GENERAL SURGERY
PROGRAM HANDBOOK
2023-2024
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Section 1. Program Information

I. General Information and Mission Statement

Mission Statement:

Our mission is to prepare residents to become qualified practitioners of surgery at the highest level. It is expected that our residents become specialist certified by the American Board of Surgery and future leaders in their communities. Our goal is to educate residents to improve the health and well-being of our local, as well as, our national and global communities by fostering integrated, collaborative and inclusive education, research, clinical care and public service.

Program Aims:

The program’s aim is to train surgical residents with a well-rounded and broad-based knowledge necessary to practice General Surgery. We achieve these aims through a strong focus on medical knowledge, technical operative skill, professionalism, communication skills, and integrated healthcare team development. All aspects of training are designed to allow graduates to function in a highly effective way within the healthcare community after completion of residency.
II. Department Chair, Program Director and Associate Program Directors

David Shibata, MD, FACS, FASCRS
Department Chair
(901) 448-9522
dshibata@uthsc.edu

Matthew Davis, MD
Associate Program Director ~ Simulation
(901) 758-7840
mdavi169@uthsc.edu

Alexander Feliz, MD
Program Director
(901) 448-7635
afeliz@uthsc.edu

Evan Glazer, MD
Associate Program Director ~ Research
(901) 448-2919
eglazer@uthsc.edu

Saskya Byerly, MD
Associate Program Director ~ Curriculum Design
(901) 448-8140
sbyerly1@uthsc.edu

Ashley Hendrix, MD
Associate Program Director ~ Wellness
(901) 448-2919
ahendri1@uthsc.edu

III. Office Contact

Cynthia R. Tooley, BS
Lead Program Manager
University of Tennessee Health Science Center (UTHSC)
910 Madison Avenue, 2nd Floor
Memphis, TN 38163
(901) 448-7635 (phone)
(901) 448-7306 (fax)
ctooley@uthsc.edu
IV. Core Faculty (alpha order)

Yasmin Ali, MD
Surgical Critical Care
Regional One Health
(901) 448-8140
yali3@uthsc.edu

Danielle Barnard, MD
Acute Care Surgery | General Surgery
Methodist North Hospital
(901) 272-7792
dbarnar1@uthsc.edu

Maunil Bhatt, MD
Vascular and Endovascular Surgery
Regional One Health
(901) 448-1683
mbhatt1@uthsc.edu

Saskya Byerly, MD
Surgical Critical Care
Regional One Health
(901) 448-8140
sbyerly1@uthsc.edu

Nabajit Choudhury, MD
General Surgery | Nutrition
Regional One Health
(901) 448-8140
nchoudh2@uthsc.edu

Mathew Davis, MD
Bariatric | Colorectal Surgery
Methodist University Hospital
(901) 758-7840
mdavi169@uthsc.edu

Olivia DeLozier, MD
General Surgery & Site Director
Veteran Administration Medical Center
(901) 523-8990, ext. 6544
odelozie@uthsc.edu

Paxton Dickson, MD
Surgical Oncology
Methodist Germantown Hospital
(901) 516-6792
pdickso1@uthsc.edu

Thomas Easterday, MD
Surgical Critical Care
Regional One Health
(901) 448-8140
tester2@uthsc.edu

James W. Eubanks, III, MD
Pediatric Surgery
Le Bonheur Children's Hospital
(901) 287-6219
jeubank1@uthsc.edu

Cory Evans, MD
Surgical Critical Care
Regional One Health
(901) 448-8140
cevans25@uthsc.edu

Corey Eymard, MD
Transplant Surgery
Methodist University Hospital
(901) 478-0589
ceymard@uthsc.edu

Alexander Feliz, MD
Pediatric Surgery
Le Bonheur Children’s Hospital
(901) 448-7635
afeliz@uthsc.edu

Dina Filiberto, MD
Surgical Critical Care
Regional One Health
(901) 448-8140
dfiliber@uthsc.edu
Peter Fischer, MD  
Surgical Critical Care  
Regional One Health  
(901) 448-8140  
pfischer@uthsc.edu

Martin Fleming, MD  
Surgical Oncology  
Regional One Health  
(901) 448-2919  
mflemin6@uthsc.edu

Denis Foretia, MD  
General and Acute Care Surgery  
Methodist Germantown Hospital  
(901) 758-7970  
dforetia@uthsc.edu

Evan Glazer, MD  
Surgical Oncology  
Regional One Health  
(901) 448-2919  
eglazer@uthsc.edu

