



POLICIES

GRADUATE MEDICAL EDUCATION

July 2023

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Office of the Graduate Medical Education
Policy Number: TIGME/2023/001
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TITLE: RESIDENT/FELLOW GENERAL RESPONSIBILITIES

Each resident/fellow (hereafter, referred as an “applicant”) participating in the Texas Institute for Graduate Medical Education Program has the responsibility to:

- Provide compassionate, timely, and appropriate patient care; and
- Accept the duties, responsibilities and rotations assigned by the applicant’s department Chair or the Chair's designee and the Program Director; and
- Abide by the rules, regulations, and policies of the sponsoring institution (Texas Institute for Graduate Medical Education; TIGME) and its affiliates; and
- Conform to the ethical and professional standards of the medical profession; and
- Develop a personal program of self-study and professional growth with guidance from the teaching staff; and
- Participate fully in educational activities; and
- Accept and follow direction provided by faculty members and more senior residents/fellows; and
- As directed, assume responsibility for teaching and supervising other residents/fellows, medical students, and other health care students; and
- Participate, as appropriate, in institutional committees and councils, especially those that relate to patient care review and activities; and
- Apply reasonable cost containment measures in the provision of patient care; and
- Maintain complete and up-to-date immunity and health records a copy of which must be filed in the Office of Graduate Medical Education (OGME), TIGME; and
- Inform OGME and the Program Director of changes in address and personal phone number;
- Obtain a Physician-in Training permit from the Texas Medical Board¹ - a copy must be filed in the OGME
- Inform the Benefits Section of Village Health’s Human Resources Department² of any events requiring a change of benefits or tax status (e.g., change in marital status, birth, or the adoption of a child).

For questions and/or clarification contact OGME: gme@tigme.org

¹ <https://www.tmb.state.tx.us/page/pit-overview>

² E-mail: hr@villagehealth.care



Office of the Graduate Medical Education
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TITLE: RESIDENT/FELLOW RECRUITMENT, SELECTION, ELIGIBILITY, AND APPOINTMENT¹

PURPOSE AND SCOPE:

- To define the policy and procedure for eligibility and selection of residents and fellows (hereafter, all will be referred to as “applicants”) in graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME)
- This policy applies to all applicants who are applying for an ACGME-accredited training program sponsored by TIGME

REQUIREMENTS/ELIGIBILITY:

- Applicants with one of the following qualifications are eligible for appointment to residency and fellowship positions in TIGME:
 - Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME); or
 - Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).; or
 - Graduates of medical schools outside the United States who have completed a Fifth Pathway program² provided by an LCME-accredited medical school; or
 - Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or
 - Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty- /subspecialty program
- An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program at the Texas Institute for Graduate Medical Education, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment; and

¹ In compliance with ACGME Institutional Requirements IV.B1-3;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf

²See enclosed details about the Fifth Pathway Program (Appendix)



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- Information that is provided must include: financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability, and other insurance accessible to residents/fellows and their eligible dependents

SELECTION:

- Each training program must select from among eligible applicants on the basis of one's preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity;
- Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status;
- To be selected, applicants must:
 - Have Passed all Steps of USMLE³ or all Levels of COMLEX-USA⁴; and
 - Hold a currently valid certificate from the ECFMG; and
 - Provide copy of his or her diploma; and
 - Provide at least 3 letters of recommendation from physicians with whom the candidate has worked; and
 - Appear in person or via video conference for a personal interview
- Any final candidates must meet the Human Resources Department requirements for new employee, which includes a negative drug screen and satisfactory criminal background check

For questions and/or clarification contact OGME: gme@tigme.org

³<https://www.usmle.org/step-exams>

⁴<https://www.nbome.org/assessments/comlex-usa/>



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APPENDIX: FIFTH PATHWAY PROGRAM⁵

A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions:

- i. Have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school;
- ii. Have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools;
- iii. Have completed all of the formal requirements of the foreign medical school except internship and/or social service;
- iv. Have attained a score satisfactory to the sponsoring medical school on a screening examination; and
- v. Have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).”

⁵<https://www.ecfm.org/news/2010/05/04/important-announcement-regarding-fifth-pathway-certificates-and-usmle-step-3/>



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TITLE: VACATION AND LEAVES OF ABSENCE¹

PURPOSE AND SCOPE:

- To define the policy and procedure for vacation and leaves of absence for residents and fellows (hereafter, all will be referred to as “trainees”) in graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME);
- This policy applies to all applicants in the training programs sponsored by TIGME;
- This policy become effective the day the trainee starts the program;
- The paid time off (PTO) presented below is calculated on a yearly basis

PROVISIONS:

- Vacation/Sick Days/Bereavement
 - Four (4) weeks "vacation" – 20 working days;
 - One (1) "floating holiday";
 - Five (5) "sick days";
 - Four (4) bereavement days
- Additionally, trainees will be provided with an additional one (1) week of PTO for use outside the six (6) weeks detailed above;
- Trainee will be provided with 100% salary and benefits during the first six (6) weeks of their approved PTO;
- All PTO are put in a bank that is tracked by TIGME and the Department of Human Resource, Village Health;
- If additional time off beyond approved and available leave is requested/necessary, Program Directors must approve leave without pay;
- Vacation and time-off can only be taken at a mutually agreeable time arranged with the Program Director and the Chief Trainee;
- Trainees will submit their request for leave of absence to the Program Director by completing the Request for Leave of Absence form;
- In an event that the trainee requests/requires extended leave of absences, the Program Director will inform the trainee of the impact of such a request/need on his/her education and training in the program

If you need more information and/or clarification, contact: gme@tigme.org

¹ In compliance with ACGME Institutional Requirements IV.H.1;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



Office of the Graduate Medical Education
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TITLE: GRIEVANCE PROCEDURE¹

PUSPOSE AND SCOPE:

