

**INITIAL AGREEMENT OF APPOINTMENT (IV.B.1.)
UNIVERSITY OF TENNESSEE COLLEGE OF MEDICINE CHATTANOOGA
GRADUATE MEDICAL EDUCATION (GME) PROGRAMS**

Resident/Fellow Name:

Program:

Residency & Fellowship GME Programs at the University of Tennessee, including the University of Tennessee College of Medicine Chattanooga (UTCOCM) are under the aegis of the College of Medicine are accredited by the Accreditation Council for Graduate Medical Education (ACGME). The Program Directors of the Residency/Fellowship Programs have the authority to supervise all of the activities for Resident & Fellow physicians in the Programs.

Qualifications for Appointment (IV.A.1. & 2.)

In order to be accepted for an appointment, the Resident/Fellow must:

1. Meet all eligibility departmental/specialty requirements for their respective training Program;
2. Meet minimum & essential technical standards & functions, similar to those established by the University of Tennessee Center for the Health Sciences (UTHSC) for admission to medical school: motor skills; sensory & observational skills; communication skills; conceptual, integrative & quantitative skills; & behavioral/social skills & professionalism;
3. Successfully pass USMLE Steps 1 & 2 (CK & CS) or equivalent examinations (COMLEX USA or MCCQE) & submit copies of results to the appropriate Program Director & GME Director before beginning training at UTCOCM;
4. Successfully pass USMLE Step 3 or equivalent examinations if starting or advancing at a PGY-3 level or greater & submit copies of results to the appropriate Program Director & GME Director prior to the start of training;
5. Meet federal regulations for employment in the U.S. including providing adequate documentation for completion of the I-9 form. Residents & Fellows on employment visas are responsible for meeting all guidelines for lawful entry & continued stay in the U.S.;
6. Meet all guidelines established by the Tennessee Board of Medical Examiners for obtaining authorization to participate in the training Program (a resident exemption from licensure, a special training license, or unrestricted medical license);
7. Not be listed on any HHS/Office of Inspector General's (OIG) list of individuals excluded from federal health care program and not be listed on the Tennessee Abuse Registry.
8. Pass a criminal background prior to final appointment to begin training;
9. Pass a drug screen prior to final appointment to begin training;
10. Provide a final transcript (denoting award of the MD/DO degree) sent directly from the trainee's medical school to the GME Director. An ECFMG certificate will be acceptable documentation for international medical school graduates;
11. Documentation from a U.S. licensed physician that the trainee is physically & mentally able to begin a residency or Fellowship;
12. Documentation of all appropriate immunizations;
13. Obtain a national provider identification (NPI) number & provide to the Program Director & GME Director;
14. Obtain Basic Life Support (BLS) certification & Advanced Cardiac Life Support (ACLS) certification prior to or during orientation & provide a copy to the Program Director & GME Director. Pediatrics Residents are required to obtain Pediatric Advanced Life Support (PALS) certification instead of ACLS certification. Family Medicine Residents are required to obtain both ACLS & PALS certification. Surgery Residents are required to obtain Advanced Trauma Life Support (ATLS) certification in addition to ACLS certification. Emergency Medicine Residents are required to obtain ACLS, PALS, & ATLS certification.

RESIDENT/FELLOW RESPONSIBILITIES (ACGME Institutional Requirement IV.B.2.a.)

