

**AGREEMENT OF APPOINTMENT  
UNIVERSITY OF TENNESSEE GRADUATE SCHOOL OF MEDICINE  
GRADUATE MEDICAL AND DENTAL EDUCATION PROGRAM**

Residency and Fellowship programs in Graduate Medical Education (GME) at the University of Tennessee - Knoxville are under the aegis of the Graduate School of Medicine (GSM). Residents and Fellows (herein “Trainees”) are 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 and fellowship 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 GME programs. The Program Director of the residency/fellowship training program has the authority to supervise all the activities referable to the trainee physician in the program. Copies of the policies referenced in this document can be found on the GSM website at <http://pulse/gme/policies.cfm>

**Qualifications for Appointment:**

1. Be a graduate from an accredited Medical School in the United States, or graduate from a Tennessee Board of Medical Examiners approved international medical school or be approved for an exceptionally qualified candidate by the Graduate Medical and Dental Education committee (GMDEC) for individuals completing residency training outside the US, and be eligible for licensure by the Tennessee Board of Medical Examiners. Educational Commission for Foreign Medical Graduates (ECFMG) certificate required (Policy 2.1)
2. Meet all institutional, departmental, and specialty eligibility requirements for their respective training programs (Policy 2.1)
3. 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 2.2)
4. Successfully pass USMLE Steps 1 and 2 CK or equivalent examinations (COMLEX-USA) and submit a copy of the results to the GME office (Policy 5.6)
5. 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 5.6)
6. Meet all federal regulations for work authorization including providing adequate documentation for completion of the I-9 and eVerify. Trainees must have a valid social security number prior to beginning training. Trainees 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 2.1 and 2.5)
7. Meet all guidelines established by the Tennessee Board of Medical Examiners for obtaining authorization to participate in the training program, typically a trainee exemption from licensure paid by the institution or an unrestricted medical license at the expense of the trainee (Policy 3.4)
8. 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 2.1)
9. Pass a criminal background and drug screen prior to final appointment to begin training (Policy 2.4 and 2.8)

**Trainee Responsibilities (ACGME Institutional Requirement 4.3.a.1.):**

Throughout the training program, trainees must:

Develop a personal program of self-study and professional growth with guidance from the teaching staff 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 trainees 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 trainee 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 trainee whenever the trainee is confronted with high-risk situations or with clinical decisions that exceed the trainee'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.

For on-boarding, please provide documentation of immunity (vaccines or titers) to MMR, varicella, Hepatitis B, Hepatitis A, TDAP (tetanus, diphtheria and pertussis) and documentation of a completed two-step tuberculosis skin test or negative Quantiferon Gold within the last 3 months of your on-boarding appointment. In addition, documentation of immunity to hepatitis B must be provided or the trainee will need a vaccination before assuming clinical duties. The infection control requirements for trainees are subject to amendment. (Policy 5.14)

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. Trainees will be required to complete online modules and a skills checkoff quarterly through the Resuscitation Quality Improvement (RQI) program for ACLS, BLS, & PALS.

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 4.3a.2.)**

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. (Policy 2.1)

#### **Compensation (ACGME Institutional Requirement 4.3.a.3.)**

The annual compensation rates for the current academic year are available on the website:  
<http://gsm.utmck.edu/education/salary.cfm> (Policy 3.11)

#### **Conditions for Reappointment, Promotion, and Non-Reappointment (ACGME Institutional Requirements 4.3.a.4.)**

If at the discretion of the Program Director of the graduate training program in which the trainee participates, the trainee 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 trainee shall be eligible for promotion to the next level of training with a commensurate renewal of this Agreement, not to exceed one additional period of four months, unless the trainee has completed the residency training program to which the trainee 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 trainee(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 trainee is not reappointed or promoted, an academic appeals process is available to ensure that trainees have access to adjudicate complaints and grievances. (Policy 6.2)

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

Trainees 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 trainee's appointment. It is the trainee's responsibility to provide evidence of passage of Step 3 (or equivalent exam) to the

Program and the GME office (Policy 5.6).

