



Dear Dr. [last name]:

2017-2018

We are very pleased that you will join us for your graduate medical education training at Scott & White Healthcare and Texas A&M Health Science Center College of Medicine. This letter is your official Letter of Appointment as a PGY-(?) Resident. This appointment is effective July 1, 2017 through June 30, 2018. The 2017-2018 annual salary for a PGY-(?) is \$(Place Stipend Here). Your salary and benefits commence on the date of your hospital orientation or start date of training if hired "off-cycle" (other than a July 1 appointment).

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 satisfactorily pass USMLE Step 2 (or its comparable examination (i.e. COMLEX) prior to medical school graduation and USMLE Step 3 by completion of your PGY-(?) year in order to be eligible for promotion to the PGY-(?) level. Without successful completion of USMLE-3 (or its comparable examination), you cannot be promoted and/or your appointment may not be renewed. There is also the expectation that you will log your duty hours/approve your duty hours, accurately, honestly, and in a timely manner. Failure to comply with the duty hours' expectations may jeopardize your continued employment. Additionally, you are expected to document medical records accurately, efficiently and in a timely manner.

Please be reminded that a satisfactory result of substance abuse testing is a condition of employment for all Scott & White employees, house staff, and senior medical staff. 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.

**VISA Information**

Institutional Policy regarding visas: Scott & White Healthcare and the Texas A&M Health Science Center sponsor only the J-1 Visa for those individuals who require a visa in order to be work-authorized.

Securing your J-1 Visa is a requirement in order to begin your employment at Scott & White Healthcare.

Sincerely,

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Program Director

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Ravi Kallur, Ph.D., MPA  
Senior Vice President for Education  
Designated Institutional Official  
Scott & White Healthcare

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Christian T. Cable, M.D., MHPE  
Medical Director, Graduate Medical Education  
Chairman, Graduate Medical Education Committee  
Scott & White Healthcare

By my signature below, I hereby acknowledge receipt of the appointment letter and all policies (as indicated above) of the Scott & White Healthcare System. Furthermore, I will abide by all Scott & White policies (as indicated above) as well as any Intellectual Property involvement I may have with Scott & White Healthcare System will remain the property of Scott & White.

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Signature/Date

The following items are requirement from the ACGME to be listed in your appointment letter. Please visit our website <http://gme.sw.org> to learn more about all the benefits and policies of Scott & White.

1. Financial Support for the Resident
2. PTO (Paid time Off) Policies
3. Professional Liability Insurance
4. Professional Liability Insurance (Tail Coverage)
5. Disability and Health Insurance
6. Professional Leave of Absence Benefits
7. Parental Leave of Absence Benefits
8. Sick Leave Benefits
9. Leave of Absence Policy
10. Policy on Effect of Leave for Satisfying Completion of Program
11. Conditions for Living Quarters, Meals, Laundry
12. Counseling, Medical, Psychological Support Services
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 or Other Forms of Harassment
20. Residency Closure/Reduction Policy
21. Duty Hours