

MEMORANDUM

TO: All Incoming Residents and Fellows for July and August 2011

FROM: Pamela D. Scott, Director, Graduate and Medical Student Education

DATE: **May 14, 2011**

SUBJECT: **Welcome Information**

Welcome to the University of Tennessee Graduate Medical Education Program – specifically the College of Medicine Chattanooga -- for the 2011 – 2012 academic year. We are so pleased that you have chosen to pursue residency or fellowship training in our institution and look forward to this next phase in your education and career.

GME Office

The GME Office of the College of Medicine Chattanooga is located at 960 East Third Street, Suite 104, just across the street from the main Erlanger Medical Center and one floor below the Department of Internal Medicine. The direct phone number is (423) 778-7442. Until you relocate to Chattanooga, you can reach us toll free: (800) 947-7823, extension 7442. If we can assist you in any way, please give us a call or email us at GME@erlanger.org.

The GME Office Staff include my assistant, Tammy Fite, and me, Pam Scott, Director for Graduate and Medical Student Education. Tammy answers the main line and receives email to the GME@erlanger.org address.

Department Information

Erlanger Medical Center UT Emergency Medicine Residency ATTN: Velvet Green, Residency Coordinator 975 East Third Street Chattanooga, TN 37403 Velvet.Green@erlanger.org (423) 778-7628	UT Family Practice Center UT Family Medicine Residency ATTN: Sharron Skoretz, Residency Coordinator 1100 East Third Street Chattanooga, TN 37403 Sharron.Skoretz@erlanger.org (423) 778-2957
Erlanger Medical Center UT Internal Medicine Residency ATTN: Deborah Fuller, Residency Coordinator 975 East Third Street, Hospital Box 94 Chattanooga, TN 37403 Deborah.Fuller@erlanger.org (423) 778-7817	UT OB/GYN Residency ATTN: Shanon Sims, Residency Coordinator 979 East Third Street, Suite C-720 Chattanooga, TN 37403 Shanon.Sims@erlanger.org (423) 778-7515

Department Information (Continued)

Erlanger Medical Center UT Department of Orthopaedic Surgery ATTN: Donna Gibson, Residency Coordinator 975 East Third Street, Hospital Box 260 Chattanooga, TN 37403 Donna.Gibson@erlangers.org (423) 778-9202	T.C. Thompson Children's Hospital UT Pediatrics Residency ATTN: Patty Wolfe, Residency Coordinator 910 Blackford Street Chattanooga, TN 37403 Patty.Wolfe@erlangers.org (423) 778-6217
UT Plastic Surgery Residency ATTN: Stacey Blanks, Residency Coordinator 979 East Third Street, Suite C-920 Chattanooga, TN 37403 blankss@theptsg.org (423) 778-9047	UT Department of Surgery ATTN: Cindy Rudolph, Residency Manager 979 East Third Street, Suite 401 Chattanooga, TN 37403 Cindy.Rudolph@erlangers.org (423) 778-7695
Erlanger Medical Center UT Transitional Year Residency Program ATTN: Joyce Poke, Residency Coordinator 975 East Third Street Chattanooga, TN 37403 Joyce.Poke@erlangers.org (423) 778-6670	

Orientation

ALL NEW RESIDENTS AND FELLOWS ARE REQUIRED TO ATTEND ORIENTATION.

Please contact the GME Office if you have extenuating circumstances that will preclude your attendance.

Please follow this link <http://www.utcomchatt.org/subpage.php?pageId=485> to view information and links for Incoming Residents and Fellows regarding orientation, forms, requirements, and information that will be helpful in your relocation to Chattanooga. I am attaching a copy of the Orientation Schedule, but you can also access it from this link if you lose this email.

Orientation sessions and required BLS, ACLS, PALS, and ATLS training sessions will be conducted the last three weeks in June -- with BLS kicking off the sessions on Monday, June 13 (8-10 AM). If you already have current BLS certification, you won't have to participate on the 13th. Wednesday, June 15, we will host a welcome luncheon in the Erlanger POB Conference Room. Your Program Directors, Coordinators, and Chief Residents will be there, too.

Thursday and Friday, June 16 and 17, will be ATLS Training for all Emergency Medicine, Orthopaedic Surgery, and Surgery Residents. The course is all day on both days.

Thursday, June 16, will include all day sessions -- Work Force Screening (Drug Screen, Immunization Screening & Titers, etc.) and Erlanger Computer Training -- for both Family Medicine and Pediatrics.

Friday, June 17 will include training for the GE Electronic Medical Record system used in several hospital clinics. This training will be all day (8 AM – 4 PM) for incoming Family Medicine, Internal Medicine, Pediatrics, and Transitional Year Residents ONLY.