- Each resident/fellow (hereafter, referred as “trainee”) who has an unresolved significant dispute or complaint with the residency training program, his/her Program Director, or other faculty member may grieve the dispute or complaint in the manner described in the following Grievance Procedure;
- A trainee may use the Grievance Procedure outlined in this Section only when s/he is a participant in an ACGME or Board accredited, residency/fellowship program sponsored by the Texas Institute for Graduate Medical Education (TIGME) and possesses a valid, signed currently applicable GME contract for such participation;
- Once the grieving trainee’s participation in the relevant GME program ends via expiration of contract term or otherwise, the trainee’s right to initiate or to continue this Grievance Procedure ends, and the Grievance Procedure immediately terminates regardless of any pending status of the grievance process;
- If the trainee’s participation in the GME program ends while the grievance is being considered at a particular step outlined below, that consideration will immediately terminate, and any decision reached by the immediately prior decision-maker in the Grievance Procedure will be the final, non-appealable resolution of the grievance;
- Only trainee’s currently undergoing training in the GME programs, Texas Institute for Graduate Medical Education may utilize this Grievance Procedure. Therefore, a former trainee is not eligible to initiate or to utilize this Grievance Procedure;
- This Grievance Procedure does not cover controversies or complaints arising out of the termination of a trainee from a GME program during a contract period. Trainees may appeal appointment termination during a contract period pursuant to the procedures described in [TIGME/2023/0005](#).

¹ In compliance with ACGME Institutional Requirements IV.E;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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GRIEVANCE PROCEDURE:

- The Grievance Procedure has an Informal Resolution Process and a Formal Resolution Process;
- The trainee must utilize the Informal Resolution Process first, and then, if needed, advance to the Formal Resolution Process;
- Once the trainee has used the informal and formal processes, the trainee cannot re-initiate the process for the same issue

Informal Resolution Process

- An aggrieved trainee shall notify his/her Program Director, in writing, of the grievance;
- If the trainee's grievance is with the Program Director, the trainee should submit his/her grievance to the Designated Institutional Official (DIO);
- If the DIO is the subject of the grievance, the trainee should submit his/her grievance to the Chief Executive Officer (CEO), Village Health;
- This notification shall include all pertinent information and evidence that supports the grievance;
- The trainee and the Program Director, the DIO, and CEO as appropriate, hereinafter ("the Informal Resolution Process Decision-maker") or his/her designee shall set a mutually convenient time to meet to discuss the grievance and to attempt to reach a resolution;
- The aggrieved trainee and the Informal Resolution Process Decision-maker should make a good faith effort to resolve the grievance at this informal level. Additional meetings may be scheduled either with the trainee or with others during the Informal Resolution Process to attempt to resolve the grievance;
- The Informal Resolution Process of this Grievance Procedure shall be deemed complete when the Informal Resolution Process Decision-maker informs the aggrieved trainee, in writing, of his/her decision concerning the grievance;
 - A copy of this decision shall be sent to the DIO



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Formal Resolution Process

- Upon completion of the Informal Resolution Process, the aggrieved trainee may choose to proceed to the Formal Resolution Process;
- The aggrieved trainee must start the Formal Resolution Process by presenting his/her grievance, in writing, along with all pertinent information and evidence related to the grievance, to the DIO within fifteen (15) days of the conclusion of the Informal Resolution Process;
- A trainee's failure to submit the grievance within the fifteen-day deadline will result in the trainee's waiving his/her right to proceed further with this Grievance Procedure. In this situation, the decision of the Informal Resolution Process Decisionmaker would be final;
- Upon timely receipt of the written grievance, the DIO or his/her designee will contact the aggrieved trainee to set a mutually convenient time to meet to discuss the trainee's complaint;
- The DIO or his/her designee will review and carefully consider the material presented by the trainee. In addition, the Chair/designee may engage in any further investigation and gather and review any additional information he/she believes to be appropriate and relevant when considering the trainee's complaint;
- Ultimately, the DIO/designee will provide the aggrieved trainee with a written grievance determination within a reasonable period of time after the meeting;
- Any trainee who is unsatisfied with the DIO/designee's written decision regarding the grievance may seek an appeal by submitting all grievance-related material and a written appeal request to the CEO, Village Health within fifteen (15) days after receipt of the written decision;
- Upon timely receipt of the grievance appeal, the CEO/designee will review relevant information and may ask the aggrieved trainee to meet and discuss the claims;
- The review and meeting, if desired, will be done within a reasonable time period, and the CEO/designee will thereafter make a grievance appeal determination after taking any additional desired steps to review and address the grievance appeal;
- Any trainee who is unsatisfied with the grievance appeal determination may seek a final review by submitting all grievance-related material to the Governing Board, TIGME within fifteen (15) days after receipt of the grievance appeal determination;



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- Upon timely receipt of the grievance, the Board will appoint an ad hoc grievance committee comprised of at least two individuals who are not involved in the grievance, and at least one resident/fellow who (if possible) is not in the program of the aggrieved trainee;
- The DIO shall serve as an ex officio committee member. A quorum shall be three (3) committee members;
- The ad hoc committee shall hold a meeting and review relevant information provided by the aggrieved trainee as soon as feasible;
- The aggrieved trainee may be asked to answer questions or present any other evidence concerning the grievance;
- Before, during, and after the meeting, the committee may gather and review additional relevant information pertaining to the dispute;
- Within a reasonable period of time after meeting with the trainee, the committee will render its decision and inform the aggrieved trainee, Program Director, and the DIO in writing of the decision;
- The decision of this ad hoc committee is final, and the entire Grievance Procedure, both the Informal Process and the Formal Process, terminates upon the ad hoc committee's rendering of a decision.