- Develop a personal program of self-study & professional growth with guidance from the teaching staff in order to acquire & maintain throughout his/her professional career for the knowledge, clinical skills, attitudes, & behaviors required to fulfill all objectives of the Residency/Fellowship educational program & to achieve the competencies deemed appropriate for his/her chosen discipline.
- Make the patient's welfare his/her first priority by participating in safe, effective, & compassionate patient care under supervision, commensurate with his or her level of advancement & responsibility.
- Participate fully in the educational & scholarly activities of his/her Program & in all mandatory GME conferences.
- Assume responsibility for teaching, peer evaluating, & supervising other Residents, Fellows, & medical students, providing candid & constructive feedback on their performance to encourage quality improvement.
- Participate in institutional programs & activities involving the Medical Staff & adhere to established practices, procedures, & policies of the Graduate Medical Education Programs & of all affiliated hospitals & training sites, including the timely completion of medical records.
- Participate in institutional committees & councils, especially those that relate to patient care review & quality improvement activities.
- Develop an understanding of ethical, socioeconomic, & medical/legal issues that affect graduate medical education & of how to apply cost containment measures in the provision of patient care.
- Embrace the professional values of honesty, compassion, integrity, & dependability.
- Adhere to the highest standards of the medical profession & pledge to conduct him/herself accordingly in all interactions. The Resident/Fellow will demonstrate respect for all patients & 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/Fellows whenever the Resident/Fellow is confronted with high-risk situations or with clinical decisions that exceed my confidence or skill to handle alone.
- Learn the most from direct patient care & guidance from faculty & other members of the health care team. The Resident/Fellow should understand the need for faculty to supervise all interactions with patients.
- Participate in evaluation of the quality of education provided by the Program.
- Provide documentation of a physical examination within a six-month period of beginning Residency or Fellowship. This must include documentation of immunity to rubeola, mumps, rubella, diphtheria, polio, & documentation of results of a tuberculosis skin test during orientation. In addition, documentation of immunity to Hepatitis B must either be provided before beginning training, or the Resident/Fellow will begin vaccination before assuming clinical duties. Infection Control Requirements for Residents/Fellows are subject to amendment by the UTCOMC or the affiliated hospitals.
- Provide annual documentation of results of tuberculosis skin tests throughout training.
- Abide by the University of Tennessee policies, procedures, & work rules as well as rules & regulations of the University's teaching hospitals & clinics: www.utcomchatt.org/gme.
- Comply with all HIPAA guidelines and complete the HIPAA and GME on-line compliance training modules within 30 days of employment.
- Demonstrate continual progress & competence in the ACGME Milestones identified by the appropriate Residency Review Committee & the Six General Competency Domains -- **Patient Care, Medical Knowledge, Practice-Based Learning & Improvement, Interpersonal & Communication Skills, Professionalism, & Systems-Based Practice:**
 - **Patient Care:** Demonstrate incremental increase in Patient Care competency that is compassionate, appropriate, & effective for the treatment of health problems & the promotion of health; competency to perform all medical & invasive procedures considered essential for the area of practice (including identifying & performing invasive & non-invasive medical procedures; gathering critical information & data, whether in the form of history & physical examination or diagnostic testing; interpreting results; & knowledge of protocols);

- **Medical Knowledge:** Demonstrate knowledge about established & evolving biomedical, clinical, epidemiological & social-behavioral sciences, as well as the application of this knowledge to patient care;
- **Practice-Based Learning & Improvement:** Demonstrate the ability to investigate & evaluate their care of patients, to appraise & assimilate scientific evidence, & to continuously improve patient care based on constant self-evaluation & life-long learning. Residents & Fellows are expected to develop skills & habits to be able to meet the following goals:
 - Identify strengths, deficiencies, & limits in one's knowledge & expertise;
 - Set learning & improvement goals;
 - Identify & perform appropriate learning activities;
 - Systematically analyze practice using quality improvement methods, & implement changes with the goal of practice improvement;
 - Incorporate formative evaluation feedback into daily practice;
 - Locate, appraise, & assimilate evidence from scientific studies related to their patients' health problems;
 - Use information technology to optimize learning; &
 - Participate in the education of patients, families, students, Residents, Fellows, & other health professionals;
- **Interpersonal & Communication Skills:** Demonstrate interpersonal & communication skills that result in the effective exchange of information & collaboration with patients, their families, & health professionals. Residents & Fellows are expected to:
 - Communicate effectively with patients, families, & the public, as appropriate, across a broad range of socioeconomic & cultural backgrounds;
 - Communicate effectively with physicians, other health professionals, & health related agencies;
 - Work effectively as a member or leader of a health care team or other professional group;
 - Act in a consultative role to other physicians & health professionals; &
 - Maintain comprehensive, timely, & legible medical records, if applicable;
- **Professionalism:** Demonstrate a commitment to carrying out professional responsibilities & an adherence to ethical principles. Residents & Fellows are expected to demonstrate:
 - Compassion, integrity, & respect for others;
 - Responsiveness to patient needs that supersedes self-interest;
 - Respect for patient privacy & autonomy;
 - Accountability to patients, society, & the profession; &
 - Sensitivity & responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, & sexual orientation;
- **Systems-Based Practice:** Demonstrate an awareness of & responsiveness to the larger context & system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care. Residents & Fellows are expected to:
 - Work effectively in various health care delivery settings & systems relevant to their clinical specialty;
 - Coordinate patient care within the health care system relevant to their clinical specialty;
 - Incorporate considerations of cost awareness & risk-benefit analysis in patient &/or population-based care as appropriate;
 - Advocate for quality patient care & optimal patient care systems;
 - Work in inter-professional teams to enhance patient safety & improve patient care quality; &
 - Participate in identifying system errors & implementing potential system solutions.
- Failure to comply with GME policies and procedures including but not limited to duty hours, ACLS, required online training modules, and immunizations may result in the resident/fellow being placed on leave without pay until he/she has complied with the policy and/or procedure.