ACLS training will be all day on Monday and Tuesday, June 20-21, for all incoming Residents and Fellows (except Pediatrics), unless you already have current ACLS certification.

PALS training will be all day on Wednesday and Thursday, June 22-23, for all incoming Emergency Medicine, Family Medicine, and Pediatrics Residents, unless you already have current PALS certification.

Wednesday, June 22, will include all day sessions -- Work Force Screening (Drug Screen, Immunization Screening & Titters, etc.) and Erlanger Computer Training -- for Internal Medicine and Transitional Year Residents.

Thursday, June 23, will include all day sessions -- Work Force Screening (Pre-Employment Drug Screen, Immunization Screening & Titters, etc.) and Erlanger Computer Training -- for OB/GYN, Orthopaedic Surgery, Orthopaedic Trauma, Colon and Rectal Surgery, and Vascular Surgery Residents and Fellows.

Friday, June 24, will include sessions from 8 AM – 3:15 PM -- Work Force Screening (Drug Screen, Immunization Screening & Titters, etc.) and Erlanger Computer Training -- for Emergency Medicine and Surgery Residents.

Friday, June 24, will include a Departmental Orientation Session for Orthopaedic Surgery and the Orthopaedic Trauma Fellow (Noon – 2:30 PM).

Friday, June 24, will also include a Special Orientation Session for all Residents and Fellows regarding the UT Resident Group Insurance Plans (Life, Disability, Dental and Health Insurance) from 3:30 – 5:30 PM with officials from UT and various insurance representatives. You will receive your Disability Insurance Application materials at that session since the reps have requested to explain the options to you before you decide upon the amount of coverage you select.

Monday, June 27, will include an NRP Course (all day) for Pediatrics and OB/GYN Residents.

Monday, June 27, will also include Workforce and Computer Training for Plastic Surgery Residents.

Tuesday, June 28, will begin with TB Skin Tests at 7 AM for all Residents and Fellows.

Tuesday, June 28, will be an all day Hospital Orientation for all Residents and Fellows regarding Erlanger policies and departmental information. Residents and Fellows will get lab coats and have official University photos made that afternoon.

Tuesday evening, June 28 (6 – 9 PM) will be a Welcome to Chattanooga party on the Southern Belle Riverboat. All Residents, Fellows, Faculty, Administrative Staff, and spouses/guest are invited.

Wednesday, June 29, will be an all day University Orientation for all Residents and Fellows regarding UT Policies and Procedures, New Innovations training, finalizing paperwork, etc.

TB Skin Tests will be read on Thursday, June 29, and each program will have the entire day for program and department orientation.

Friday, July 1, will be the first day of official duty and official beginning of residency and fellowships (except Orthopaedic Trauma which begins August 1).

Employee Health screening, titters, and mask fit tests; hospital patient care/computer training, and distribution of PDAs when not in BLS, ATLS, PALS, and ACLS classes. Officials from UT Memphis will conduct a session with insurance representatives on June 24 from 3 – 5 PM. Official hospital and University orientation will be June 28 – 29, and includes review of all benefits, hospital and University

policies, TB skin testing, explanation of logging duty hours and completing online evaluation forms, distribution of lab coats, and official UT photos.

Professional photos will be taken on June 28 and will be used for our House Staff Poster and on our website. You will be able to use the photos for future applications such as license or advanced residencies and fellowships. Men should plan to wear a dress shirt and necktie. Women should plan to wear business attire. A welcome event on the Southern Belle Riverboat will be held for new residents and their spouse or guest on June 28. June 30 will be set aside for department and program orientations. July 1 will be your first day of official duty.

Check back on the link for Incoming Residents and Fellows for changes or additional information. Remember that your department may schedule special sessions and social events. We will add these as they are communicated with our office.

Payroll

As an employee you will be paid monthly by the University of Tennessee on the last working day of each month. You will receive your first regular paycheck on the last working day of the month, Friday, July 29, 2011. You will be receiving a W-4 Card and Direct Deposit Card in the mail from the GME Office. You will complete these and return to your Coordinator as soon as possible. A voided check must be submitted with the Direct Deposit Card before or during New House Staff Orientation. Internal Revenue guidelines require residents to pay Social Security Taxes (FICA) at the rate of 7.65% of your gross salary. This amount will be deducted automatically from your paycheck each month. Other monthly deductions may include health, life, and disability insurance. Your salary is indicated in the chart below based on your program year. Please note that \$600 was added to your base salary to help with the cost of life and disability insurance. See the 2011-2012 Pay Scale on the next page:

UT College of Medicine Chattanooga 2011-2012 Resident/Fellow Stipend Scale

PGY Level	2010-2011(Current) Annual Gross (with Life/Dis Offset)	2011-2012 (July 1, 2011) Annual Gross** (with Life/Dis Offset)	2011-2012 Monthly Gross** (with Life/Dis Offset)
1	\$ 45,175	\$ 45,689.38	\$ 3,807.45
2	\$ 46,750	\$ 47,330.75	\$ 3,944.23
3	\$ 48,350	\$ 48,943.75	\$ 4,078.65
4	\$ 49,950	\$ 50,583.75	\$ 4,215.31
5	\$ 51,550	\$ 52,223.75	\$ 4,351.98
6	\$ 53,150	\$ 53,863.75	\$ 4,488.65
7	\$ 54,150	\$ 55,503.75	\$ 4,625.31

*** Erlanger administration has tentatively approved a 2.5% increase for the base pay for each level for Chattanooga Campus Residents and Fellows.**

****In addition to base salary, each resident receives \$600 per year (\$50 per month) for disability and life insurance which is payroll deducted.**

Forms and Documents

If you haven't already done so, please fax or email your signed Letter of Commitment back to your Residency Coordinator immediately. Also, please email a jpg photo to your Program Coordinator as soon as you can. Until we can take official photos on June 28, we will be using the photos you provide to prepare a small photo sheet of new residents/fellows to distribute to the floor nurses and departments until

our new House Staff poster with all residents/fellows is printed later in July. If your Coordinator does not have a usable photo or jpg file (head shot, light background), please email or send one to her AS SOON AS POSSIBLE.

The actual forms that you must complete and submit will be accessed through our encrypted and secure, web-based residency information system called "New Innovations." You will be sent login information and instructions in a separate email from the GME Office in the next day, as well as instructions on how to save and then upload back into New Innovations. Most of the forms are fillable, savable pdf forms that you will then upload back into the New Innovations system. Instructions are also included regarding how to create a digital signature in Adobe Acrobat since most of the forms can be digitally signed before being uploaded. You must submit your documentation in order to be registered as a student in our GME system, be enrolled on UT Payroll, and have required patient care and security access in our major affiliated hospital - Erlanger.

Please try to submit all forms and documentation by June 1 if possible, but at least by the final deadline of June 10.

For any of the forms that ask for a local address, please leave it blank unless you know your new address in Chattanooga. You can email your Residency Coordinator (and copy the GME Office) when you know your local address and we can modify the forms. When you submit sensitive information by uploading into the Secure, Encrypted New Innovations System, be assured that only your Coordinator and the GME Office have access to that information. Your information is password protected.

Part of the pre-employment process includes a Background Check via a third party vendor (Verified Credentials) that is required by the University and our primary hospital, Erlanger Health System. You will be sent a separate email when the website has been launched by Verified Credentials so you can electronically sign a consent form and provide your demographic information to Verified. There is a link off our Forms Page so you review the consent form now:
http://www.utcomchatt.org/docs/Consent_Background_Check.pdf.

In addition, another part of the pre-employment process is a Drug Screen that will be conducted by Erlanger Work Force when you are scheduled for your immunization screening, documentation review, and OSHA-required mask fit tests. The Drug Screen Consent form is included in the forms you will download from New Innovations.

To comply with Employee Health Policies for the University and Erlanger, the health history information and immunization records should be provided on the Pre-placement Health History form in your packet in New Innovations. Please see the following requirements for employment below.

Immunizations & Health History	Requirements
Rubeola, Mumps, Rubella	Provide documentation of immunity
Varicella	Provide documentation of immunity
TDAP (tetanus, diphtheria, & pertussis)	Provide documentation of immunity
Hepatitis B	Provide documentation of immunity or a vaccination will be required before starting clinical duties.
Respirator Fit Testing	Required at start of residency and annually
Two-Step TB Skin Test	Provide documentation within six months prior to residency, otherwise required at start of residency and annually. (Will conduct a TB Skin Test 6/28.)

Physical Examination	Must provide documentation within a sixth month period prior to residency.
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You may request needed immunizations and boosters during your screening at Work Force (see the Orientation Schedule for your Department's date and time). If you have not had a physical exam within the past six months and do not have a US physician, you can contact Erlanger Work Force NOW to set up a basic physical exam by calling (423) 778-4800. Make sure you identify yourself as an incoming UT Resident or Fellow. There will be a small charge that you will be required to pay. This cannot be covered by your UT Group Health Insurance since that won't be effective until you actually are placed on payroll.

The University of Tennessee is required by federal law to complete an Employment Eligibility Verification Form (I-9) for each newly hired employee. The list of acceptable documents is included in your orientation packet. Please note that an item from List A verifies both identity and employment eligibility. If you do not have a document from List A, you must provide one document from List B to establish identity and one document from List C to establish employment eligibility. All documents must be originals. You can send copies of acceptable documents for identification on Page 5. Bring original documents to orientation or stop by your Department Office when in Chattanooga before orientation. The Program Coordinator will complete the other sections on Page 4.