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TITLE: PROMOTION, APPOINTMENT RENEWAL, AND DISMISSAL¹

PURPOSE AND SCOPE:

- The policy for resident/fellow (hereafter, all will be referred as “trainees”) promotion, appointment renewal, and dismissal in GME programs sponsored by the Texas Institute for Graduate Medical Education (TIGME) is designed to ensure fair and consistent evaluation of trainees’ performance, progression, and adherence to program requirements

PROVISIONS:

- Promotion Criteria:
 - The criteria and requirements for trainees’ promotion to the next level of training must be clear, objective, and aligned with accreditation standards. These criteria include (but not limited to):
 - Successful completion of required rotations as evidenced by satisfactory performance evaluations; and
 - Achievement of specified milestones or competencies; and
 - Demonstrated professionalism, and compliance with program-specific requirement
- Promotion Committee:
 - Promotion Committee shall be composed of faculty members, program directors, and other relevant stakeholders;
 - Based on the promotion criteria, the Committee is responsible for reviewing trainees’ progress, evaluating promotion applications, and making decisions regarding trainees’ promotion;
 - Evaluation Process:
 - The evaluation process for assessing trainees’ performance and determining eligibility for promotion or appointment renewal shall include:
 - Regular assessments by faculty members, program directors, and other evaluators using methods such as direct observation, written evaluations, and multi-source feedback
 - The Promotion Committee shall ensure that the evaluation process is fair, consistent, and provides constructive feedback to the trainees

¹ In compliance with ACGME Institutional Requirements IV.E;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- **Appointment Renewal Criteria:**
 - The criteria and requirements for the renewal of trainees' appointments for subsequent training years shall include (but not limited to) the following:
 - Satisfactory completion of prior training years; and
 - Fulfillment of program-specific requirements; and
 - Professional conduct, and adherence to institutional policies; and
 - Recommendation of the Program Director and the Promotion Committee
- **Dismissal or Non-Renewal Process:**
 - The GME program will ensure that trainees' dismissal or non-renewal decisions, in cases where performance or conduct concerns arise, are made in accordance with TIGME's policies, due process, and applicable legal requirements. This process shall involve:
 - A formal and objective review process by a Committee of peers that shall include the Program Director, program faculty, and selected trainee; and
 - Notification of concerns to the trainees; and
 - An opportunity for remediation with clear, concise, objective, and achievable goals
- **Remediation and Probation:**
 - As part of the due process, and in cases where dismissal is not warranted, trainees will be placed in a fair and supportive remediation/probation program that would provide trainees with opportunities for improvement and shall include (but not limited to) the following:
 - A clear and concise 30- and 60-days plan with key performance indicators and expected and objective outcomes; and
 - Regular meetings schedule with the Program Director to monitor trainees' progress; and
 - Timely feedback to ensure that the trainee is aware of their progress and areas of improvements and/or otherwise; and
 - End of remediation/probation period report with recommendations
- **Appeals/Grievance Process:**
 - TIGME has outlined a transparent and accessible appeals/grievance process that adheres to procedural fairness and allows trainees to challenge decisions related to promotion, appointment renewal, or dismissal.
 - Please consult Policy TIGME/2023/004



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- **Continuous Monitoring and Feedback:**
 - TIGME has established a system for continuous monitoring and feedback on trainees' performance throughout their training. This includes regular communication between trainees and program directors, ongoing assessments, and periodic program evaluations. TIGME encourages open dialogue, provides trainees with opportunities to address concerns, and promotes continuous improvement in trainees' education and training

- **Timeline:**
 - All decisions about promotion, appointment renewal, and dismissal shall be communicated in writing to the concerned trainee at least 30 days prior to the date of expiration of current contract

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TITLE: HARASSMENT¹

PURPOSE AND SCOPE:

- The harassment policy for resident/fellow (hereafter, all will be referred as “trainees”) graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME) is designed to create a safe and respectful environment for all participants, including trainees, faculty, staff, and patients;
- This policy aims to prevent and address any form of harassment or mistreatment based on protected characteristics such as race, gender, sexual orientation, religion, disability, or any other legally protected category

PROVISIONS:

- Definition of Harassment:
 - Harassment covers a wide range of behaviors of an offensive nature some of which are outlined below:
 - Unwelcome Behavior: Harassment involves actions, comments, or gestures that are unwelcome, meaning they are not desired or consented to by the recipient. It is important to note that the perception of unwelcomeness is based on the recipient's perspective and not the intent of the person engaging in the behavior; and/or
 - Persistence or Repetition: Harassment often involves behaviors that persist or are repeated over time. A one-time incident may be considered harassment if it is severe enough, but typically a pattern of unwanted behavior is required to establish a harassment claim; and/or
 - Intimidation or Offensiveness: Harassment is intended to intimidate, demean, belittle, or create a hostile or offensive environment for the targeted individual or group. This can include verbal, written, or physical actions that humiliate, degrade, or threaten the person(s) involved; and

¹ In compliance with ACGME Institutional Requirements IV.1.3;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Based on Protected Characteristics: Harassment is often motivated by prejudice or discrimination based on protected characteristics, such as race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, or other legally protected categories. Harassment can be overt, subtle, or implicit, targeting individuals or groups due to their membership in these protected categories
- Reporting Procedures:
 - Trainees are encouraged to report harassment to their Program Director, program faculty and/or chief resident/fellow; or
 - If harassment involved the Program Director, trainees could report the same to the Designated Institutional Official =- GME (DIO) and to the human resource team in Village Health; and
 - Harassment incidence must be carefully documented by the trainee prior to reporting; and
 - Confidentiality and anonymity must be maintained by all parties involved in this process
- Investigation Process:
 - TIGME is committed to undertaking a fair and impartial investigation related to a complaint of harassment
 - Once reported by the trainee and depending on the identity of the alleged harasser and his/her role in the program, the complaint will be assigned to a designated authority or a committee;
 - The designated authority or the committee will take all necessary steps to investigate the complaint including meeting with the trainee, harasser, and other relevant faculty and staff with the knowledge of the reported incidence(s);
 - The designated authority or the committee will have 30 days to complete its investigation and to draft a report to be submitted to the DIO for further action which must include proposed recommendation(s) and consequences for the harasser;
 - The outcome of the investigation (including proposed recommendations) shall be reported to the trainee in a timely manner



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- **Consequences:**
 - Depending on the outcome of the investigation and the report submitted by the designated authority or the committee, the potential consequences for individuals found responsible for harassment may include:
 - Written warning; and/or
 - Counseling; and/or
 - Probation/Suspension; or
 - Termination of employment or enrollment in the GME program

- **Support and Resources:**
 - TIGME shall provide appropriate access to support services and resources for individuals who experience harassment. This may include:
 - Counseling services; and/or
 - Employee/Trainee assistance programs; and/or
 - Contact information for relevant support organizations

- **Non-retaliation:**
 - Reporting of harassment is every individual's right and those reporting harassment will be protected against any form of retaliation from individuals and/or the organization

