

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

Residency and Fellowship programs in GME at the University of Tennessee - Knoxville are under the aegis of the Graduate School of Medicine (GSM). Residents and Fellows (herein “Residents”) 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 group. The residency programs are primarily accredited by the Accreditation Council for Graduate Medical Education (ACGME) and the Commission on Dental Accreditation (CODA). The Designated Institutional Officer (DIO) has the authority to oversee the graduate medical and dental education (GME) programs. The Program Director of the residency training program has the authority to supervise all of the activities referable to the resident physician in the program. Copies of the policies referenced in this document can be found on the GME website at <http://gsm.utmck.edu/education/policies.cfm>.

**Qualifications for Appointment ACGME Institutional Requirements IV.A.1 and IV.A.1. and IV.A.2.)**

Meet all institutional, departmental, and specialty eligibility requirements for their respective training programs (Policy 1.1)

1. Meet minimum and essential technical standards and functions: motor skills; sensory and observational skills; communications skills; conceptual, integrative and quantitative skills; and behavioral/social skills and professionalism (Policy 1.2)
2. Successfully pass USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX-USA) and submit a copy of the results to the GME office (Policy 4.5)
3. Successfully pass USMLE Step 3 or equivalent examination if starting as a PGY3 or higher and submit a copy of the results to the GME office (Policy 4.5)
4. 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 (Policy 1.1 and 1.5)
5. 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 or an unrestricted medical license at the expense of the resident (Policy 2.5 and Competency form)
6. 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 (Policy 1.1)
7. Pass a criminal background and drug screen prior to final appointment to begin training (Policy 1.4 and 3.7)

**Resident Responsibilities:** Throughout the residency program, residents must:

Develop a personal program of self-study and professional growth with guidance from the teaching staff in order to acquire and maintain throughout their professional career the knowledge, clinical skills, attitudes, and behaviors required to fulfill all objectives of the educational program and to achieve the competencies and milestones deemed appropriate for their chosen discipline.

Demonstrate responsiveness to patient needs that supersede self-interest by participating in safe, effective and compassionate patient care under supervision, commensurate with their level of advancement and responsibility and recognizing that under certain circumstances, the best interests of the patient may be served by transitioning that patient’s care to another qualified and rested provider.

Demonstrate an understanding and acceptance of their personal role in the following:

- assurance of the safety and welfare of patients entrusted to their care
- provision of patient- and family-centered care
- assurance of their fitness for duty
- management of their time before, during, and after clinical assignments
- recognition of impairment, including illness and fatigue, in themselves and in their peers
- attention to lifelong learning
- the monitoring of their patient care performance improvement indicators
- honest and accurate reporting of work hours, patient outcomes, and clinical experience data

Care for patients in an environment that maximizes competent communication by working as a member of effective inter-professional teams appropriate to the delivery of care in the specialty and ensuring hand-over processes are effective and structured to facilitate both continuity of care and patient safety.

Assume responsibility for teaching, peer evaluating, and supervising other residents and students, providing candid and constructive feedback on their performance to encourage quality improvement.

Actively participate in program and interdisciplinary hospital quality improvement and patient safety programs.

Participate fully in the educational and scholarly activities of their program and in all mandatory GME conferences.

Participate in institutional programs and activities involving the medical staff and adhere to established practices, procedures and policies of the Graduate Medical Education Program and of all affiliated hospitals, including the timely completion of medical records.

Participate in institutional committees and councils, especially those that relate to patient care review activities.

Participate in the evaluation of the quality of education provided by the program.

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 themselves 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 or sexual orientation.

Secure direct assistance from faculty or appropriately experienced residents whenever the resident is confronted with high risk situations or with clinical decisions that exceed the resident's confidence or skill to handle alone.

Receptive to guidance from faculty and other members of the health care team regarding direct patient care and understand the need for faculty to supervise all interactions with patients.