I am including a copy of the Forms Checklist as an attachment to this email so you can review and be prepared to submit and complete all required documentations. Call your Coordinator or the GME Office if you have questions.

Moving Help and Reimbursement

We have provided information to help you with relocating to Chattanooga. To view information about Housing in Chattanooga, go to: <http://www.utcomchatt.org/subpage.php?pageId=854>

To view a list of homes and condos about which we have been notified by residents and hospital staff, go to <http://www.utcomchatt.org/subpage.php?pageId=1074>. The page also contains a link to a list of area realtors who have been recommended by residents, faculty, and staff (<http://www.utcomchatt.org/subpage.php?pageId=775>).

A list of relocation resources (utilities, banking, the Chattanooga area in general, etc.) are available at <http://www.utcomchatt.org/subpage.php?pageId=731>.

The hospital provides relocation reimbursement (\$1,000 maximum for most residents and \$1,500 for primary care residents. Click on this link to view the policy: http://www.utcomchatt.org/docs/Relocation_Reimbursement_Policy.pdf.

As soon as you move to Chattanooga, please send a list of your moving expenses, with your original receipts, to your Residency Program Coordinator, so we can submit for processing to Erlanger Accounting. We will process these as soon as possible so you will receive your reimbursement and provide you with needed funds – especially since you will not receive your first paycheck until Friday, July 29. This will be counted as income when you are ready to file your income tax return in early 2012, and you will receive a 1099 form from Erlanger. Keep copies of all your receipts so you can use them if you list itemized deductions when you file your tax return.

Proof of Medical School Graduation

The University of Tennessee requires an original, final transcript with your school's seal and the date your degree was conferred with the seal of your institution. This may take some time. The request must come from you (the graduate) and there may be a small fee charged (you must pay). Please request that

this be sent to the Office of Graduate Medical Education in Chattanooga by the end of July. In the meantime, please send a copy of your diploma your Program Coordinator with your other paperwork or as soon as possible after graduation.

Erlanger Photo ID's

We look forward to meeting you as you visit Chattanooga to look for housing and then join us for your Residency or Fellowship. When you are visiting Chattanooga, before orientation begins in mid-June, please stop by your Departmental Office. Your Program Coordinator will direct you to the Erlanger Employment Office (423-778-7969) to have your Erlanger Photo ID badge made. The Erlanger Human Resources Office is located in a building across the street from the hospital, at the corner of Hampton and East Third Street (entrance on Hampton Street). When you have your ID photo made, please be sure to be neat in your appearance. The photo will only show from your shoulders up but you will wear this ID throughout your residency training. The department will keep the badge until you report for orientation.

Hospital Email

Erlanger will provide email addresses for all incoming residents and fellows that will be configured FirstName.LastName@erlanger.org. You will be able to use these email accounts by July 1. Dean Seaberg asks that you check your email daily since we will try to communicate via email rather than "paper" mail.

Verification of Employment

A letter verifying your employment and salary has been prepared and is available on request for your convenience in relocating to Chattanooga. Please contact the GME office at (423) 778-7442 or email GME@erlanger.org to request a personalized letter via email.

Other Documentation You Must Send to Your Program Coordinator (or upload into New Innovations)

1. Copy of any Prior Residency Certificates (if applicable)
2. USMLE or COMLEX Documentation (if not available via ERAS)
3. Copy of ECFMG Certificate (if an international medical graduate)
4. Copies of valid BLS, ACLS, PALS, or ATLS certification cards
5. Itemized list of relocation expenses to Chattanooga and original receipts

Other Items You Must Complete

1. Complete nine UT Memphis required, online training modules regarding HIPAA, Compliance, Medicare Billing, Sexual Harassment, and Sleep and Fatigue Education. You will be able to do this after you receive a UT Net ID. Those should be available by June 1, and then you will receive a separate email message and instructions about completing them via the UTHSC website.
2. The CITI research course must be completed online prior to beginning residency or fellowship. Go to http://www.utcomchatt.org/docs/MCITI_for_Incoming.pdf to review a memo about the requirement and instruction. Go to the CITI website to create a login and password so you can complete the modules: <https://www.citiprogram.org/default.asp?language=english>.
3. **Request and obtain a National Provider Identification #** (Email to your Program Coordinator) Website: <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>
Go to this link for instructions on how to apply:
<http://www.utcomchatt.org/subpage.php?pageId=997>.