### **Evaluation**

Trainees 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 trainee 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 trainees completing programs will be capable of practicing independently and have met all six general competencies. (Policy 6.1)

### **Grievance and Due Process (ACGME Institutional Requirement 4.3.a.5)**

Trainees 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. Trainees have the right to appeal any non- reportable, reportable or adverse action taken by the training program or institution. The grievance process is intended to provide a formal, structured review of the actions, which impacts training and its cause(s). All appeals must be processed according to the following policy and procedure. (Policy 7.5)

### **Professional Liability Insurance (ACGME Institutional Requirement 4.3.a.6.)**

Trainees 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 trainee's employment even if the case is filed after the trainee has completed training (occurrence based). (Policy 3.3)

### **Health Insurance (ACGME Institutional Requirement 4.3.a.7.)**

Health insurance is provided for trainees and eligible dependents and is effective on the trainee's first recognized day of residency/fellowship program. Trainees are responsible for approximately 20% of the premium for the type of health coverage selected. Per ACGME requirements, if the first day of health insurance eligibility is not the first day that trainees are required to report, then the trainees will be given advanced access to information regarding interim coverage so that they can purchase coverage if desired. (Policy 3.2)

### **Disability and Life Insurance (ACGME Institutional Requirement 4.3.a.8.)**

Disability and life insurance are provided for trainees through the GME designated carrier. Both are mandatory. The GME office has added an additional \$600 to the trainee's annual salary to help offset the cost of life and disability insurance premiums. (Policy 3.2)

### **Leaves of Absence (ACGME Institutional Requirement 4.3.a.9., 4.3.a.10., 4.3.a.11.)**

The GME policies concerning vacation, sick, parental, caregiver medical, and education leaves are available on the GME website. 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 of the effect of leave(s) of absence on the ability of trainees to satisfy requirements for program completion and board eligibility. Current requirements and information related to eligibility for specialty board examinations can be obtained through the program. (Policy 3.1 and 6.3)

### **Work Hours (ACGME Institutional Requirement 4.3.a.12..)**

Trainees must abide by the UTMCK Graduate Medical Education policy on work hours and are responsible for reporting work hours in MedHub. (Policy 4.6)

### **Moonlighting (ACGME Institutional Requirements 4.3.a.12. and 4.11 – 4.11.a.4.)**

Trainees must not be required to engage in moonlighting. Moonlighting is voluntary, compensated, medically related work (not related with training requirements) performed within or outside of the institution in which the Trainee is in training or at any of its related participating sites. All trainees that are moonlighting must have a valid TN medical license and liability coverage. Prior approval in MedHub, must be given from the program director and the GME office. PGY-1 trainees and trainees 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. The Sponsoring Institution or ACGME-accredited programs may prohibit moonlighting for trainees. An ACGME-accredited program will monitor the effects of moonlighting activities on a trainee's performance in the program, including

that adverse effects may lead to withdrawal of permission to moonlight. (Policy 4.7)

**Trainee Support Services (ACGME Institutional Requirement 4.9.a.)**

The trainee insurance package includes behavioral health benefits for counseling services for trainees and eligible dependents. In addition, the GSM offers a free Trainee Assistance Program through United Healthcare called Optum, 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 trainees, including up to seven counseling sessions for each issue. (Policy 3.5)

**Resident Services – Physician Impairment (ACGME Institutional Requirement 4.9.b.)**

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 3.8)

**Harassment (ACGME Institutional Requirement 4.9.c.)**

Trainee 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 Compliance. The Policy on Sexual Misconduct, Relationship Violence, and Stalking, and other anti-harassment policies are available on the UTHSC Office of Compliance website <https://uthsc.edu/access-compliance/> (Policy 3.9)

**Accommodations for Disabilities (ACGME Institutional Requirement 4.9.d.)**

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 trainee seeking an accommodation should contact the Office of Compliance (Policy 4.11)

The GSM has established technical skills and physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Trainees to perform their physician responsibilities in the GME programs. (Policy 2.2)

**Discrimination (ACGME Institutional Requirements 4.9.e.)**

Trainee 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 Compliance in accordance with the policies and procedures outlined on the GME website (Policy 4.16)

**Supervision (ACGME Institutional Requirements 4.10 – 4.10.a.)**

The GSM has an institutional policy regarding supervision of trainees. Each program has a supervision policy specific to that program. (Policy 5.1).