Ryan Helmick, MD  
Transplant Surgery  
Methodist University Hospital  
(901) 478-0594  
rhelmick@uthsc.edu

Ashley Hendrix, MD  
Surgical Oncology  
Regional One Health  
(901) 515-4673  
ahendri1@uthsc.edu

Nathan Hinkle, MD  
Bariatric | Colorectal Surgery  
Methodist University Hospital  
(901) 516-6792  
nhinkle@uthsc.edu

Isaac Howley, MD  
Surgical Critical Care  
Regional One Health  
(901) 448-8140  
ihowley@uthsc.edu

Timothy Jancelewicz, MD  
Pediatric Surgery  
Le Bonheur Children’s Hospital  
(901) 287-6300  
tjancele@uthsc.edu

Andrew Kerwin, MD  
Surgical Critical Care  
Regional One Health  
(901) 448-8140  
akerwin1@uthsc.edu

Rachel Landisch, MD  
Pediatric Surgery  
Le Bonheur Children’s Hospital  
(901) 287-6219  
rlandisc@uthsc.edu

Emily Lenart, DO  
Surgical Critical Care  
Regional One Health  
(901) 448-8140  
elenart@uthsc.edu

Alexander Mathew, MD  
General Surgery  
Veteran Administration Medical Center  
(901) 523-8990, ext. 2123  
amathew6@uthsc.edu

Erica Mitchell, MD  
Vascular and Endovascular Surgery  
Regional One Health  
(503) 928-2131 | (901) 242-0335 (pager)  
emitch61@uthsc.edu
Justin Monroe, MD  
Surgical Oncology | Colorectal Surgery  
Baptist Memorial Hospital | Methodist Germantown Hospital  
(901) 516-6792  
jmonroe1@uthsc.edu

John Nelson, MD  
Endoscopy  
VAMC  
(901) 272-7792  
jnelso17@uthsc.edu

Nosratollah Nezakatgoo, MD  
Transplant Surgery  
Methodist University Hospital  
(901) 478-0594  
nnezakat@uthsc.edu

Thomas Ng, MD  
Baptist Memorial Hospital East  
Thoracic Surgery  
(901) 448-2918  
tng4@uthsc.edu

Brinson Owens, MD  
Acute Care Surgery | General Surgery  
Methodist North Hospital | Methodist University Hospital  
(901) 758-7970  
bowens16@uthsc.edu

Elianne Rojas, DO  
Vascular and Endovascular Surgery  
Regional One Health  
(901) 448-1683  
erojas@uthsc.edu

David Shibata, MD, FACS, FASCRS  
Surgical Oncology | Colorectal  
Regional One Health  
(901) 448-9522  
dshibata@uthsc.edu

Sara Soule, MD  
Surgical Critical Care  
Regional One Health  
(901) 448-8140  
soule1@uthsc.edu

Ganpat Valaulikar, MD  
Cardiovascular Surgery  
Veteran Administration Medical Center  
(901) 523-8990  
gvalauli@uthsc.edu

Jason Vanatta, MD  
Transplant Surgery  
Methodist University Hospital  
(901) 478-0594  
jvanatta@uthsc.edu

Ying Weatherall, MD  
Pediatric Surgery  
Le Bonheur Children's Hospital  
(901) 287-6300  
yzhuge@uthsc.edu

Virginia Weaver, MD  
Bariatric | Colorectal  
Methodist University Hospital  
(901) 758-7840  
vmcgrath@uthsc.edu

Regan Williams, MD  
Pediatric Surgery  
Le Bonheur Children's Hospital  
(901) 287-6219  
rfwillia@uthsc.edu

Elizabeth Wood, MD  
Surgical Oncology | Colorectal  
Regional One Health  
(858) 603-0009  
ewood24@uthsc.edu
Nia Zalamea, MD  
General Surgery | Nutrition  
Methodist North Hospital | ROH  
(901) 569-3127  
nzalamea@uthsc.edu

