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 - Temple, TX. This letter is your official Letter of Appointment as a PGY-2 Resident. This appointment is effective July 1, 2020 through June 30, 2021. The 2020-2021 annual salary for a PGY-2 is $54,440.

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/temple/onboarding.aspx.

Texas A&M College of Medicine, Baylor Scott & White Medical Center - Temple 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 - Temple.

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 **P**hysician **I**n-**T**raining (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 – Temple, please visit our website: https://bswh.md/GMETemple .

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

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 – Temple residency/fellowship program for which I am applying.

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Signature/Date

SAMPLE