Provide documentation of completed tuberculosis skin test annually. This must include documentation of immunity to measles, mumps, rubella, varicella, TDAP (tetanus, diphtheria and pertussis) and documentation of a completed two-step tuberculosis skin test. In addition, documentation of immunity to hepatitis B must either be provided or the resident will be provided a vaccination before assuming clinical duties. The infection control requirements for residents are subject to amendment.

Comply with all HIPAA guidelines and complete the HIPAA training modules annually.

Complete all annual training modules by the given deadline.

Complete TeamSTEPPS at orientation or early in training.

Complete the annual ACGME Resident Survey (if applicable) and the AHRQ Patient Safety Culture Survey.

Maintain Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), and Advanced Trauma Life Support (ATLS) certification as required by the program. Provide a copy of recertification to the GME office.

Attend the annual SVMIC conference and other mandatory conferences required by the institution or the program.

Immediately report to the Assistant Dean/DIO, 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 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. Abide by the Graduate School of Medicine and University of Tennessee policies, procedures, and work rules as well as the rules and regulations of the teaching hospitals and clinics.

[GSM Policies](#)

[UTHSC Policies](#)

[UTMCK Policies](#)

**Duration of Appointment (ACGME Institutional Requirement IV.B.2.b.)**

The term of this appointment is made on an annual basis with the expectation that continuation within the one year appointment and reappointment annually throughout the duration of the residency period will be based upon evidence of satisfactory progress in scholarship, professional growth and the availability of training positions in the GME programs, and policies including, Disciplinary Actions and Dismissal, Reappointment and Promotion policies.

**Compensation (ACGME Institutional Requirement IV.B.2.c.)**

The annual compensation rates for the current academic year are available on the website at <http://gsm.utmck.edu/education/salary.cfm>

**Conditions for Reappointment, Promotion, and Non-Reappointment (ACGME Institutional Requirements IV.B.2.d.)**

If at the discretion of the Program Director of the graduate training program in which the resident participates, the resident has fulfilled all of the educational requirements and attained the competencies necessary to progress to the next level of post-graduate training and fulfilled all of the other terms and conditions stipulated in this Agreement, the resident shall be eligible for promotion to the next level of residency training with a commensurate renewal of this Agreement, not to exceed one additional period of four months, unless the resident has completed the residency training program to which the resident was appointed. A four month notice will be given for non-renewal or non-promotion. If the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, the GSM must ensure that its programs provide the resident(s) with as much written notice of the intent not to renew or not to promote as circumstances will

reasonably allow, prior to the end of the agreement. If a resident is not reappointed or promoted, an academic appeals process is available to ensure that residents have access to adjudicate complaints and grievances. (Policy 5.2)

### **USMLE Step 3 Requirement for Promotion**

Residents entering programs at the PGY1 or PGY2 level will be required to pass Step 3 (or equivalent examination) prior to January 31<sup>st</sup> of their PGY2 year. Failure to meet this requirement will result in non-renewal of the resident's appointment. It is the resident's responsibility to provide evidence of passage of Step 3 (or equivalent exam) to the Program and the GME office (Policy 4.5).

### **Evaluation**

Residents will be evaluated formally at the end of each rotation with summative evaluations provided semi-annually and informally throughout the year through constructive feedback from faculty and all others who observe their performance. The resident must welcome and recognize that objective assessments are indispensable guides to improving skills as a physician. Rotation specific goals and objectives, teaching and evaluation methodologies ensure that residents completing programs will be capable of practicing independently and have met all six general competencies. (Policy 5.1)

### **Grievance and Due Process (ACGME Institutional Requirement IV.B.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. Residents have the right to appeal any non-reportable, reportable or adverse action taken by the residency program or institution. The grievance process is intended to provide a formal, structured review of the actions, which impact a resident's training and its cause(s). All appeals must be processed according to the following policies and procedures. (Policy 6.5)

### **Professional Liability Insurance (ACGME Institutional Requirement IV.B.2.e.)**

Residents are provided immunity from professional liability coverage through the Tennessee Claims Commission Act (TCA 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 has completed training (occurrence based). (Policy 2.4)