The federal government and the Center for Medicare and Medicaid Services (CMS) requires that all health care providers (including physicians) must obtain a unique National Provider Identifier number (called an NPI number). There is no charge/fee for applying for the number and the

application can be completed by physicians via the internet. Since part of the application includes the physician creating a user name, password, and security question that cannot be changed, we are requesting that each resident or fellow take a few minutes NOW and go to the website below to complete the NPI application. The NPI application process requires that the individual have a Social Security #. For those non-U.S. citizens, you will not be able to apply for a Social Security # until you have returned to the U.S. with your visa documents. You will have to wait until you are issued a Social Security # and then you apply for the NPI#.

Parking

You will be issued Erlanger parking cards and hang tags for your vehicle during Orientation. You will be assigned space in the Erlanger Parking Garage. First and second year Residents will park in the upper levels of the garage. Third year Residents and above and Fellows will park in the basement level of the garage with private physicians. This is provided at no charge by Erlanger. The forms are included in those submitted with Packet 3 via New Innovations.

Banking

Several banks in Chattanooga offer special benefits for our Residents: Cornerstone Bank, First Tennessee Bank, Sun Trust Bank, and the Erlanger Credit Union. Click on the link to view a page in our website with more details: <http://www.utcomchatt.org/subpage.php?pageId=776>.

GME Facts

Attached is a list of important facts about our GME Programs that may provide additional information.

See you soon and please contact your Residency or Fellowship Office if you need assistance:

Thank you -- and again, welcome. We will continue to keep in touch via email between now and when you move to Chattanooga for orientation.

PDS:thf

**UT College of Medicine Chattanooga
 Graduate Medical Education Fact Sheet
 2011 - 2012**

1. Residents and Fellows in the Statewide University of Tennessee Graduate Medical Education Program are considered student employees. As student employees, proper registration procedures are essential. That is why it is so important for you to submit the UT GME Registration Form to your Program Coordinator. Contact the GME Office at (423) 778-7442 or your specific Coordinator if you have difficulty.
2. As a student employee of The University of Tennessee, you will be paid by the University. The University is on a monthly payroll system. Residents and Fellows in the UT Graduate Medical Education Program participate in Social Security. The current FICA deduction is 7.65%. Payday is the last working day of the month. Direct deposit is mandatory for all employees. You will need to complete a Direct Deposit Card before June 29 or during the University orientation on June 29. You will also need to submit a blank check with VOID written across it to submit with the Direct Deposit Card. You will need to select a bank or other financial institution (such as a bank or credit union) in which to deposit your checks. You can send your completed Direct Deposit Card to your Coordinator or bring to the GME Office.
3. Since payday is the last working day of the month, you will receive your first UT paycheck on Friday, **July 29, 2011. Paychecks will be electronically deposited into your bank account and you will receive an electronic "stub" rather than a paper stub being mailed to you.**
4. The **Annual Base Salary Scale for 2011-2012*** will be:

PGY Level	Current (2010-2011) Annual Gross (with Life/Dis Offset)	2011-2012 (July 1, 2011) Annual Gross** (with Life/Dis Offset)	2011-2012 Monthly Gross** (with Life/Dis Offset)
1	\$ 45,175	\$ 45,689.38	\$ 3,807.45
2	\$ 46,750	\$ 47,330.75	\$ 3,944.23
3	\$ 48,350	\$ 48,943.75	\$ 4,078.65
4	\$ 49,950	\$ 50,583.75	\$ 4,215.31
5	\$ 51,550	\$ 52,223.75	\$ 4,351.98
6	\$ 53,150	\$ 53,863.75	\$ 4,488.65
7	\$ 54,150	\$ 55,503.75	\$ 4,625.31

*** Erlanger administration has tentatively approved a 2.5% increase for the base pay for each level for Chattanooga Campus Residents and Fellows.**

****In addition to base salary, each resident receives \$600 per year (\$50 per month) for disability and life insurance which is payroll deducted.**

5. As a State of Tennessee student/employee, your **professional liability coverage** is provided by the Tennessee Claims Commission Act of 1985. The State is self-insured so there is not an insurance company or policy number. Coverage is similar to that of a malpractice policy, and the limits of award are \$300,000 per claimant and \$1,000,000 per incident.
6. **Monogrammed white lab coats** (three for each incoming resident and fellow) will be distributed at orientation on June 28. Your size and the way your name should read should have been

included on your Letter of Commitment. If you are not sure, you can try on a coat at a uniform shop or stop by our GME Office in Chattanooga and try on our sample coats in all sizes. **You should have included your lab coat size on your Letter of Commitment. If you did not, please call your Residency Coordinator this week (or email her) to confirm you coat size.**

7. **MAIL:** The Hospital provides mail boxes in the main hospital Post Office; however, some programs have boxes in their departments. Please check with your department regarding procedures for mail.
8. **INSURANCE:** A comprehensive insurance package that includes health, dental, life, and disability coverage is available to you. UT pays 80% of the premium for the health and dental insurance, and you will be responsible for the other 20% that will be payroll deducted. To assist you in planning for this deduction, the following rates are currently in effect.