**Vendor/Industry Policy (ACGME Institutional Requirement 4.12.)**

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 8.1)

**Non-Competition (ACGME Institutional Requirement 4.13.)**

Trainees will not be required to sign non-competition guarantee or restrictive covenant that would limit where they can practice. (Policy 3.12)

**Disaster Policy (ACGME Institutional Requirements 4.14., 4.14.a.)**

The GSM has institutional plans to ensure the continuation of training in the event of a disaster or substantial disruptions in patient care or education. (Policy 4.10)

**Program Reduction or Closure (ACGME Institutional Requirements 4.15. – 4.15b.)**

In the event of a program or Sponsoring Institution closure or complement reduction, the GSM will provide reasonable assistance to trainees in locating another ACGME program in which they can complete their training. (Policy 5.9)

## Other Benefits/Services

- All trainees receive a meal allowance that varies by program and PGY level. Access to food and snacks are available 24 hours per day while trainees are on duty.
- Sleep rooms are provided for trainees on-call.
- A cab voucher is provided in MedHub for trainees that are too fatigued to drive home.
- Monogrammed white lab coats are provided with a commercial laundry service.
- Alpha-Numeric Pagers are provided.
- Trainees have 24-hour access to the Preston Medical Library.
- The UTGSM will provide access to communication resources and technological support.
- Parking is provided at no cost to trainees.
- Notary services are provided.
- The GSM will support trainee travel through reimbursement if the trainee has an abstract accepted for presentation at state, regional, or national meetings. The GSM will also support trainee travel if the trainee is named to participate in national committees or educational organizations. Reimbursement is generally limited to one travel per year per trainee; however, trainees may be eligible, with program director approval and final approval from the DIO, for additional GSM supported travel within the same academic year (up to \$2500 per trip). (Policy 5.8)
- GSM funds can be used to pay for trainee publication costs up to \$1,500 per accepted manuscript. Publications must meet the following criteria: (1) trainee 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. (Policy 9.10)
- The Medical Simulation Center is available to trainees in training programs that emphasize surgical and procedural practice.
- The GSM agrees to take reasonable precautions to ensure a healthy and safe working environment.
- Trainees have electronic access to hospital medical records from within and outside the hospital.
- Trainees 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 trainees' work-related exposures or incidents requiring treatment. (Policy 3.7).
- The University of Tennessee Medical Center provides trainees 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. Please note this does not apply to physician offices located at the hospital. <http://insite.utmck.edu/policies-forms/12083/employee-medical-discount-plan.pdf>.
- Trainees can join the UT Fitness Center for \$10 per month. 24/7 access available.
- Programs are allocated an annual wellness budget of \$100 per trainee for teambuilding and wellness activities. (Policy 9.7)
- Step 3 exam compensation available to eligible PGY1 and PGY2 residents. Only trainees registering for the USMLE Step 3 or COMLEX Level 3 exam after their July 1 start date are eligible for reimbursement. (Policy 9.4)

**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://pulse/gme/policies.cfm>

**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 trainee of the University of Tennessee GME Programs.

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

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

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

\_\_\_\_\_  
**Trainee Name**

\_\_\_\_\_  
**Trainee 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 to 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 Compliance*

*920 Madison Avenue, Suite 825*

*Memphis, TN 38163*

*Phone: 901-448-7382*

*Request for accommodation of a disability should be directed to the ADA Coordinator at the Office of Compliance*

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