- **Education and Training:**
 - TIGME shall have regular training sessions or workshops to educate trainees, faculty, and staff about harassment, its prevention, and the institution's policies and procedures

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TITLE: PHYSICIAN IMPAIRMENT¹

PURPOSE AND SCOPE:

- This policy is intended to assist in the identification and treatment of the impaired resident/fellow (hereafter, all will be referred as “trainees”) in graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME) in order to reduce any compromise of patient care and to restore the trainees to health and effective practice

PROVISIONS:

- An impaired physician is a trainee, who is unable to practice medicine with reasonable skill and safety to patients because of mental or physical illness or shortcoming;
- Whenever a peer and/or staff member observe behavior in a trainee that indicates that the trainee may be impaired, the Program Director should be notified immediately;
- Upon notification, the Program Director will conduct a preliminary investigation.
 - If /she concurs that there is a reasonable belief that such impairment exists, s/he will report such information to the Designated Institutional Official (DIO) with a recommendation;
- The trainee may be placed on paid or unpaid leave [including annual leave, sick leave or leave of absence] at the discretion of the Program Director until evaluation of the situation is complete;
- During these proceedings, the trainee will have access to the current grievance procedures (Policy Number: TIGME/2023/004);
- In conjunction with the leave, the Program Director, at his/her discretion, may notify the Impaired Physicians Program of the Texas State Medical Board;
- If a trainee is placed on leave because of drug or alcohol abuse, the trainee will be required, at a minimum, to successfully complete an appropriate rehabilitation program approved by the Program Director;

¹ In compliance with ACGME Institutional Requirements IV.1.2;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Such programs may include those approved by the Impaired Physicians Program of the Texas State Medical Board, programs under the auspices of affiliated with Village Health, and/or programs specifically arranged by the Program Director in consultation with appropriate health care professionals;
- The trainee must document his/her compliance to the rehabilitation program;
- If the trainee fails to comply with the rehabilitation program, s/he will be terminated from the residency/fellowship program and a notice to that effect will be placed in his/her permanent record;
- Appropriate state and national agencies will be notified in accordance with state and federal laws;
- Termination for this reason is not eligible for appeal;
- Upon completion of a rehabilitation program, the trainee may be required by the Program Director to enter an aftercare program;
 - The trainee must document compliance to the aftercare program to the satisfaction of the Program Director;
 - Failure to comply or to adequately document compliance will result in termination;
 - Termination for this reason is not eligible for appeal
- DIO will be notified when the trainee is eligible for resumption of training pursuant to the recommendation of the trainee's physician or therapist;
- Training time lost to accommodate participation in rehabilitation and/or aftercare programs may require the completion of additional compensatory training to secure satisfactory completion of the residency/fellowship program and board eligibility requirements;
- If, after successful completion of the rehabilitation/aftercare program, the trainee subsequently relapses, termination from the program may be recommended unless there are extenuating circumstances;
 - Retention of the trainee will require the concurrence of the Program Director and the DIO
- If the trainee claims that he/she has a mental or physical disability accounting for the impairment or for the failure of rehabilitation, adequately documented substantiation of the claims by one or more qualified health care professionals acceptable to TIGME may be required;
- The participation of the trainee in a rehabilitation program will be acknowledged as requested by state licensing agencies, hospital credentialing bodies, and any other organizations or individuals authorized to be so informed



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TITLE: ACCOMMODATION FOR DISABILITIES¹

PURPOSE AND SCOPE:

- This policy is intended to ensure equal opportunities and non-discrimination in the identification and treatment of the impaired resident/fellow (hereafter, all will be referred as “trainees”) who wish to pursue residency/fellowship training sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- Non-Discrimination:
 - TIGME prohibits discrimination against trainees with disabilities;
 - All trainees with disabilities are evaluated based on their qualifications and abilities, without being subjected to discriminatory practices
- Reasonable Accommodations:
 - TIGME and its affiliated partner Village Health will provide reasonable accommodations to individuals with disabilities to enable their participation in the program;
 - Accommodations may include modifications to work schedules, equipment adaptations, adjustments to duties, accessible learning materials, or other necessary support services;
 - The specific accommodations provided will depend on the individual needs of the trainees and the program's resources
- Documentation of Disability:
 - TIGME will require trainees with disabilities to provide appropriate documentation to establish their disability and support the need for accommodations;
 - This documentation shall be obtained by the trainee from a qualified healthcare professionals and must include information about the nature of the disability and its functional impact on the trainee

¹ In compliance with ACGME Institutional Requirements IV.1.4;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Individualized Assessment:
 - TIGME will conduct individualized assessments to determine the reasonable accommodations required by trainees with disabilities;
 - This assessment considers the impact of the disability on the trainees' ability to fulfill the essential functions of the program while maintaining patient safety and meeting educational requirements

- Compliance with Legal Requirements:
 - TIGME and all its affiliated partners comply with applicable laws and regulations related to disability, such as the Americans with Disabilities Act (ADA) in the United States²;
 - These laws require programs to provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship on the program

- Confidentiality and Privacy:
 - TIGME shall maintain the confidentiality of information regarding a trainees' disability and accommodations;
 - Information about a trainees' disability is generally only shared with relevant personnel who need to know to provide appropriate support and accommodations

For questions and/or clarification contact OGME: gme@tigme.org

² <https://www.eeoc.gov/laws/guidance/fact-sheet-disability-discrimination>



Office of the Graduate Medical Education
Policy Number: TIGME/2023/009
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: DISCRIMINATION¹

PURPOSE AND SCOPE:

- This policy is intended to create an inclusive and equitable learning environment for residents and fellows (hereafter, all will be referred as “trainees”) who are enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME);
- The core element of this policy is to prevent discrimination based on protected characteristics and promote equal opportunities for all individuals involved in the program

PROVISIONS:

- Non-Discrimination Statement:
 - TIGME explicitly prohibits discrimination based on protected characteristics which include race, color, national origin, sex, gender identity or expression, sexual orientation, religion, age, disability, or other legally protected categories
 - TIGME fully complies with the laws enforced by the US Equal Employment Opportunity Commission²
- Equal Opportunity:
 - TIGME is committed to providing equal opportunities for all trainees, faculty, and staff, regardless of their background or protected characteristics;
 - This commitment ensures fair evaluation, selection, and treatment of individuals within the program
- Training and Education:
 - TIGME shall provide education and training to trainees, faculty, and staff to raise awareness about discrimination, implicit bias, and cultural competence;

¹ In compliance with ACGME Institutional Requirements IV.1.5;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf

² <https://www.eeoc.gov/prohibited-employment-policiespractices>



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- These initiatives aim to foster an inclusive environment and promote understanding and respect for diversity
- Reporting Procedures:
 - TIGME has established clear and accessible procedures for reporting incidents of discrimination;
 - Manager, Office of the Graduate Medical Education (OGME), TIGME has been assigned with the additional responsibility to serve in the role of receiving and addressing discrimination complaints;
 - TIGME in partnership with Village Health has a detailed procedure that outlines steps that should be taken when a complaint is filed, ensuring confidentiality, impartiality, and prompt resolution
- Investigation and Resolution:
 - TIGME has protocols in place to thoroughly investigate discrimination complaints³
 - TIGME is committed to ensure that the investigation process is fair, objective, and conducted in a timely manner
 - If discrimination is substantiated, appropriate actions and remedies have been outlined, which may include disciplinary measures, sensitivity training, or policy revisions²
- Supportive Resources:
 - TIGME is committed to providing resources and support for trainees who have experienced discrimination
 - These resources shall include counseling services, access to support groups or affinity networks, and information on external resources for reporting discrimination or seeking legal advice
- Non-Retaliation:
 - TIGME has established clear policies against retaliation for trainees who report discrimination or participate in investigations²
 - These policies are intended to protect trainees from any adverse actions or reprisals for bringing forth concerns or cooperating in the resolution process

³ TIGME Policy Number: TIGME/2023/004 and TIGME/2023/006



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For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/010
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: SUPERVISION¹

PURPOSE AND SCOPE:

- This policy is designed to ensure appropriate oversight, guidance, and support for residents and fellows (hereafter, all will be referred as “trainees”) who wish to pursue residency/fellowship training sponsored by the Texas Institute for Graduate Medical Education (TIGME);
- This policy aims to maintain patient safety, facilitate learning, and promote professional development

PROVISIONS:

- Levels of Supervision:
 - TIGME will provide different two levels of supervision:
 - Direct Supervision:
 - This will involve the presence of a supervising physician physically present with the trainee during patient care activities
 - Indirect Supervision:
 - This will allow the trainee to perform patient care activities with the supervisor available for immediate assistance and guidance when needed
- Supervisory Roles and Responsibilities:
 - TIGME has outlined the roles and responsibilities of supervisors, including attending physicians, faculty members, and senior trainees;
 - These responsibilities include providing clinical guidance, teaching, evaluating performance, and in ensuring trainees’ well-being;
 - Program Director is responsible for assigning supervisory roles and responsibilities to various individuals in each program and for and communicating to the trainees the hierarchy of supervision;

¹ In compliance with ACGME Institutional Requirements IV.J.1-2;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Program Director is also responsible for creating and sustaining open lines of communication between trainees and the supervisors
- Supervisory Availability:
 - TIGME has established the following guidelines regarding the availability of supervisors for trainees':
 - Supervisors must meet with the trainee on a regular basis (at least once a month and as and when requested by the trainee) to review trainees' progress and to provide appropriate guidance;
 - Assigned supervisors and trainees must share each other's contact information including the most effective form of communication (text, phone, email, etc.);
 - In urgent and emergent situations, supervisors should make themselves available to the trainees as soon as feasible
 - If for some reason the direct supervisor is not available, the trainee has the option to seek guidance from the Program Director, any faculty of the program, senior trainee, and/or the Designated Institutional Official (DIO)
- Assessment and Feedback:
 - Supervisors are required to undertake regular assessment of trainees' clinical skills, knowledge, and professionalism;
 - Supervisors are responsible for providing constructive feedback to trainees, identifying areas for improvement, and monitoring progress throughout the training program;
 - Assessments of trainees and the feedback provided to them by the supervisors must be documented and shared with the Program Director and the DIO
- Transition to Autonomy:
 - TIGME recognizes that trainees must progressively assume increased responsibility and autonomy over the course of their training;
 - Program Directors in consultation with the program faculty, must specify the milestones and criteria that the trainees must meet before advancing to higher levels of independence, such as direct patient care, decision-making, and procedure performance



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- **Supervisory Qualifications and Training:**
 - TIGME has outlined the following requirements for program faculty to function as supervisors:
 - Supervisors involved in providing guidance for clinical education and training of the trainees must be:
 - MD or DO
 - Completed residency (and fellowship for subspeciality) from an ACGME-accredited program;
 - Boarded in the specific discipline in which s/he practices;
 - Exhibits high level of professionalism and interest in providing the required supervision
 - Supervisors are required to maintain their clinical competence, teaching skills, and familiarity with program requirements
- **Quality Improvement and Monitoring:**
 - Program Directors will be responsible for monitoring the quality of supervision provided to the trainees;
 - Program Directors are required to conduct regular program evaluations which must include a peer review processes and a feedback mechanisms for trainees to provide input on their supervision experiences
 - The outcome of the program evaluation process must be documented by the Program Director and a copy must be shared with the DIO

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/011
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: CLINICAL AND EDUCATIONAL WORKHOURS¹

PURPOSE AND SCOPE:

- This policy has been implemented to establish reasonable limits on resident and fellows (hereafter, all will be referred as “trainees”) work hours, ensure adequate rest and supervision, and comply with regulatory requirements;
- This policy is applicable to all trainees in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- Maximum Hours of Clinical and Educational Work/Week:
 - Clinical and educational work hours for trainees must be limited to no more than 80 hours/week, averaged over a four-week period;
 - This limit is inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting
- Mandatory Time Free of Clinical Work and Education:
 - Each individual program must design an effective program structure that is configured to provide trainees with educational opportunities, as well as reasonable opportunities for rest and personal well-being;
 - Trainees should have eight hours off between scheduled clinical work and education periods;
 - There may be circumstances when trainees choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements;
 - Trainees must have at least 14 hours free of clinical work and education after 24 hours of in-house call;