DURATION OF APPOINTMENT (ACGME Institutional Requirement IV.B.2.b.)

The duration of this appointment is made on an annual basis with the expectation that continuation within the one-year appointment & annual reappointment throughout the duration of the Residency or Fellowship period will be based upon evidence of satisfactory progress in scholarly, professional growth, & the availability of training positions in the UTCOMC GME Programs.

FINANCIAL SUPPORT (ACGME Institutional Requirement IV.B.2.c.)

The University of Tennessee & its affiliated hospitals provide salary & benefits to ensure financial support for its Residents & Fellows. The annual compensation rates for Residents & Fellows are available on the GME website at www.utcomchatt.org/gme.

CONDITIONS FOR REAPPOINTMENT, PROMOTION, & NON-REAPPOINTMENT (ACGME Institutional Requirements IV.B.2.d.)

Reappointment & promotion to the subsequent year of training require satisfactory, cumulative evaluations by Faculty & the Program Director. If, at the discretion of the Program Director, the Resident or Fellow has fulfilled all of the educational requirements & attained the knowledge & skill necessary to progress to the next level of post-graduate training & fulfilled all of the other terms & conditions stipulated in this Agreement, the Resident or Fellow shall be eligible for promotion to the next level of Residency or Fellowship training with a commensurate reappointment annually until completion of training. Program Directors must give written notice for non-reappointment or non-promotion prior to the end of the Agreement. If a Resident/Fellow is not reappointed or promoted, an academic appeals process is available to ensure that Residents & Fellows have access to adjudicate complaints & grievances. Procedures are available on the GME website at www.utcomchatt.org/gme.

GRIEVANCE PROCEDURES & DUE PROCESS (ACGME Institutional Requirements IV.B.2.e.)

Residents & Fellows will be evaluated periodically each year, including constructive feedback from faculty & others who observe their performance. Objective assessments are indispensable guides to improving skills as a physician. Rotation specific goals & objectives, as well as teaching & evaluation methodologies, ensure that Residents & Fellows completing training will be capable of practicing independently & without supervision & have demonstrated satisfactory competence in each of the six ACGME General Competency Domains. In the event of an adverse decision affecting the timely completion of training, or non-reappointment or non-promotion, the Resident/Fellow is granted the right to present his/her views & any extenuating circumstances in an academic appeals process. Procedures are delineated on the GME website at www.utcomchatt.org/gme. In addition, procedures are also in place that ensure that complaints & grievances regarding the work environment or issues related to the Program or Faculty can be discussed & adjudicated appropriately.

PROFESSIONAL LIABILITY INSURANCE (ACGME Institutional Requirements IV.B.2.f.)

