



**RESIDENT INITIAL APPOINTMENT AGREEMENT**  
**University of Tennessee College of Medicine**  
**Graduate Medical Education (GME)**

Residency programs in Graduate Medical Education (GME) at the University of Tennessee, including the University of Tennessee College of Medicine Chattanooga (UTCOCM), are under the aegis of the College of Medicine and are accredited by the Accreditation Council for Graduate Medical Education (ACGME). The director of the residency training program has the authority to supervise all of the activities pertaining to the resident physician in the program.

**In order to be accepted for an appointment, the resident must:**

1. Meet all eligibility requirements for acceptance into an ACGME accredited residency.
2. Not be listed as having been excluded from or sanctioned by the Center for Medicare and Medicaid Services (CMS) on two federal websites:  
<<http://epls.arnet.gov/index.html>> (This site has an archived site that must be queried in addition to their current listing.)  
<<http://exclusions.oig.hhs.gov/search.html>>
3. Meet federal guidelines for appointment to the University (I-9 documentation)
4. Meet guidelines set by the State of Tennessee Board of Medical Examiners for obtaining an exemption, a training license, or an unrestricted license for participation in a training program.
5. Obtain a national provider information (NPI) number and provide to the residency program director and the GME Office.
6. For appointments beyond the PGY-2 level, the resident must have passed Step 3 of the United States Medical Licensing Examination (USMLE) [or the osteopathic equivalent if appropriate]

**RESIDENT RESPONSIBILITIES:**

1. Develop a personal program of self-study and professional growth with guidance from the teaching staff in order to acquire and maintain throughout his or her professional career, the knowledge, clinical skills, attitudes, and behaviors required to fulfill all objectives of the educational program and to achieve the competencies deemed appropriate for his or her chosen discipline.
2. Make the patient's welfare his or her first priority by participating in safe, effective, and compassionate patient care under supervision, commensurate with his or her level of advancement and responsibility.
3. Participate fully in the educational and scholarly activities of the program and in all mandatory Graduate Medical Education institutional conferences and activities.
4. Assume responsibility for teaching, peer evaluation, and supervising other residents and students, providing candid and constructive feedback on their performance to encourage quality improvement.
5. 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 policies of all affiliated hospitals, including the timely completion of medical records.
6. Participate in institutional committees and councils, especially those that relate to patient care review activities.
7. Develop an understanding of ethical, socio-economic, and medical/legal issues that affect graduate medical education and how to apply cost containment measures in the provision of patient care.
8. Embrace the professional values of honesty, compassion, integrity, and dependability.
9. Adhere to the highest standards of the medical profession and pledge to conduct his or herself accordingly in all interactions, demonstrating respect for patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability, or sexual orientation.

10. Secure direct assistance from faculty or appropriately experienced residents whenever confronted with a high-risk situation or with clinical decisions that exceed his or her confidence or skill to handle alone.
11. Learn the most from direct patient care and guidance from faculty and other members of the health care team, understanding the need for faculty to supervise all resident interaction with patients.
12. Be evaluated periodically throughout the year, welcome constructive feedback from faculty and others who observe resident performance, and recognize that objective assessments are indispensable guides to improving a resident's skill as a physician.
13. In the event of an adverse decision affecting the resident's timely completion of training, the resident is granted the right to present his or her views and extenuating circumstances in an academic review process. Procedures are detailed on the GME website at: [www.utcomchatt.org/dept/dept.asp?dpage=rbook](http://www.utcomchatt.org/dept/dept.asp?dpage=rbook).
14. Participate in the evaluation of the quality of education provided by the program as well as faculty who supervise residents.
15. Provide documentation of a physical examination within a six month period before entering the residency program. This must include an immunization record that documents immunity to rubeola, mumps, rubella, diphtheria, polio, varicella, and documentation of the results of a TB skin test (within six months if negative). In addition, documentation of Hepatitis B immunization must be provided or the resident must receive the first immunization prior to assuming clinical duties. Infection control requirements for residents are subject to amendment.
16. Provide annual documentation of the results of a TB skin test throughout the residency period.
17. Refrain from and not engage in any outside remunerative employment of any sort without the prior approval of the respective department chair or other designated departmental official. Approved outside activities must not interfere with residency duties and performance. Violation of this policy could result in disciplinary actions up to and including dismissal from the program.
18. Abide by the UT Graduate Medical Education policy on duty hours and reporting procedures via New Innovations.
19. Abide by the UT policies, procedures, and work rules, as well as the rules and regulations of the affiliated hospitals and clinics.
20. Abide by the instructions, orders, and directives of the department chair, program director, or faculty member supervising the resident.

By signing this Initial Appointment Agreement, the resident acknowledges that he/she understands that appointments are made on a yearly basis with the expectation that continuation within the one-year appointment, and re-appointment annually throughout the duration of the residency period, will be based upon evidence of satisfactory progress in scholarship, professional growth, adherence to all University infection control policies and training requirements, and the availability of the funding for training positions in the University of Tennessee GME Program. Residents may be terminated for lack of satisfactory performance or for violation of University or hospital policies, procedures and work rules. Residents are subject to University of Tennessee Policy and Procedures, including any applicable guidelines regarding residency closure/reduction of positions, and must abide by the University of Tennessee Work Rules and policies on Professionalism and Resident Code of Conduct.