### **Health Insurance (ACGME Institutional Requirement IV.B.2.g)**

Health insurance is provided for residents and eligible dependents and is effective on the resident's first recognized day of residency/fellowship program. Residents are responsible for approximately 20% of the premium of the type of health coverage selected. If the first day of health insurance eligibility is not the first day that residents are required to report, then the residents will be given advanced access to information regarding interim coverage so that they can purchase coverage if desired. For more information, visit

<http://gsm.utmck.edu/education/salary.cfm>

### **Disability and Life Insurance (ACGME Institutional Requirement IV.B.2.h)**

Disability and life insurance is provided for residents through the GME designated carrier. Both are mandatory. The GME office adds an additional \$600 to the resident annual salary to help offset the cost of life and disability insurance premiums. (Policy 2.3)

### **Leaves of Absence (ACGME Institutional Requirement IV.B.2.i)**

Policies may vary slightly from program to program based upon individual specialty board requirements. It is the responsibility of each program director to provide timely notice and advise residents of the effect of any time away from training upon program completion and board eligibility. Current requirements and information related to eligibility for specialty board examinations can be obtained through the program. (Policy 2.2)

### **Work Hours (ACGME Institutional Requirement IV.b.2.1.)**

Residents must abide by the UTMCK Graduate Medical Education policy on work hours and are responsible for reporting work hours in MedHub. (Policy 3.10)

**Moonlighting (ACGME Institutional Requirements IV.B.2.1. and IV.J.1.a. through 1.d.)**

Moonlighting is voluntary, compensated, medically-related work (not related with training requirements) performed within or outside of the institution in which the resident is in training or at any of its related participating sites. All residents that are moonlighting must have a valid TN medical license and liability coverage. Prior approval must be given from the program director and the GME office. PGY-1 residents and residents with a J-1 visa status are not permitted to moonlight. Moonlighting hours must be included in the total work hours reported in MedHub. Violation of the moonlighting policy could result in disciplinary actions up to and including dismissal from the program. (Policy 3.11)

**Resident Support Services (ACGME Institutional Requirement IV.H.1)**

The resident insurance package includes behavioral health benefits for counseling services for trainees and eligible dependents. In addition, the GSM offers a free Resident 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, including up to six counseling sessions for each issue. (Policy 2.6)

**Resident Services – Physician Impairment (ACGME Institutional Requirement IV.H.2.)**

The GME office has a program called Aid to Impaired Residents (AIRS) that addresses physician impairment due to but not limited to substance abuse. (Policy 3.7)

**Harassment (ACGME Institutional Requirement IV.H.3)**

Resident acknowledges that the GSM does 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 & Diversity. The Policy on Sexual Misconduct, Relationship Violence, and Stalking, and other anti-harassment policies are available on the UTHSC Office of Equity and Diversity's website [www.uthsc.edu/oed](http://www.uthsc.edu/oed) (Policy 3.9)

**Accommodations for Disabilities (ACGME Institutional Requirement IV.H.4.)**

The Graduate School of Medicine is required to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The GSM 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 GSM 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 (Policy 3.17)

The GSM has established technical skills and physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Residents in order to perform their physician responsibilities in the GME programs. (Policy 1.2)

**Supervision (ACGME Institutional Requirements IV.I.1.1. and 1.2)**

The GSM has an institutional policy regarding supervision of residents. Each program has a supervision policy specific to that program. (Policy 4.1).

**Program Reduction or Closure (ACGME Institutional Requirements IV.N.1. and 2.)**

In the event of a program closure or complement reduction, the GSM will provide reasonable assistance to residents in locating another ACGME program in which they can complete their training. Policy is available on the GME website at (Policy 4.9)

**Non-Competition (ACGME Institutional Requirement IV.L)**

Residents will not be required to sign non-competition guarantees or restrictive covenants that would limit where they can practice.

