

**AGREEMENT OF APPOINTMENT UNIVERSITY OF
TENNESSEE COLLEGE OF MEDICINE
GRADUATE MEDICAL & DENTAL EDUCATION PROGRAM (GMDE)**

Residency programs in GMDE at the University of Tennessee - Knoxville are under the aegis of the Graduate School of Medicine and are accredited by the Accreditation Council for Graduate Medical Education (ACGME), CODA, and/or AOA. The director of the residency training program has the authority to supervise all of the activities referable to the resident physician in the program.

1. Qualifications for Appointment: The resident must meet all eligibility requirements for acceptance into an ACGME accredited and/or CODA accredited residency; meet federal guidelines for appointment to the University (I-9 documentation and a favorable report from the Office of Inspector General) and State of Tennessee Medical Board guidelines for obtaining an exemption, a training license or an unrestricted license for participation in a training program; pass a criminal background check and mandatory drug screening; and obtain a national provider information (NPI) number and provide to GMDE Office. Register with the Medicare Provider Enrollment, Chain, and Ownership system (PECOS) and the Controlled Substance Monitoring Database (CSMD).

2. 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 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 and milestones deemed appropriate for his or her chosen discipline.

Demonstrate responsiveness to patient needs that supersede self-interest by participating in safe, effective and compassionate patient care under supervision, commensurate with his or her 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 duty hours, patient outcomes, and clinical experience data

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

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.

Participate fully in the educational and scholarly activities of his or her program and in all mandatory GMDE conferences.

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

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.

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.

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

Provide documentation of a physical examination within a six-month period before entering the residency. Provide documentation of completed tuberculosis skin test annually. This must include documentation of immunity to rubeola, mumps, rubella, varicella, TDAP (tetanus, diphtheria and pertussis) and documentation of a completed two-step tuberculosis skin. Respirator fit testing and TB skin test will be required at the start of residency and annually. 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.

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 University's teaching hospitals and clinics.

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

<http://hr.utk.edu/policies.shtml>;

<http://insite.utmck.edu/cms/POLICIES+%26+PROCEDURES/122.html>

3. Term: 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 University of Tennessee GMDE program.

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

5. Conditions for Reappointment and Promotion: If at the discretion of the 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 twelve (12) 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 University 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. Procedures are available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

6. Evaluation: Residents will be evaluated formally at the end of each rotation with summative evaluations provide semi-annually and informally throughout the year through constructive feedback from faculty and all others who observe his or her 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. Evaluation procedures are available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

7. Grievance and Due Process: 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 residents training and its cause(s). All appeals must be processed according to the following policies and procedures. Procedures are available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

8. Professional Liability Insurance: Residents receive 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). A copy of the full provision of this coverage is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

9. Health, Dental, Disability, and Life Insurance: 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. For plan benefits and resident costs visit the GMDE web site at <http://gsm.utmck.edu/education/main.htm>. Disability and life insurance is provided for residents. **Coverage begins on the starting date of this agreement.**

10. Leaves of Absence: 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 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. The leave policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

11. Duty Hours: Residents must abide by the UTMCK Graduate Medical Education policy on duty hours and reporting procedures (in New Innovations). Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

12. Moonlighting: 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 moonlighting must have prior approval from the program director. The GSM moonlighting policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>. Each program also has established a program-specific moonlighting policy. Violation of either policy could result in disciplinary actions up to and including dismissal from the program.

- 13. Resident Support Services:** Resident support services include confidential counseling, medical, and psychological services through Employee Network Incorporated. Go to <http://mybalanceworks.com/> to create a member login. UHS services are provided for the evaluation and treatment of work-related illnesses and injuries, availability of immunizations, and wellness programs. Support service information is available on the GMDE website at <http://pulse/gme/residentassistance.cfm>.
- 14. Harassment:** Resident acknowledges that the University does not tolerate sexual or other forms of harassment or belittlement by and/or directed at members of the hospital community. Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.
- 15. 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 Human Resources in accordance with the policies and procedures outlined on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.
- 16. Program Reduction or Closure:** In the event of a program closure or complement reduction, the University will provide reasonable assistance to residents in locating another ACGME program in which they can complete their training. Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.
- 17. Other Benefits/Services:** All residents receive a meal allowance which varies by department and average hours worked. Sleep rooms are provided for residents on call. Monogrammed white lab coats are provided with a commercial laundry service. Residents have 24 hour access to the Preston Medical Library. The UT GSM will provide ready access to adequate communication resources and technological support. Parking is provided at no cost to residents. The University Health Systems and The Graduate School of Medicine agree to take reasonable precautions to provide a safe environment for residents.
- 18. Restrictive Covenants:** Residents will not be required to sign restrictive covenants that would limit where they can practice.
- 19. Disaster Policy:** The GSM has institutional plans to ensure the continuation of training in the event of a disaster. Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.
- 20. Vendor/Industry Policy:** The University has explicit guidelines outlining the appropriate relationship between GMDE (inclusive of all residency and fellowship programs) and health related vendor representatives/industry and promotional activities. Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.
- 21. Accommodation for Disabilities:** Resident acknowledges that the University provides appropriate accommodation for residents with disabilities. Policy is available on the GMDE website at <http://gsm.utmck.edu/education/main.htm>.

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 GMDE Program are included on the GMDE home page located at <http://gsm.utmc.edu/education/main.htm>. I further understand that any information necessary for evaluation of my performance by my program director, by the teaching faculty, or by the University Administration will be preserved and made available as necessary to examining boards and other responsible agencies if requested.

Agreement Period:

Program _____

Year in Training _____ **Stipend for this Agreement Period** _____

Beginning Date in Program _____

Expected Completion Date in Program _____

Resident's Name (please print)

Resident's Signature (Date)

Program Director (Date)

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

EEO/AA Statement

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its educational programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity; 920 Madison, Suite 420; Memphis, Tennessee 38163; telephone 901-448-5558 (V/TTY available).

Reviewed and approved by Graduate Medical and Dental Education Committee 3/13/08