

## SAMPLE APPOINTMENT LETTER

Dear Doctor \_\_\_\_\_:

We are very pleased to have you join us to begin your graduate medical education training at The Texas A&M Health Science Center College of Medicine - Scott & White. This letter serves as an offer of first-year (PGY - 4) appointment in the Texas A&M Health Science Center College of Medicine - Scott & White \_\_\_\_\_ Residency Program for the academic year beginning July 1, 2013, and extending through June 30, 2014. Please be advised that your appointment to this medical training program is subject to continuous satisfactory completion of training expectations and adherence to institutional policies, including "tobacco-free workplace, campus hiring policy". The current annual stipend for the position is \$54,028.18. Salaries and benefits commence on your training start date.

The following items are requirements from the ACGME to be listed in your appointment letter. Please see the specific policy for each of these items in your House Staff Handbook at <http://gme.sw.org>.

- |  |  |
|--|--|
| 1. Financial Support for the Resident                              | 11. Conditions for Living Quarters, Meals, Laundry       |
| 2. PTO 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 on 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   |

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. Passage of USMLE II and Step II CSA, or equivalent, is a condition of employment for all house staff. Employment is also contingent upon verification of educational credentials and passage of criminal background check.

(Signature of institution official)

### VISA STATEMENT

Institutional Policy regarding visas: The Texas A&M Health Science Center College of Medicine – Scott & White sponsors only the J1 visa for those individuals who require a visa in order to be work-authorized.

## GME POLICY REGARDING SELECTION OF APPLICANTS

See Resident Selection Policy (attached).

<K:\GME\GMEadmin\GME Pol~Proc\GME P&P Manual> or go to <K:\GME\GMEadmin\GME Pol~Proc\GME P&P Manual pg18.doc>

By my signature below, I hereby acknowledge receipt of the **sample** appointment letter, visa statement and Resident Selection Policy of the Texas A&M Health Science Center College of Medicine - Scott & White Residency/Fellowship program for which I am applying.

\_\_\_\_\_  
Signature/Date