**Disaster Policy (ACGME Institutional Requirements IV.M. and M.1.)**

The GSM has institutional plans to ensure the continuation of training in the event of a disaster. . (Policy 3.16)

**Vendor/Industry Policy (ACGME Institutional Requirement IV.K)**

The GSM 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 7.1)

**Other Benefits/Services (ACGME Institutional Requirements II.F.1 and 2.a.)**

- All residents receive a meal allowance which varies by department and PGY level. Access to food and snacks are available 24 hours per day while residents are on duty.
- Sleep rooms are provided for residents on call.
- A cab voucher is provided for residents that are too fatigued to drive home.
- Monogrammed white lab coats are provided with a commercial laundry service.
- Alpha-Numeric Pagers are provided.
- Residents have 24 hour access to the Preston Medical Library.
- The UTGSM will provide ready access to adequate communication resources and technological support.
- Parking is provided at no cost to residents.
- Notary services are provided.
- The GSM supports resident travel to approved regional or national conferences when the resident is presenting an accepted poster, abstract, or oral presentation, or to receive an award. Maximum reimbursement will be \$2,250 per travel.
- GSM funds can be used to pay for resident publication costs up to \$1,500 per accepted manuscript. Publications must meet the following criteria: (1) resident must be the first or second author on the paper, (2) original research only, (3) the journal must be PubMed cited and peer reviewed, and (4) the impact factor of the journal must exceed 1.5. Journal submission or membership fees will not be supported by GSM funds.
- The Medical Simulation Center is available to residents in training programs that emphasize surgical and procedural practice.
- The GSM agrees to take reasonable precautions to ensure a healthy and safe working environment.
- Residents have electronic access to hospital medical records from within and outside the hospital.
- Residents 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 the Worker's Compensation Insurance for residents' work-related exposures or incidents requiring treatment. (Policy 2.8 GME and Policy 397 UTHSC).
- The University of Tennessee Medical Center provides residents an Employee Medical Discount for covered services under Discount Plan A, which is a full write off of the balance after all insurance plans have paid. - <http://insite.utmck.edu/policies-forms/12083/employee-medical-discount-plan.pdf>.

**Discrimination**

Resident acknowledges that formal charges of discrimination based on race, sex, age, religion, national or ethnic origin, disability, marital status, sexual orientation, or veteran status, shall be filed with the UTHSC Office of Equity and Diversity in accordance with the policies and procedures outlined on the GME website (Policy 3.9)

## Acceptance of 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 including all references and policies located on the website. I acknowledge that additional policies governing my participation in the GME Program are included on the GME home page located at <http://gsm.utmck.edu/education/main.htm>.

### Release of Information

I further understand that any information necessary for evaluation of my performance by my program director, by the teaching faculty, or by the GSM Administration will be preserved and made available as necessary to examining boards and other responsible agencies if requested. I authorize representatives of the GSM to submit any pertinent data regarding my application, credentials, background, and educational training as they deem necessary and appropriate, and I release these said individuals from any liability for such actions. I also hereby release from liability any and all individuals, institutions, or health care organizations listed in my application or any of their authorized representatives who, in good faith and without malice, might provide or request information of the GSM concerning my professional competence, ethics, character, and other qualifications for appointment as a resident or fellow of the University of Tennessee GME Programs.

**Agreement Period:** \_\_\_\_\_

**Program** \_\_\_\_\_

**Year in Training** \_\_\_\_\_ **Stipend for this Agreement Period** \_\_\_\_\_

\_\_\_\_\_  
**Resident Name (please print)**

\_\_\_\_\_  
**Resident Signature** **(Date)**

\_\_\_\_\_  
**Program Director** **(Date)**

\_\_\_\_\_  
**Assistant Dean of Graduate Medical and Dental Education & DIO** **(Date)**

*All qualified applicants will receive equal consideration for employment and admissions without regard age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, family, medical or genetic information, physical or mental disability, or covered veteran status.*

*Eligibility and other terms and conditions for 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, and national origin), Title IX (sex), Section 504 (disability), ASA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to:*

*Office of Equity and Diversity (OED)*

*920 Madison Avenue, 8<sup>th</sup> floor*

*Memphis, TN 38163*

*Phone: 901-448-7382 (V/TTY available)*

*Request for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*

Reviewed and approved by GMDEC 12/12/2019