Residents & Fellows are provided immunity from professional liability through the Tennessee Claims Commission Act (TCA 9-8-301 et seq.). The Claims Commission covers defense & judgment payments for acts determined to be within the scope of a Resident's/Fellow's employment, even if the case is filed after the Resident/Fellow has completed training (occurrence based). A copy of the full provision of this coverage is available on the GME website at www.utcomchatt.org/gme.

HEALTH & DISABILITY INSURANCE (ACGME Institutional Requirement IV.B.2.g. & h.)

Health, basic disability, & life insurance coverage is mandatory for residents/fellows. Health & dental insurance is provided for residents/fellows & eligible dependents & is effective on the resident's/fellow's first recognized day of residency/fellowship program. Residents/fellows are responsible for approximately 20% of the premium of the type of health coverage selected. For plan benefits & resident/fellow costs, visit the GME web site at www.utcomchatt.org/gme. Disability & life insurance is provided for residents/fellows through the GME designated carrier as listed on the web site & may not be cancelled during residency/fellowship training.

LEAVES OF ABSENCE (ACGME Institutional Requirements IV.B.2.i., j., & k.)

The University's policies concerning vacation, sick, parental, family medical, & educational leaves are available on the website at www.utcomchatt.org/gme, but policies may vary slightly from program to program based upon individual specialty board requirements. Individual program policies are available in the offices of the program

directors & are available to the resident/fellow upon request. It is the responsibility of each program director to advise residents/fellows of the effect of any time away from training upon program completion & board eligibility. All approved training extensions necessary to meet board eligibility are paid with full benefits. Current requirements for eligibility for specialty board examinations can be found through a link on the statewide UT GME System website www.uthsc.edu/gme.

DUTY HOURS (ACGME Institutional Requirement IV.B.2.I.)

Residents & Fellows must abide by the ACGME Common Program & Duty Hours Requirements, as well as the UTCOMC GME Policy on Duty Hours & reporting procedures via New Innovations. The policy is delineated on the GME website at www.utcomchatt.org/gme.

MOONLIGHTING (ACGME Institutional Requirements IV.B.2.I. & IV.J.1.a. through 1.d)

Residents/Fellows may not participate in patient care responsibilities outside the educational program (moonlighting) that would interfere with their performance. Residents/Fellows may only moonlight if approved in advance by the Program Director & must be monitored continually & must be included in total duty hours reported. The complete institutional policy is available on the GME website at www.utcomchatt.org/gme. In Programs that permit monitored moonlighting, performance will be monitored for the effect of these activities & that adverse effects may lead to withdrawal of permission. Violation of this policy could result in disciplinary actions, up to & including dismissal from the program.

RESIDENT SUPPORT SERVICES (INCLUDING COUNSELING) (ACGME Institutional Requirement IV.H.1.)

The Resident/Fellow Insurance Package includes behavioral health benefits for counseling services for trainees & eligible dependents. In addition, the University offers a free Residents Assistance Program called Balance Works through ENI, which provides confidential professional counseling, legal & financial resources, referrals, & help with issues such as academics, relationship problems, substance abuse, emotional problems, stress, & much more. These benefits are provided at no charge to Residents & Fellows, including up to six counseling session for each problem. Financial & legal services will likely be offered at a discount through the ENI provider network. Policies & procedures regarding counseling are delineated on the GME website at www.utcomchatt.org/gme.

PHYSICIAN IMPAIRMENT (ACGME Institutional Requirement IV.H.2.)

The UTCOMC has established a program called Aid to Impaired Residents (AIRs) that addresses physician impairment due to but not limited to substance abuse. The policy is described on the GME website at www.utcomchatt.org/gme.

HARASSMENT & DISCRIMINATION (ACGME Institutional Requirement IV.H.3.)