Health and Dental Group Insurance Premiums

Type of Coverage	Resident Portion of the Monthly Premium (20%)	UT Portion of the Monthly Premium (80%)
Individual	\$82	\$348.93
Employee & Spouse	\$164	\$697.84
Employee & Dependent	\$145	\$617.71
Family	\$235	\$958.63

Please complete the Health and Dental Insurance Enrollment form in order for your coverage to begin on your first day on payroll (June 29, 2011). You should make arrangements to continue your present coverage through June 30, 2011.

9. Representatives will also be available at orientation to describe and enroll you in the **disability insurance plan**. This is provided as an individual policy but at a group rate. You will also have a \$100,000 group life insurance policy (monthly premium is \$6.90). Remember, you will receive \$50 per month in addition to your base salary to assist with the premiums for these policies. Premiums are based upon the amount of coverage you elect and your age at the date you begin training.

Representatives will be available to answer questions about insurance (health, dental, life, and disability) at a special session on Friday, June 24, from 3:30 - 5:30 PM in Probasco Auditorium at Erlanger.

10. **Identification badges** will be made by the Erlanger Employment Office. It will denote that you are a physician and UT Resident or Fellow. You must wear this photo I.D. at all times in the hospitals.

We will also request official U.T. IDs from Memphis that you can use at various locations throughout the state for special discounts (such as state parks). We will submit the official photos we take on June 28 to Memphis after the first of July.

11. Our **web site** is located at <http://www.utcomchatt.org>. Our GME and Erlanger policies are located in an Online GME Policies and Procedures Handbook: <http://www.utcomchatt.org/subpage.php?pageId=768>.

12. **The Office of General Counsel at UT Knoxville** must be notified if you receive a subpoena. The phone number is (865) 974-6583. The paralegal assigned for Chattanooga residents and fellows is Diana Jo Garner, located in the Knoxville Office.
13. You are required to receive a **TB skin test** every year. Incoming residents and fellows will have a TB skin test on June 28 just prior to the start of our University and hospital orientation session.
14. All incoming Residents are required to have current **BLS** certification and **ACLS** certification (except Pediatrics). Incoming Emergency Medicine, Family Medicine, and Pediatrics Residents are also required to have current **PALS** certification. Incoming Emergency Medicine, Orthopaedic Surgery, and Surgery Residents are required to have **ATLS** certification.
15. **The nine UT required online training modules** that include **HIPAA, compliance, sexual harassment, and sleep and fatigue education** must be completed by the end of the first month on payroll (typically July 31). Your UT Net ID's should be available by June 1, and then you will receive a separate email message and instructions about completing these modules sessions via the UTHSC website.
16. The **CITI research course** must be completed online prior to beginning residency or fellowship. Go to http://www.utcomchatt.org/docs/MCITI_for_Incoming.pdf to review a memo about the requirement and instruction. Go to the CITI website to create a login and password so you can complete the modules: <https://www.citiprogram.org/default.asp?language=english>.
17. The Statewide UT GME System utilizes a secure, web-based software to manage most aspects of your residency training and demographic information. We maintain your biographical data, block schedules, call schedules, evaluations about you, evaluations completed by you, and duty hours tracking via this system, known as **New Innovations Residency Management Suite**. Soon you will be sent a login and password as well as instructions for using various modules within the program. Some programs also utilize the system for tracking conference attendance and keeping track of scholarly activities. You will be able to log your own duty hours, complete your evaluations, view evaluations completed about you, and enter presentations, abstracts, research proposals, etc., as part of your research and scholarly activity file.

QUALIFICATIONS FOR APPOINTMENT TO THE GME PROGRAM

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 certain minimum and essential technical standards and functions, similar to those established by the University of Tennessee Center for the Health Sciences (UTHSC) for admission to medical school: motor skills; sensory and observational skills; communication skills; conceptual, integrative and quantitative skills; and behavioral/social skills and professionalism;
3. Successfully pass USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX USA or MCCQE) and submit copies of results to the appropriate Program Director and GME Director before beginning training at UTCOMC;
4. Successfully pass USMLE Step 3 or equivalent examinations if starting or advancing at a PGY-3 level or greater and submit copies of results to the appropriate Program Director and 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 and Fellows on employment visas are responsible for meeting all guidelines for lawful entry and 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 licensure exemption, a special training license, or unrestricted medical license);
7. Pass a criminal background prior to final appointment to begin training;
8. Pass a drug screen prior to final appointment to begin training;
9. 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;
10. Documentation from a U.S. licensed physician that the trainee is physically and mentally able to begin a residency or Fellowship;
11. Documentation of all appropriate immunizations;
12. Obtain a national provider identification (NPI) number and provide to the Program Director and GME Director;
13. Not be listed on any HHS/Office of Inspector General's (OIG) list of individuals excluded from federal health care programs: <http://epls.arnet.gov/> and <http://exclusions.oig.hhs.gov/search.html>.
14. Not be listed on the Tennessee Abuse Registry: <https://health.state.tn.us/AbuseRegistry/default.aspx>;
15. Obtain Basic Life Support (BLS) certification and Advanced Cardiac Life Support (ACLS) certification prior to or during orientation and provide a copy to the Program Director and 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 and 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, and ATLS certification.

