

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-1 Resident. This appointment is effective July 1, 2019, through June 30, 2020. The 2019-2020 annual salary for a PGY-1 is \$52,200.

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. There is also the expectation that you will log and 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.

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 substance abuse testing 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 – Temple, please visit our website: BSWH.md/GMETemple.

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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, MD, 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.

Signature/Date