Residents & Fellows are made aware that the University of Tennessee does not tolerate sexual other forms of harassment or belittlement by &/or directed at members of the hospital community. Formal charges of discrimination based on race, sex, age, religion, national or ethnic origin, disability, marital status, sexual orientation, or veteran status, will be filed with UT Human Resources in accordance with policies delineated on the GME website at www.utcomchatt.org/gme.

ACCOMMODATION FOR DISABILITIES (ACGME Institutional Requirement IV.H.4.)

The UTCOMC has established technical skills & physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Residents & Fellows in order to perform their physician responsibilities in the GME Programs. The UTCOMC has established a policy to provide reasonable accommodations for trainees with disabilities. The policy is delineated on the GME website at www.utcomchatt.org/gme.

SUPERVISION (ACGME Institutional Requirement IV.I.1.1. & 1.2)

The UTCOMC has established an institutional policy regarding supervision of residents/fellows, & ensures that each of its programs have established written, program-specific supervision policy consistent with the institutional policy & the respective ACGME Common & specialty/subspecialty-specific Program Requirements.

VENDOR/INDUSTRY POLICY (ACGME Institutional Requirement IV.K.)

The UTCOMC has a policy & explicit guidelines outlining the appropriate relationship between GME Programs & health-related vendor representatives & industry & promotional activities. The policy is delineated on the GME website at www.utcomchatt.org/gme.

NON-COMPETITION OR RESTRICTIVE COVENANTS (ACGME Institutional Requirement IV.L.)

Residents & Fellows will not be required to sign non-competition guarantees or restrictive covenant agreements.

DISASTER POLICY (ACGME Institutional Requirement IV.M. & M.1.)

The UTCOMC has a policy & procedures that will allow continuation of training in the event of a natural or catastrophic disaster. The policy is delineated on the GME website at www.utcomchatt.org/gme.

CLOSURES & REDUCTIONS (ACGME Institutional Requirement IV.N.1. & 2.)

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. The policy is delineated on the GME website at www.utcomchatt.org/gme.

OTHER BENEFITS/SERVICES (ACGME Institutional Requirements II.F.1. & 2.a.)

On-call meal provisions vary within the various teaching hospitals. However, access to food services & snacks 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 available. Parking is provided at no cost to residents/fellows. The University agrees to take reasonable precautions to ensure a healthy & safe working environment. The University will provide ready access to adequate communication resources & technological support. The University & its affiliated hospitals provide ready access to adequate communication resources & technological support. The affiliated hospitals provide services & health care delivery systems including patient support services (peripheral intravenous access placement, phlebotomy, & laboratory & transport services), laboratory, pathology, & radiology services, & a medical records system that documents the course of each patient's illness & care. Residents & Fellows have electronic access to hospital medical records from within & outside the hospital. Residents & Fellows who are injured or exposed to illness while on duty are provided access to the hospital's employee health services for evaluation & follow-up. Details about these benefits & services are described on the GME website at www.utcomchatt.org/gme.

ACCEPTANCE OF RESIDENCY/FELLOWSHIP APPOINTMENT

I understand & agree to my responsibilities to the University of Tennessee Graduate Medical Education Programs. I have received & reviewed the content of the above Agreement, including all references to policies & procedures described & located on the GME website. I acknowledge that additional policies governing my participation in the GME Programs are included in the policies & procedures on the GME website at www.utcomchatt.org/gme.

RELEASE OF INFORMATION

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

Resident/Fellow Name:

Signature (Resident/Fellow)

Date Signed

Program:

Signature
Director of GME

Date Signed

Signature
Associate Dean/DIO

Date Signed

To Be Completed by the GME Office:

Date Training Begins: _____

Anticipated Completion: _____

PGY Level: _____

Annual Salary: _____
(effective July 1, 2014)

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 & services or employment opportunities & benefits. This policy extends to both employment by & admission to the University. The University does not discriminate on the basis of race, sex, or disability in its educational programs & 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, & the Americans with Disabilities Act (ADA) of 1990. Inquiries & charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age of Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity & Diversity, 62 South Dunlap, Memphis, Tennessee 38163, telephone 901-448-5558, (V/TTY available).