

RESIDENT SUPPORT SERVICES

EMPLOYMENT SUPPORT SERVICES

Employee Records

The Office of Graduate Medical Education maintains the residents' employment and personnel records. Residents* as GSM employees must keep their records up to date. Notify the office of Graduate Medical Education with a change in address, telephone number, marital status, number of dependents, insurance beneficiary, or legal name.

Identification Badges

Residents receive a GSM ID badge at the time of employment. . Residents must wear this badge with name and picture displayed at all times while on duty. . Upon termination, the card must be returned to the GME office.

Pagers

Each resident is issued an alpha-numeric pager. To use the pagers, dial 8700 from within the Medical Center, or 305-8700 from outside and enter the pager number. To send a text page you will need to go to <https://secure.usamobility.net/> enter the pager number and your text message and submit.

Call Rooms The call rooms are located on 6 North. Residents need to use their ID badge to enter. Security code numbers for the call rooms should be obtained from the department to which the room is assigned. The general area gives residents access to a refrigerator, ice machine, water cooler, dining area, television and computers.

Lab Coats

Each resident is issued 2 monogrammed white lab coats at the beginning of their training. An additional 2 coats are issued each academic year upon request.

Laundry Services

White coats are laundered by a commercial laundry service every Tuesday and Friday. Soiled coats should be placed in the designated laundry hampers in the call room area. The clean coats will be returned to the same area. Only white coats should be placed in the locker room hamper.

Lockers

Individual lockers are available in the call room area. Residents need to supply their own lock.

Mail Boxes

Resident mailboxes are located in the respective departments. All correspondence will be distributed to these locations.

Meal Allowances

Residents are provided a meal allowance based on specialty and PGY level. Meal allowances can be used in the cafeteria and coffee shops. Residents need to scan their ID badge to use their meal allowance.

Notary Services

A list of notaries is available in MedHub under Resources & Documents.

Parking

Parking is free at the Medical Center. Residents are issued a proximity card for an assigned parking lot.

Photographs

Residents must be photographed for identification purposes. The photographs will be made in color. A composite poster/brochure is made each year of all residents. Additional prints are retained in the Graduate Medical Education office. Residents may need photographs for application, licensure, certifying examinations, etc.

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HEALTH AND WELLNESS SUPPORT SERVICES

Occupational Health

Occupational Health offers a number of pre-placement services to support employees including housestaff. Residents are required to have a PPD skin test, a Drug Screen and provide updated immunization records prior to employment. Appointments are scheduled during orientation by the GME office.

Requirements for Employment are listed below:

- a) PPD skin tests. All residents need to have skin tests administered. No requisition is necessary.
- b) Tetanus/Diphtheria immunization. Recommended if last dose was more than 10 years ago.
- c) Measles, Mumps, Rubella (MMR) immunization. Recommended for all individuals born in 1956 or later. If no previous immunization or immunization was prior to 1980, two doses are recommended. If immunized after 1980 one additional dose is recommended.
- d) Hepatitis B Vaccine. Required if not previously received.
- e) Drug Screen

UTMC Onsite Fitness Center

The Fitness Center is located in the HLVI Bldg., Suite 140 and is designed to offer team members convenient and affordable exercise options. Exercise Specialists at the Center will help team members develop a fitness program to meet their specific needs. Membership is on a month-to basis. The membership fee for residents is \$10 per month through payroll deduction. For more information or to set up an appointment, please contact Amy Shafer, Fitness Center Directory, at 305-3299 or by email: amy.shafer@utmck.edu.

UTK RECSports Membership*

Residents and their spouses are eligible for a membership to the UTK RecSports facility on campus. The link to Rec Sports is <http://recsports.utk.edu/>. Please contact the GME office if you are interested in obtaining a membership. You will be required to have a Vol Card ID made to access Rec Sports. The GME office will assist residents with the process.

Humana Resident Assistance Program

The Humana Resident Assistance Program offers short-term counseling to help manage everyday life issues. Services include up to six face-to-face counseling visits per issue per year for residents and their families.

Call: 1-866-440-6556 (TTY: 711)

Website: Humana.com/eap

Username: resident

Password: resident

Cigna Health & Wellness

The resident health insurance through Cigna offers a variety of wellness programs to promote a healthier lifestyle. Residents have access to online coaching, health assessment, health dashboard, etc. For more information, please visit mycigna.com.

ACADEMIC SUPPORT SERVICES

Preston Medical Library

The Preston Medical Library's mission is to assist the University of Tennessee Medical Center in providing excellence in healing, education, and discovery. The library is committed to ensuring access to clinical information through the acquisition, organization and management of collections. PML provides exceptional reference, research and instruction for faculty, residents, students and physicians and outreach to the community. Unless otherwise indicated, all services/resources provided by the library are available only to UTGSM, UT Medical Center staff and area practicing physicians. UTGSM faculty, staff, students, and UT Medical Center leased employees also have privileges at the UT Hodges (Main) Library. (Consult library staff for details.) For more information and list of services, please visit the website: <http://gsm.utmck.edu/library/>

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Medical Simulation Center

At the UT Graduate School of Medicine's Medical Simulation Center, physicians and students can attain individual improvement in skills or learn as part of a medical team while their reactions and decision-making abilities as individuals and team members are measured. This type of training improves critical thinking, decision making, and clinical techniques all without risk to a real patient. The Simulation Center monitors, records and measures performance using audiovisual equipment and post-exercise debriefing. For more information, visit the Medical Simulation website: <http://gsm.utmck.edu/simulation/main.cfm>

MedHub

The GME office uses MedHub for their residency management software to store and access resident demographic information, rotation schedules, call schedules, resident work hours, procedures, conferences, and evaluations. Resident support for MedHub is provided through the GME office. To access the MedHub website, please visit: <https://utmck.medhub.com>.

*The term “Resident” refers to both Resident and Fellow Trainees

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