DURATION OF APPOINTMENT (ACGME Institutional Requirement II.D.4.b.)

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

FINANCIAL SUPPORT (ACGME Institutional Requirement II.D.4.c. and II.B.)

The University of Tennessee and its affiliated hospitals provide salary and benefits to ensure financial support for its Residents and Fellows. The annual compensation rates for Residents and Fellows are available on the GME website at www.utcomchatt.org/gme and are included in Item #4 of this GME Fact Sheet.

CONDITIONS FOR REAPPOINTMENT, PROMOTION, AND NON-REAPPOINTMENT (ACGME Institutional Requirements II.D.4.d., II.D.4.d.1., and II.D.4.d.2.)

Reappointment and promotion to the subsequent year of training require satisfactory, cumulative evaluations by Faculty and the Program Director. If, at the discretion of the Program Director, the Resident or Fellow has fulfilled all of the educational requirements and attained the knowledge and skill 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 or Fellow shall be eligible for promotion to the next level of Residency or Fellowship training with a commensurate renewal of this Agreement until completion of training. Program Directors must give appropriate notice, striving to give four months notice when possible, 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/Fellow with as much written notice of intent not to renew or not to promote as circumstances will reasonably allow, 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 and Fellows have access to adjudicate complaints and grievances. Procedures are available in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>.

GRIEVANCE PROCEDURES AND DUE PROCESS (ACGME Institutional Requirements II.D.4.e., II.D.4.e.1., and II.D.4.e.2.)

Residents and Fellows will be evaluated periodically each year, including constructive feedback from faculty and others who observe their performance. Objective assessments are indispensable guides to improving skills as a physician. Rotation specific goals and objectives, as well as teaching and evaluation methodologies, ensure that Residents and Fellows completing training will be capable of practicing independently and without supervision and 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 and any extenuating circumstances in an academic appeals process. Procedures are delineated in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>. In addition, procedures are also in place that ensure that complaints and grievances regarding the work environment or issues related to the Program or Faculty can be discussed and adjudicated appropriately.

PROFESSIONAL LIABILITY INSURANCE (ACGME Institutional Requirements II.D.4.f.1. and II.D.4.f.2.)

Residents and Fellows are provided professional liability protection through the Tennessee Claims Commission Act (TCA 9-8-301 et seq.). The Claims Commission covers defense and 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 AND DISABILITY INSURANCE (ACGME Institutional Requirement II.D.4.g.)

Health and Dental insurance is provided to Residents, Fellows, and their eligible dependents and is effective on the first recognized day of the Residency or Fellowship Program training. Residents and Fellows are responsible for approximately 20% of the premiums for the type of health coverage elected. Plan benefits and costs are delineated in Item #8 of the GME Fact Sheet and in the GME Section of our website: www.utcomchatt.org/gme. Disability and life insurance are also provided to all trainees as part of the GME Resident/Fellow Insurance Package. Coverage for all benefits begins on the starting date of this Agreement. Residents and Fellows must enroll in the Health/Dental Plan or show proof that they are covered by another plan. Since money is provided to Residents and Fellows to offset the cost of the \$100,000 Life Insurance policy and the minimum offered Disability Insurance policy, Residents and Fellows must participate in these plans.

LEAVES OF ABSENCE (ACGME Institutional Requirements II.D.4.h.1., II.D.4.h.2.a., and II.D.4.h.2.b.)

The UTCOMC has established policies for various types of leave, including vacation, sick leave, parental leave, and other leave of absence in accordance with applicable laws. These policies stipulate that it is the responsibility of each Program Director to advise Residents and Fellows of the effect of any time away from training on program completion and board eligibility. All training extensions necessary to meet board eligibility will be paid with full benefits. Individual Program policies regarding leave time may vary and are available in each Program Director's office. Institutional leave policies are delineated in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>.

DUTY HOURS (ACGME Institutional Requirement II.D.4.i.)