¹ In compliance with ACGME Institutional Requirements IV.K;;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Trainees must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days
- **Maximum Clinical Work and Education Period Length:**
 - Clinical and educational work periods for trainees must not exceed 24 hours of continuous scheduled clinical assignments;
 - Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or trainee education;
 - Additional patient care responsibilities must not be assigned to a trainee during this time
- **Clinical and Educational Work Hour Exceptions**
 - In rare circumstances, after handing off all other responsibilities, a trainee, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:
 - To continue to provide care to a single severely ill or unstable patient;
 - Humanistic attention to the needs of a patient or family; and/or,
 - To attend unique educational events
 - These additional hours of care or education will be counted toward the 80-hour weekly limit
- **In-House Night Float:**
 - Night float must occur within the context of the 80-hour and one-day-off-in-seven requirements
- **Maximum In-House On-Call Frequency:**
 - Trainees must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period)



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- **At-Home Call:**
 - Time spent on patient care activities by trainees on at-home call must count toward the 80-hour maximum weekly limit;
 - The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks
 - At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each trainee;
 - Trainees are permitted to return to the hospital while on at-home call to provide direct care for new or established patients
 - These hours of inpatient patient care must be included in the 80-hour maximum weekly limit

- **Compliance with Regulatory Requirements:**
 - GME programs must comply with regulatory requirements, such as those set by accrediting bodies and national or regional governing bodies;
 - These regulations include specific guidelines regarding duty hours, rest periods, and overall workhour limits that programs must adhere to

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/012
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: MOONLIGHTING¹

PURPOSE AND SCOPE:

- Moonlighting refers to clinical services performed by a resident or a fellow (hereafter, all will be referred as “trainees”) in the graduate medical education program sponsored by the Texas Institute for Graduate Medical Education (TIGME) usually in the capacity of an independent physician, completely outside the scope of their training program
- "External moonlighting" refers to moonlighting at a non – Village Health and/or TIGME affiliated institution
- "Internal moonlighting" refers to moonlighting within Village Health facilities and its affiliated partners
- The policy regarding moonlighting for trainees is designed to ensure patient safety, protect trainee well-being, and comply with regulatory requirements

PROVISIONS:

- Trainees are never required to engage in moonlighting;
- Trainees are prohibited from external or internal moonlighting without the prior written approval of the Program Director or his/her designee;
 - The requirements necessary for such approval are set forth below under "External Moonlighting" and "Internal Moonlighting"
- Trainees have insurance coverage through Village Health’s’ Liability Insurance Program for approved internal moonlighting services;
- Moonlighting activities must be compatible with a trainees’ visa status;
- Program Director or his/her designee's decision to approve or deny a trainees’ request to moonlight will depend on a number of factors including (but not limited to):
 - Anticipated interference with the trainees’ responsibilities in the training program;
 - Individual circumstances of the trainee

¹ In compliance with ACGME Institutional Requirements IV.K.1 (a-d);
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- **External Moonlighting Requirements:**
 - The trainee must submit a written request for approval to externally moonlight by completing the "Request to do External Moonlighting" form;
 - To be considered for external moonlighting, the trainee must meet the following requirements:
 - Trainee must obtain a signed contract with the external facility and provide a copy of the signed contract to the Program Director:
 - The contract must state that the facility will provide professional liability insurance coverage for the trainees' moonlighting services and that the resident has received privileges;
 - If the external facility does not provide insurance coverage, trainees must obtain their own professional liability insurance, for no less than limits of \$1 million per claim and \$3 million in the annual aggregate, and provide proof of such insurance to the Program Director before moonlighting begins
 - Trainee must be fully licensed to practice medicine in the state where the moonlighting will occur:
 - A residency-training permit is not a license to practice medicine outside the scope of residency training;
 - Trainee on J-1/H1B Visas are prohibited from external moonlighting;
 - Trainee must not wear Village Health (or its affiliate entities), TIGME badges or identifiers when moonlighting externally;
 - External moonlighting counts toward the duty hour limits set by the ACGME and other accrediting agencies;
 - The Program Director is expected and required to assess the trainees' progress in the program and require the trainee to stop moonlighting if performance does not reach an expected level;
 - The trainee must be aware of these expected levels of academic and clinical performance before beginning the moonlighting experience



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- **Internal Moonlighting Requirements:**
 - The trainee must submit a written request for approval to moonlight within the Village Health facilities and/or its affiliated entities by completing the "Request to do Internal Moonlighting" form;
 - Within Village Health facilities, Village Health Liability Insurance Program provides malpractice insurance for trainees who moonlight within Village Health facilities
 - To be considered for internal moonlighting, the trainee must meet the following requirements:
 - When trainees are moonlighting in any of the hospitals and/or facilities used by TIGME training programs, billing practices must conform to Federal Center for Medicare and Medicaid Services (CMS) regulations²
 - Trainee must be fully licensed to practice medicine in the State of Texas:
 - A residency-training permit is not a license to practice medicine outside the scope of residency training, even within a Village Health and/or TIGME-affiliated facility
 - Trainees on J-1/H1B Visas are prohibited from internal moonlighting;
 - Trainees must assure the Program Director in writing that the total hours in residency/fellowship training and the moonlighting commitment DO NOT EXCEED the limits set by the ACGME and/or other accrediting bodies

For questions and/or clarification contact OGME: gme@tigme.org

² <https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-B/part-415/subpart-E/section-415.208>



Office of the Graduate Medical Education
Policy Number: TIGME/2023/013
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: VENDOR INTERACTIONS¹

PURPOSE AND SCOPE:

- This policy is designed to manage interactions between resident and fellows (hereafter, all will be referred as “trainees”) enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME) with the industry representatives to maintain professional integrity, avoid conflicts of interest, and uphold patient safety;
- The primary intent of this policy is to support faculty, staff, and trainees in effectively engaging in “principled” relationships with outside entities;
 - Village Health, TIGME and faculty, staff and trainees are encouraged to work together to enhance the beneficial outcomes of principled personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual

PROVISIONS:

- Faculty, staff, and trainees may not accept any personal gifts from industry, regardless of value;
- Medications or pharmaceutical samples cannot be accepted. Company representatives should be directed to the pharmacy in various Village Health facilities and in TIGME’s affiliated sites;
- Gifts cannot be solicited or accepted for a specific or distinct activity, such as travel to a particular meeting or funding for a specific speaker or topic;
- Gifts cannot be accepted to fund a specific trainee in the program;
- There can be no commitment by faculty, staff, and trainees, of anything in return for a gift, such as patient data, survey or research results, endorsement of a product, or the purchase of products or services;
- Gifts cannot be accepted for a “named activity” such as the XYZ Drug Company Scholars;
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity;

¹ In compliance with ACGME Institutional Requirements IV.L;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company's products;
- May not receive remuneration for listening to sales talks or attending industry sponsored education and training;
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion;
- Must cooperate with inquiries from TIGME's Office of Graduate Medical Education (OGME) regarding compliance with this policy;
- Must submit proposals for personal, external professional relationships with industry and other entities to the Designated Institutional Official for review and approval prior to engaging or receiving compensation for the activities;
- Trainees are encouraged to discuss any questions regarding this policy with their Program Director and/or the staff in the OGME, TIGME;
- The industry partners must be encouraged to provide "unrestricted" educational grant(s) to the program for educational purposes

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/014
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: CLOSURE AND REDUCTIONS¹

PURPOSE AND SCOPE:

- This policy addresses the issues related to a reduction in size or closure of a residency/fellowship program or closure of the institution;
- The process outlined in this policy ensures that this is done in a way that minimizes the impact on the residents and the fellows ((hereafter, all will be referred as “trainees”) enrolled in the graduate medical education program sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- TIGME as the Sponsoring Institution, through the Designated Institutional Official (DIO), will inform the Graduate Medical Education Committee, Program Directors, Graduate Medical Education staff, and trainees as soon as time permits of any intention to reduce or close a residency/fellowship program;
- Every effort will be made to allow trainees currently enrolled in the program to complete their education and training in TIGME affiliated sites – the “train-out” process;
- If this is not possible, TIGME will assist the trainees in enrolling in a different ACGME-accredited program in which they can continue their education and training;
 - Administrative assistance will be provided to assist trainees in finding a new position for a minimum of ninety (90) days from trainee notification of program closure or reduction;
 - Monetary relocation assistance, up to \$1000 per trainee (based on submitted expense receipts), will be provided to assist trainees who are unable to relocate to a new position within 100 miles of the closing program site
- Once the determination is made to reduce or close the residency/fellowship program, TIGME will notify the ACGME and the National Residency Match Program (NRMP);

¹ In compliance with ACGME Institutional Requirements IV.O.1-2;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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- In this process, TIGME will inform these entities of the method in which the institution will assist the trainees in securing a position in another accredited program;
- Failure to notify these entities will be viewed as an egregious violation

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/015
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: SUBSTANTIAL DISRUPTIONS IN PATIENT CARE OR EDUCATION¹

PURPOSE AND SCOPE:

- This policy addresses the unexpected events or circumstances that may impact the normal operations of patient care and/or educational activities of residents and fellows (hereafter, all will be referred as “trainees”) enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME);
- The aim of this policy is to ensure patient safety, trainees’ well-being, and the continuity of educational/training programs

PROVISIONS:

- Incident Reporting and Communication:
 - TIGME requires that trainees, faculty, or staff promptly report substantial disruptions in patient care or education:
 - For disruption in patient care, the trainees are required to promptly report the incidence to the physician and staff responsible for the care of the patient and file an incident report with the hospital/clinical care entity where the incident transpired;
 - Once reported, the hospital/entity must follow its internal procedures for incident reporting and communication
 - For disruption in education and training, the trainees are required to promptly report the incidence to their supervisor and the senior trainee in their relevant program;
 - Once received, the relevant information must be document and communicated to the Program Director;
 - The Program Director will communicate this information to the Designated Institutional Official (DIO), the Graduate Medical Education Committee GMEC), and all faculty and staff on a “need” to know basis

¹ In compliance with ACGME Institutional Requirements IV.N;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



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Date Issued: July 12, 2023
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- Crisis Management and Response:
 - The relevant hospital/clinical care entity working in collaboration with the trainee and program faculty must deploy “crisis management team” to address substantial disruptions in patient care;
 - The crisis response team must include key personnel responsible for coordinating efforts, making decisions, and communicating with relevant stakeholders

- Continuity of Trainee Education/Training:
 - It is paramount for the Program Director, program faculty, and program staff to sustain the educational/training experience for trainees during disruptions;
 - Alternative methods of instruction, such as virtual learning platforms, online resources, or temporary modifications to the curriculum to accommodate the circumstances should be considered

- Coordination with Accreditation Bodies:
 - The Program Director may need to notify and seek guidance from accrediting bodies (such as ACGME) in the event of substantial disruptions in education and training of trainees;
 - The Program Director must work with the DIO and the staff in the GME office to coordinate efforts with these entities to ensure compliance with accreditation standards

- Salary and Benefits:
 - Salary and benefits of the trainee will be maintained during these disruptions

- Documentation and Evaluation:
 - The DIO must have in place a process for documenting the substantial disruptions in education and training, the actions taken, and the outcomes;
 - This documentation will aid in evaluating the effectiveness of response strategies and guide future planning to mitigate similar disruptions

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/016
Date Issued: July 12, 2023
Date Approved by GMEC: July 17, 2023

TITLE: NON-COMPETITION¹

PURPOSE AND SCOPE:

- This policy addresses the issue of non-competition or restrictive covenants for residents and fellows (hereafter, all will be referred as “trainees”) enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- The Sponsoring Institution nor its ACGME-accredited residency and fellowships programs require trainees to sign a non-competition guarantee nor do they place any restrictive covenants on the trainees following their graduation;
- This requirement is also applicable to all TIGME affiliated partners and members of the consortium

For questions and/or clarification contact OGME: gme@tigme.org

¹Meets ACGME Institutional Accreditation Requirement IV.M;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



