

**ORTHOPAEDIC SURGERY RESIDENCY  
PROGRAM GUIDELINES  
(Revised 7/2017)**

**Residency Program Personnel**

◆ Chair	Richard G. Alvarez, MD
◆ Vice Chair	Channappa Chandra, MD
◆ Program Director	Jeremy Bruce, MD
◆ Residency Program Coordinator	Donna Gibson
◆ Orthopaedic Research Coordinator	Rachel Swafford, MPH
◆ Orthopaedic Research Assistant	Caitlynn Smith
◆ Receptionist/Program Secretary	Renee Crouch
◆ Conference Coordinator / Librarian	Kim Davis

The Department and Chair's/Vice Chair's and Program Director's academic offices are located in the Erlanger Medical Center Professional Office Building (POB), Suite B-202.

**Call Schedule**

The call responsibilities for the Department of Orthopaedic Surgery averages every sixth night for PGY2 – 5.

Residents not on call on a given day may leave after 4:30 PM, providing all required or expected duties have been completed.

**Daily Schedule**

Residents are responsible for patients on their respective services and must make rounds and see those patients prior to conferences and required surgery and clinic duties. Trauma checkout rounds occur at 6:30 am in the Orthopaedic Library, 2<sup>nd</sup> Floor, POB. Residents are required to attend weekly conferences.

**Weekly Conference Schedule**

<i>Grand Rounds</i>	Every Mon	7:00 AM – 8:00 AM WW6 UTCOM Conf Room
<i>Arthroplasty Curriculum</i>	Every 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Pediatric Curriculum</i>	Every 2 <sup>nd</sup> Tuesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>M &amp; M Conference</i>	Every 4 <sup>th</sup> Tuesday	7:00 AM – 8:00 AM WW6 UTCOM Conf Room
<i>Trauma Curriculum</i>	Every 1 <sup>st</sup> Wed & 3 <sup>rd</sup> Friday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Sports Medicine Curriculum</i>	Every 4 <sup>th</sup> Wednesday (Even mos.) 2 <sup>nd</sup> Thursday (odd mos.)	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Hand Curriculum</i>	Every 2 <sup>nd</sup> Wednesday	7:00 AM – 9:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Fracture Conference</i>	Every 3 <sup>rd</sup> Wednesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Sports/Radiology Conference</i>	Every 4 <sup>th</sup> Wednesday (odd mos.)	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Spine Curriculum</i>	3 <sup>rd</sup> Thursday odd mos.	7:00 AM – 9:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Foot &amp; Ankle Conference</i>	Every 4 <sup>th</sup> Friday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB

<i>Basic Science / Misc. Conferences &amp; labs</i>	All other Thursdays	7:00 AM – 9:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Resident Case Presentations</i>	Various Mondays	7:00 AM-8:00 AM WW6 UTCOM Conf Room

### **Resident Operative Experience**

This is important for program accreditation. Details about resident responsibilities in maintaining, coding, etc will be discussed as residents begin the program.

### **Vacation**

Each resident is granted two weeks of vacation annually with specific dates requiring prior approval. One week may be taken in the first six months and the second week may be taken during the last six months. No vacation is allowed during the last week of June, first two weeks of July and week of OITE. Absences during Christmas / New Years weeks are decided by mutual consent **NOT** to exceed one week. PGY-4 and PGY-5 have one additional week of discretionary time, primarily to pursue practice or fellowship opportunities. Requests should be submitted to the chief residents on the appropriate forms and are maintained by the Residency Coordinator in her office.

### **Sick Leave**

Residents may be paid sick time for up to 15 week days per year. If a resident is ill, he/she must notify the Chief Resident of the service which he/she is assigned to as soon as possible (preferably the night before), but no later than 7:45 AM in the morning of the illness. The resident should also contact the program coordinator's office at extension 9202 by 9:00 AM that morning to report the illness as well.

### **Holidays**

Orthopaedic Residents are typically granted the following holidays if practices are closed, except those with on-call duties:

- New Year's Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving (2 days)
- Christmas Day

### **Educational Funds**

Residents are granted conference leave as authorized by the Chair. Residents will be reimbursed for approved expenses at *required* conferences. Arrangements for conference attendance must be made according to the protocols of the Orthopaedic Department. A resident seeking approval to attend a conference should notify the program coordinator in order that the appropriate forms can be completed and submitted to the chair for approval. A copy of the conference brochure should also be submitted at that time. All travel is subject to the University of Tennessee and hospital policies and procedures. Original receipts are required and each individual should pay for his/her own travel and accommodations. Receipts must be submitted from the department to UT within 30 days of the conference. Also, since the institution requires that residents pass USMLE Step 3 before promoting to the PGY-3 level, we will reimburse the examination fee (one-time) as part of the education benefit.

### **Special Note about Book Purchases**

The Department staff will assist residents with ordering educational books if desired. Books should be ordered and paid for in the resident's name. The Department purchases an iPad for incoming residents. Books purchased by the Department will be in ebook form when available.

### **Research Activities**

Each resident will design, implement and complete at least one research project during the residency, written in publishable form and submitted to and approved by the chairman of the research committee by December 31 of the PGY 5 year. Additionally, the research project will be presented at a Monday morning grand rounds conference beginning in January of the PGY 4 year. Residents will have four weeks of dedicated Research at PGY 2 and four weeks at PGY 4. Additional time for work on specific projects is to be determined by agreement with the rotation chief.

Residents are encouraged to submit an abstract for a research study or case study for the annual Resident Research Week.