



2014-2015

Dear Dr. [Last Name]:

We are very pleased to have you join us for your graduate pharmacy 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-1 Resident in Pharmacy. This appointment is effective July 1, 2015-June 30, 2016. The current annual salary for a PGY-1 is \$42,120.00. 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 pharmacy education training is contingent upon your receiving your Texas State Board of Pharmacy license (by passing NAPLEX and Texas jurisprudence examinations by September 1, 2014). Your continued appointment is subject to adherence of Scott & White institutional policies, including “tobacco-free workplace, campus hiring policy” as well as documenting medical records accurately, efficiently, and in a timely manner.

Please visit our website to learn more about our benefits and policies. <http://gme.sw.org>

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

Because some of the policies and procedures in the handbook refer specifically to medical/surgical residents, an addendum for pharmacy-specific policies and procedures have been included in your appointment information (see attached addendum). 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.

Sincerely,

[Insert Program Director Name]
Program Director

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

Donald E. Wesson, M.D., MBA
System Executive Vice President;
Academic Operations
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.

Signature/Date