Office of the Graduate Medical Education
Policy Number: TIGME/2023/017
Date Issued: July 13, 2023
Date Approved by GMEC: July 17, 2023

TITLE: PROFESSIONAL LIABILITY INSURANCE¹

PURPOSE AND SCOPE:

- This policy addresses the issues related to the provision of professional liability insurance to residents and the fellows ((hereafter, all will be referred as “trainees”) who are enrolled in the graduate medical education program sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- Trainees enrolled in a TIGME-sponsored residency training program are provided with professional and general liability insurance for activities falling within the course and scope of their training program;
 - Official notification of the liability coverage must be provided to the trainees before the start date of the training program;
 - Trainees will also be notified of any changes to the liability coverage
- This plan also responds to a claim made after a trainee leaves the training program, so long as the claim arises out of an activity that fell within the course and scope of the training program while the trainee was enrolled in the TIGME-sponsored training programs;
- This plan does not respond to a claim arising out of an incident or activity that precedes the trainees’ enrollment in the TIGME-sponsored training programs even if the claim is made once the trainee has initiated his or her training at TIGME-sponsored training programs;
- Trainees rotating within the TIGME-sponsored training programs have a responsibility to report any adverse occurrence or circumstance to Risk Manager (713-851-1287) as well as their Program Director;
- Program Director and/or Risk Manager must submit a written report to the Designated Institutional Office

For questions and/or clarification contact OGME: gme@tigme.org

¹ In compliance with ACGME Institutional Requirements IV.F.1-2;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



Office of the Graduate Medical Education
Policy Number: TIGME/2023/018
Date Issued: July 13, 2023
Date Approved by GMEC: July 17, 2023

TITLE: HEALTH AND DISABILITY INSURANCE¹

PURPOSE AND SCOPE:

- This policy addresses the issues related to the provision of health and disability insurance to residents and the fellows ((hereafter, all will be referred as “trainees”) who are enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- Trainees enrolled in a TIGME-sponsored residency training program are provided with health and disability insurance starting the first day of the start of their training program;
- Eligible dependents of the trainees are also offered health insurance starting the first day of the start of the trainees’ training program;
- Trainees will be required to share the monthly premium payments for the health and disability insurance plans with TIGME and/or its affiliated partners

For questions and/or clarification contact OGME: gme@tigme.org

¹ In compliance with ACGME Institutional Requirements IV.G.1-2;
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements2022.pdf



Office of the Graduate Medical Education
Policy Number: TIGME/2023/019
Date Issued: July 13, 2023
Date Approved by GMEC: July 17, 2023

TITLE: DRESS CODE

PURPOSE AND SCOPE:

- This policy addresses the issues related to the dress code to be followed by the residents and the fellows ((hereafter, all will be referred as “trainees”) who are enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME)

PROVISIONS:

- Trainees are expected to be neat, clean, and orderly at all times during the performance of training program activities;
- Trainees are expected to dress according to generally accepted professional standards appropriate for the trainees’ particular program;
- Where safety is a factor, residents should use common sense in choosing clothing and shoes for training activities;
- Jewelry, clothes, and hairstyle should be appropriate for the performance of duties in the hospitals;
- Program Directors will require a particular, reasonable dress code for their trainees, depending on the needs of the service, for public image, and safety.;
- Photo identification tags must be worn at all times while on duty

For questions and/or clarification contact OGME: gme@tigme.org



Office of the Graduate Medical Education
Policy Number: TIGME/2023/020
Date Issued: November 30, 2023
Date Approved by GMEC: December 04, 2023

TITLE: RESIDENT/FELLOW SALARY, BENEFITS, AND WORK HOURS

PURPOSE AND SCOPE:

- The policy covers various aspects, including salary structure, benefits, leave, and other relevant considerations for residents and fellows who are enrolled in the graduate medical education programs sponsored by the Texas Institute for Graduate Medical Education (TIGME). This policy meets the ACGME Common Program Requirements¹. It is the commitment of TIGME to provide competitive and fair compensation and benefits to its residents and fellows.

PROVISIONS:

- **Eligibility:**
 - Residents and fellow's enrollment in an ACGME-accredited or CPME-accredited programs with satisfactory academic standing, and compliance with institutional policies are eligible under this policy
- **Clinical and Educational Work Hours/week:**
 - Clinical and educational work hours will be limited to no more than 80 hours/week average over a four (4) week period
 - This would include all in-house clinical and educational activities, clinical work done from home, and all moonlighting
 - Residents will have eight (8) off between clinical work and education periods
 - Residents will have at least 14 hours free of clinical work and education after 24 hours of in-house call
 - 1 in 7 policy – residents will be scheduled for at a minimum of one (1) day in seven (7) free of clinical work and required education (on an average over a four [4] week period)
 - No at-home call will be assigned during these free days
 - Clinical and educational work periods for residents will not exceed 24 hours of continuous scheduled activities
- **Salary Structure:**
 - Residents and fellows will receive market-competitive salary with mandatory deductions, taxes, and withholdings
 - Chief Resident will also receive a stipend of US\$2,000/year

¹ https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency_2023.pdf



Office of the Graduate Medical Education
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- **Benefits:**
 - Residents will have the option to participate in the following benefits the cost of which will depend on selected services:
 - Health, dental, and vision insurance with
 - Disability insurance
 - Life insurance
 - Each residents will be covered for professional activities within the scope of their training.
 - Each resident will receive \$500/year as an educational allowance that can be used to offset the cost of purchase of books, periodicals, attend conferences, etc.
- **Leave Policies:**
 - Residents are provided with two (2) weeks' vacation along with one (1) floating holiday, three (3) sick days, and three (3) bereavement days/year
 - Each resident will be provided with up to five (5) days of educational leave/year to attend conferences and other educational events
- **Moonlighting:**
 - PGY-1 residents will not be permitted to moonlight
 - Moonlighting must not interfere with:
 - Residents' ability to achieve the goals and objectives of the educational program
 - Residents' fitness for work nor compromises patient safety
 - Time spent on internal and external moonlighting will be counted towards the 8-hour maximum weekly limit (average over a four [4] week period)

For questions and/or clarification contact OGME: gme@tigme.org