V.  2023-2024 Resident Contact Information ~ (901) 448-7635

PGY 1  
Jenna Davis, MD  
jdavi213@uthsc.edu

Theresa Dinh, MD  
hsy312@uthsc.edu

Calvin Jung, MD  
cjung8@uthsc.edu

Erin Koffman, MD  
ekoffman@uthsc.edu

Emma Levine, MD  
elevine6@uthsc.edu

Jordan Pringle Williams  
jpringl1@uthsc.edu

Miranda Taggart  
mtaggar2@uthsc.edu

Bennett Thomas  
bthoma81@uthsc.edu

PGY 1 Preliminary  
Harrison Folse, MD  
hfolse@uthsc.edu

Laura Gorenshstein, DO  
lgorensh@uthsc.edu

Benson Joseph, MD  
bjoseph4@uthsc.edu

Rodeania Peart, MD  
rpeart2@uthsc.edu

Carmen Zaldivar, MD  
czaldiva@uthsc.edu

PGY 2  
Samantha Brashier, MD  
sbooth1@uthsc.edu

Samantha A. Kassner, MD  
skassner@uthsc.edu

Kevin Lang, MD  
klang2@uthsc.edu

Morgan Lynch, MD  
mlynch31@uthsc.edu

Logan Meyer, MD  
mmeyer8@uthsc.edu

Meredith Perkins, MD  
mperki21@uthsc.edu

Jennifer Schadt, MD  
jschadt@uthsc.edu

Michael Spinrad, MD  
mspinrad@gmail.com

PGY 3  
Caitlin Black, MD  
cblack25@uthsc.edu

Ladd Caballero, MD  
lcaballe@uthsc.edu
Linnea Cripe, MD  
lcripe@uthsc.edu

Andrew Fleming, MD  
aflemin8@uthsc.edu

Lillian Malach, MD  
lmalach@uthsc.edu

Brenden Sheridan, MD  
bsherid2@uths.edu

Kaushik Varadarajan, MD  
kvaradar@uthsc.edu

Tari-Ann “Tariana” Yates, MD  
tariana88@gmail.com

PGY 4  
Megan Gross, MD  
mgross9@uthsc.edu

Maria Knaus, MD  
mknaus@uthsc.edu

Devanshi Patel, MD  
dpatel60@uthsc.edu

Maddison Porter, MD  
mkane14@uthsc.edu

Aubrey Schachter, MD  
aschach2@uthsc.edu

Joseph Slaughter, MD  
jslaugh4@uthsc.edu

PGY 4 Continues  
Michael Wright, MD  
mwrigh86@uthsc.edu

Floyd Wilks, MD  
Fwilks@huhosp.org

PGY 5  
Jennifer Allison, MD  
Administrative Chief Resident  
jallis12@uthsc.edu

Angel Doño, MD  
adoo@uthsc.edu

Allison Falcon, MD  
Administrative Chief Resident  
afalcon2@uthsc.edu

Emma Kelly, MD  
ekelly16@uthsc.edu

Benjamin Lehrman, MD  
blehrman@uthsc.edu

Renee Muyoka Maina, MD  
rmaina@uthsc.edu

Ashley Miller, MD  
amill203@uthsc.edu

Pushpa Neppala, MD  
pneppala@uthsc.edu

Research Residents  
Daniel Gehle, MD  
St. Judge Children’s Hospital  
dgehle@uthsc.edu

Julia Pedo Freitas, MD  
UTHSC Cancer Research Building  
jpedofre@uthsc.edu

Jessica Pollack, MD  
University of Pennsylvania and Children’s Hospital of Philadelphia  
Jpollac3@uthsc.edu

Research Residents Continues  
Seyed “Soroosh” Noorbakhsh, MD
# UTHSC Surgery Residency Block Schedule 2023 – 2024

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<td>ROH General Surgery Nutrition</td>
<td>ROH Colorectal</td>
<td>ROH Surgical Oncology</td>
<td>ROH Vascular Surgery</td>
<td>ROH Burn / Back Up</td>
<td>MGH Surgical Oncology</td>
<td>MGH Acute Care General Surgery</td>
<td>BMH Thoracic Surgery</td>
<td>VAMC General Surgery</td>
<td>LBCH Pediatric Surgery</td>
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<td>MUH Bariatric Colorectal</td>
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<td>Rotation</td>
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</tbody>
</table>

Hospital Partners:
- 1. Regional One Health: ROH
- 2. Methodist Le Bonheur Health Care – Methodist University Hospital: MLH – MUH
- 3. Methodist North Hospital: MLH – MNH
- 4. Methodist Germantown Hospital: MLH – GT
- 5. Baptist Memorial Hospital: BMH
- 6. Veterans Administration Medical Center: VAMC
- 7. Le Bonheur Children’s Hospital: LB
- 8. St Francis Hospital: SFH

Rotation Block Duration in Months:
- PGY 1: 1
- PGY 2: 1.5
- PGY 3: 1.5
- PGY 4: 1.5
- PGY 5: 1.5

Vacations may be taken at any site during any rotation without restriction.
Section 2. Site Information

*Baptist Memorial Hospital-Memphis*
Thomas Ng, MD – Site Director
6025 Walnut Grove Road, Suite 301
Memphis, TN 38120
Phone: (901) 226-0456 | Fax: (901) 226-0458
tng4@uthsc.edu

