

**SAMPLE APPOINTMENT LETTER - RESIDENT**

Dear Dr. [Last Name]:

We are very pleased to have you join us for your graduate medical education training at Texas A&M College of Medicine, Baylor Scott & White Medical Center – Round Rock, TX. This letter is your official Letter of Appointment as a PGY-1 Resident. This appointment is effective July 1, 2020 through June 30, 2021. The 2020-2021 annual salary for a PGY-1 is \$59,000.

Please be advised that your continued appointment in your graduate medical education training is contingent upon satisfactory completion of training expectations, and adherence to institutional policies including “tobacco-free workplace, campus hiring policy”. Additionally, you must have satisfactorily passed USMLE Steps 1 and 2 (both CK & CS), or its comparable examination, (i.e. COMLEX) to begin your residency appointment. It is required you document medical records and log your duty hours/approve your duty hours; all in an accurate, honest, and timely manner. Failure to comply with the duty hours’ expectations may jeopardize your continued employment.

To read the resident selection policy, please refer to the Housestaff Handbook, which is located at: [www.bswhealth.med/education/pages/gme/austin/onboarding.aspx](http://www.bswhealth.med/education/pages/gme/austin/onboarding.aspx).

Texas A&M College of Medicine, Baylor Scott & White Medical Center – Round Rock sponsors only the J-1 visa for those individuals who require a visa to be work-authorized. Securing your J-1 visa is a requirement to begin your employment at Baylor Scott & White Medical Center – Round Rock.

Please be reminded that a satisfactory result of drug and nicotine screening is a condition of employment for **all** Baylor Scott & White employees. Employment is also contingent upon verification of educational credentials, passage of criminal background check and obtaining a Physician In-Training (PIT) Permit from the Texas Medical Board **or** a Full Medical License from the Texas Medical Board. Please note you will be unable to begin your clinical training without your PIT or Full Medical License.

The following items are a requirement from the ACGME to be listed in your appointment letter. To learn more about all the benefits and policies of Baylor Scott & White Medical Center – Round Rock, please visit our website:

<https://bswh.md/GMEAustin> .

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| 1. Financial Support for the Resident               | 10. Policy on Effect of Leave for Satisfying Completion of Program | 16. Conditions for Reappointment                         |
| 2. PTO (Paid time Off) Policies                     | 11. Conditions for Living Quarters, Meals, Laundry                 | 17. Policy of Professional Activities Outside of Program |
| 3. Leave of Absence Policy                          | 12. Counseling, Medical, Psychological, Support Service            | 18. Grievance Procedures                                 |
| 4. Professional Leave of Absence Benefits           | 13. Policy on Physician Impairment and Substance Abuse             | 19. Policies on Gender and Other Forms of Harassment     |
| 5. Parental Leave of Absence Benefits               | 14. Residents’ Responsibilities                                    | 20. Residency Closure/Reduction Policy                   |
| 6. Sick Leave Benefits                              | 15. Duration of Appointment  | 21. Duty Hours   |
| 7. Disability and Health Insurance                  |  | 22. Wellness   |
| 8. Professional Liability Insurance                 |  |  |
| 9. Professional Liability Insurance (Tail Coverage) |  |  |

Sincerely,

Christian T. Cable, M.D., MHPE, Designated Institutional Official (DIO)

By my signature below, I hereby acknowledge receipt of the sample appointment letter and all policies (as indicated above) of the Texas A&M College of Medicine/Baylor Scott & White Medical Center – Round Rock residency/fellowship program for which I am applying.

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Signature/Date