Residents and Fellows must abide by the ACGME Common Program and Duty Hours Requirements, as well as the UTCOMC GME Policy on Duty Hours and reporting procedures via New Innovations. The policy is delineated in the GME Policies and Procedures section of our website at

<http://www.utcomchatt.org/subpage.php?pageId=768>.

MOONLIGHTING (ACGME Institutional Requirements II.D.4.j.1.a., II.D.4.j.1.b., and II.D.4.j.1.c.)

Residents and Fellows must abide by the institutional UTCOMC moonlighting policy as well as the individual Program moonlighting policy. Residents and Fellows are not required to engage in moonlighting, and must refrain from participating in moonlighting without the prior approval of the Program Director. In Programs which permit monitored moonlighting, performance will be monitored for the effect of these activities and that adverse effects may lead to withdrawal of permission. The institutional policy is delineated in the GME Policies and Procedures section of our website at

<http://www.utcomchatt.org/subpage.php?pageId=768>.

COUNSELING SERVICES (ACGME Institutional Requirement II.D.4.k.)

The Resident/Fellow Insurance Package includes behavioral health benefits for counseling services for trainees and eligible dependents. In addition, the University offers a free Residents Assistance Program called Balance Works 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 and Fellows, including up to six counseling session for each problem. Financial and legal services will likely be offered at a discount through the ENI provider network. Information regarding counseling are delineated on the GME website at

<http://www.utcomchatt.org/subpage.php?pageId=1105>.

PHYSICIAN IMPAIRMENT (ACGME Institutional Requirement II.D.4.l.)

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 in the GME Policies and Procedures section of our website at

<http://www.utcomchatt.org/subpage.php?pageId=768>.

HARASSMENT (ACGME Institutional Requirement II.D.4.m.)

Residents and Fellows are made aware that the University of Tennessee does not tolerate sexual other forms of harassment or belittlement by and/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 in the GME Policies and Procedures section of our website at

<http://www.utcomchatt.org/subpage.php?pageId=768>.

ACCOMMODATION FOR DISABILITIES (ACGME Institutional Requirement II.D.4.n.)

The UTCOMC has established technical skills and physical requirements, based on similar requirements established for acceptance into medical school, which must be demonstrated by Residents and 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 in the GME Policies and Procedures section of our website at

<http://www.utcomchatt.org/subpage.php?pageId=768>.

CLOSURES AND REDUCTIONS (ACGME Institutional Requirement II.D.5., II.D.5.a., and II.D.5.b.)

In the event of a Program closure or complement reduction, the University will provide reasonable assistance to Residents and Fellows in locating another ACGME program in which they can complete

their training. The policy is delineated in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>.

RESTRICTIVE COVENANTS (ACGME Institutional Requirement II.D.6.)

Residents and Fellows will not be required to sign restrictive covenant agreements.

OTHER BENEFITS/SERVICES (ACGME Institutional Requirements II.F.2.a., II.F.2.b., II.F.2.c., II.F.3., II.F.3.a., II.F.3.b., II.F.3.c., I.B.6., I.B.7., I.B.8., and II.C.)

The UTCOMC and its affiliated hospitals provide 24 hour access to food and sleep quarters when Residents and Fellows are assigned in-house, overnight call. Monogrammed white lab coats, denoting Resident or Fellow status and the specific training program are provided annually. The Erlanger Medical Library is available on a 24 hour basis, providing access to numerous textbooks, journals, and computerized literature databases via institutional subscription. In addition, Residents and Fellows have electronic access to the University of Tennessee Health Science Center Medical Library and all its digital resources. The University and its affiliated hospitals are committed to taking reasonable precautions to provide a safe environment for Residents and Fellows. Parking is provided in the hospital garage at no charge. The University and its affiliated hospitals provide ready access to adequate communication resources and technological support. The affiliated hospitals provide services and health care delivery systems including patient support services (peripheral intravenous access placement, phlebotomy, and laboratory and transport services), laboratory, pathology, and radiology services, and a medical records system that documents the course of each patient's illness and care. Residents and Fellows have electronic access to hospital medical records from within and outside the hospital. Residents and Fellows 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. Details about these benefits and services are described in the benefits section of the GME website at <http://www.utcomchatt.org/subpage.php?pageId=696>.

DISASTER POLICY (ACGME Institutional Requirement I.D.3.)

The UTCOMC has a policy and procedures that will allow continuation of training in the event of a natural or catastrophic disaster. The policy is delineated in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>.

VENDOR/INDUSTRY POLICY (ACGME Institutional Requirement III.B.13.)

The UTCOMC has a policy and explicit guidelines outlining the appropriate relationship between GME Programs and health-related vendor representatives and industry and promotional activities. The policy is delineated in the GME Policies and Procedures section of our website at <http://www.utcomchatt.org/subpage.php?pageId=768>.