

**ORTHOPAEDIC SURGERY RESIDENCY  
PROGRAM GUIDELINES  
(Revised 7/2014)**

**Residency Program Personnel**

◆ Chair	Richard G. Alvarez, MD
◆ Vice Chair	Channappa Chandra, MD
◆ Program Director	W. Michael Tew, MD
◆ Residency Program Coordinator	Donna Gibson
◆ Orthopaedic Research Coordinator	Rachel Swafford, MPH
◆ Receptionist/Program Secretary	Renee Crouch
◆ Conference Coordinator / Librarian	Teresa Allen

The Department and Chair's/Vice Chair's and Program Director's academic offices are located in the Erlanger Medical Center Professional Office Building, 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. 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>Case Presentations</i>	Every 5 <sup>th</sup> Tuesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Trauma Curriculum</i>	Every 1 <sup>st</sup> Wed & 3 <sup>rd</sup> Thurs	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Sports Medicine Curriculum</i>	Every 2 <sup>nd</sup> & 5 <sup>th</sup> Wednesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Hand Curriculum</i>	Every 3 <sup>rd</sup> Wednesday	7:00 AM – 9:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Sports/Radiology Conference</i>	Every 4 <sup>th</sup> Wednesday	7:00 AM – 8:00 AM Orthopaedic Library – 2 <sup>nd</sup> Floor POB
<i>Spine Curriculum</i>	2 <sup>nd</sup> Thursday Every other mo.	7:00 AM – 9:00 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

**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 for up to 21 sick days per year. If a resident is ill, he/she must notify the Chief Resident of the service which he/she is assigned 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 granted the following holidays 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 Conference /Book 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. Erlanger reimburses resident conference/travel expenses as well as educational books/journals up to a combined annual total of \$1,500 PGY 3-5, \$1,000 PGY 2 and \$500 PGY 1 in accordance with UT Travel Guidelines and with original receipts. Original receipts must be submitted from the department within 30 days of the conference or purchase. Also, since the institution requires that residents pass USMLE Step 3 before promoting to the PGY-3 level, Erlanger will reimburse the examination fee (one-time) as part of the annual maximum.

**Special Note about Book Reimbursement**

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. 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.