#### **RESIDENT COMPETENCY REQUIREMENTS:**

Residents are trainees and students of the GME program and are required to demonstrate competency in the six *General Competencies* required by the ACGME: Patient Care, Medical Knowledge, Practice-Based Learning and Improvement, Interpersonal and Communication Skills, Professionalism, and Systems-Based Practice. Academic remediation or dismissal can be based on deficiencies in one or more of the following areas:

1. Incremental increase in competency in Patient Care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health; competency to perform all medical and invasive procedures considered essential for the area of practice (including identifying and performing invasive and non-invasive medical procedures; gathering critical information and data, whether in the form of history and physical examinations or diagnostic testing; interpreting results; and knowledge of protocols);

2. Medical Knowledge about established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient care and a willingness to teach and supervise others;
3. Practice-Based Learning and Improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care;
4. Clinical judgment (including synthesizing data gathered from appropriate sources and applying the information and medical knowledge to a particular patient care situation, and the ability to respond to unpredictable treatment situations);
5. Technical skills necessary to perform diagnostic, medical and surgical procedures and to deliver other forms of medical treatment;
6. Interpersonal and Communication Skills (humanistic skills such as interacting with patients, peer residents, faculty, and other medical staff) that result in effective information exchange and teaming with patients, their families, and other health professionals. Receptivity to feedback and corrective action from faculty and peers; and demonstrating concern for patients' well-being;
7. Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population (including attendance, punctuality, availability, and enthusiasm);
8. Systems-Based Practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system for health care and the ability to effectively call on system resources to provide care that is of optimal value (including adherence to institutional standards of conduct, rules and regulations, including program standards and hospital and clinic rules with respect to scheduling, charting, record-keeping, and delegations to medical staff).

Re-appointment and promotion to the subsequent year of training require satisfactory, cumulative evaluations by program faculty and the program director.

## **UNIVERSITY RESPONSIBILITIES**

### **The University of Tennessee College of Medicine Chattanooga will provide:**

1. 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 resident's employment even if the case is filed after the resident has completed training (occurrence based). A copy of the full provision of this coverage is available on the website at [www.utcomchatt.org/dept/dept.asp?dpage=malprac](http://www.utcomchatt.org/dept/dept.asp?dpage=malprac).
2. On-call meal provisions vary within the various teaching hospitals. However, food is available 24 hours per day while residents are on duty in all institutions. Call rooms are available in all hospitals for residents who take in-house call. Lab coats are provided but no laundry services are available. Parking is provided at no cost to residents. The University and the hospitals agree to make reasonable precautions to provide a safe environment
3. Health insurance is provided for residents and eligible dependents and is effective with the resident's date of employment. Residents are responsible for approximately 20% of the premium of the type of health coverage selected. For plan benefits and resident costs visit the GME Web site at [www.utcomchatt.org/dept/dept.asp?dpage=rbook](http://www.utcomchatt.org/dept/dept.asp?dpage=rbook). Disability and life insurance is also provided as part of the GME Resident Insurance package for residents.
4. The University's policies concerning vacation, sick leave, educational leave are available on the website at [www.utcomchatt.org/dept/dept.asp?dpage=rbook](http://www.utcomchatt.org/dept/dept.asp?dpage=rbook), 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 and is available to the resident upon request. It is the responsibility of each program director to advise residents of the effect of any time away from training upon program completion and board eligibility. All training extensions necessary to meet board eligibility are paid with full benefits.
5. Resident support services including medical and psychological support services including but not limited to an exercise facilities, evaluation and treatment of work related illnesses and injuries, the Aid to Impaired Residents Program (AIRS), and availability of immunizations are available. The University has aggressive Affirmative Action and Sexual Harassment Policies.

6. Rotation specific goals and objectives and teaching and evaluation methodologies ensure that residents completing programs will be capable of practicing independently and have met all six general competencies.
7. Ready access to adequate communication resources and technological support.
8. In the event of a program closure or complement reduction, the University will provide reasonable assistance to residents in locating another ACGME program in which they can complete their training.
9. Residents will not be required to sign restrictive covenants.
10. Have institutional plans that will allow continuation of training in the event of a natural disaster.
11. An academic appeals process that ensures that residents have access to adjudicate complaints and grievances. A four month notice will be given for non-renewal or non-promotion.
12. The annual compensation rates for the academic year are available on the website at [www.utcomchatt.org/dept/dept.asp?dpage=rbook](http://www.utcomchatt.org/dept/dept.asp?dpage=rbook)

**ACCEPTANCE OF THIS AGREEMENT AND RELEASE OF INFORMATION:** 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 Programs are included on the Online Resident Handbook located at 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 [www.utcomchatt.org/dept/dept.asp?dpage=rbook](http://www.utcomchatt.org/dept/dept.asp?dpage=rbook). I further understand that any information necessary for evaluation of my performance by my program director, by the teaching faculty, or by the University Administration will be preserved and made available as necessary to examining boards and other responsible agencies if requested. I authorize representatives of the University 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 University concerning my professional competence, ethics, character, and other qualifications for appointment as a resident of the University.

Residency Program:

Date training begins:

Anticipated completion date:

Resident's Name:

Resident's Signature:

Date:

GME Director Signature:

Date:

**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 and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its educational programs and 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, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity, 62 South Dunlap, Memphis, Tennessee 38163, telephone 901-448-5558, (V/TTY available).