Agreement Period Beginning: \_\_\_\_\_ Agreement Period Ending: \_\_\_\_\_

\_\_\_\_\_  
Resident's/Fellow's Name (please print)

\_\_\_\_\_  
Resident's/Fellow's Signature (Date) GME University of Tennessee (Date)  
Signature

\_\_\_\_\_  
Sponsoring Institution: University of Tennessee College of Medicine