*Le Bonheur Children’s Medical Center*
James W. Eubanks, MD – Site Director
49 N. Dunlap
2nd Floor FOB, Pediatric Surgery
Memphis, TN 38103
Phone: (901) 287-6219 | Fax: (901) 287-4434
jeubank1@uthsc.edu

*Methodist Germantown Hospital*
Paxton Dickson, MD – Site Director
7705 Poplar Avenue, Suite 220
Germantown, TN 38138
Phone: (901) 516-6792 | Fax: (901) 266-6459
pdickso1@uthsc.edu

*Methodist North Hospital*
Danielle Barnard, MD – Site Director
3960 New Covington Pike, Suite 390
Memphis, TN 38128
Phone: (901) 516-5495 | Fax: (901) 266-6425
dbarnar1@uthsc.edu

*Methodist University Hospital*
Matthew Davis, MD Site Director
251 S Claybrook Street
Memphis, TN 38104
(901) 758-7840
mdavi169@uthsc.edu
Section 3. Educational Activities

I. Didactic Lectures

This Week in Score (TWIS)
Day/Time       Wednesday | 9 am
Location       956 Court Avenue (Coleman South Auditorium)
Description    TWIS is based on the SCORE curriculum, and it has a comprehensive two-year curriculum designed to educate surgical residents in the six ACGME Competencies
Attendance     %          75%

Simulation Lab
Day/Time       Wednesday | 10:30 am
Location       CHIPS & Coleman Building Ground Floor
Description    Based on specific schedule per class
Attendance     %          75%
Conference Schedule:
Residents are required to attend 75% of all conferences, which is the minimum acceptable (an ACGME requirement). Compliance with Clinical and Educational Work Hours in an acceptable reason to miss conference and should be documented by email to the residency coordinator.

Mortality & Morbidity Conference
Day/Time       Wednesday | 7 am
Location       956 Court Avenue (Coleman South Auditorium)
Description    Case presentations of morbidity and mortality, and interesting cases
Attendance %   75%

Surgery Grand Rounds
Day/Time       Wednesday | 8 am
Location       956 Court Avenue (Coleman South Auditorium)
Description    Topics of interest by faculty, including visiting faculty, and senior residents
Attendance %   75%

Additional Conferences (attendance is rotation specific)
Vascular M&M (Tuesdays) Regional One Health
Vascular Indications Conference (Fridays) Regional One Health
Vascular QI Conference alternating with Research Conference (Thursdays) Regional One Health
Trauma Conference/PI (Monday mornings following Turnover) Trauma Training Center, Regional One Health [ROH]
Pediatric Surgery educational schedule: M&M, Pathology conference, Radiology Conference, Grand Rounds
Program Meetings (requires residents’ attendance):
   Annual Program Evaluation Meeting
   May (Administrative chiefs & resident representatives)
   Education Leadership Meeting
   Monthly ~ First Wednesday (Administrative chiefs & resident representatives)
   Monthly PSQI ~ Methodist University (Chief residents on MUH service)

Program Meetings
Senior level resident should attend the monthly PSQI meeting at Methodist University, Education Leadership monthly meeting, PEC meeting December and May, and Regional One Health Trauma Quality Improvement Committee meeting.

II. Required Reading
Residents are responsible for development of a program of self-study. All residents receive subscriptions to the SCORE curriculum (http://www.surgicalcore.org), a site developed by the American Board of Surgery, the American College of Surgeons, and other groups to provide a resource for Surgery residents. Residents are responsible for completing modules developed
for their PGY year in the SCORE curriculum. Residents are expected to complete at least five modules per month, and at least half of the modules listed for your year on the SCORE website. The residency coordinator and program director will monitor compliance.

III. Research and Scholarly Activity

Research/scholarly activity is encouraged for all residents – either basic science or clinical. Faculty mentors are always willing to support residents on projects. All residents with a residency training completion date of 2022 or later are required to participate in at least one research project. At a minimum, each resident will be required to submit one abstract to the Tennessee Chapter of the American College of Surgeons annual meeting once during residency.

Residents have an option of taking two (2) years away from clinical residency to pursue additional research. It is available to residents in good standing. In accordance with the RRC and the ABS, this time does not count toward the minimum five-year clinical curriculum.

Section 4. Examinations

I. Documenting Exam Results
Documentation of exam results should be forwarded to the Program Manager as soon as received for inclusion in Resident personnel file. Photocopies of the original documentation or PDFs are both acceptable.

USMLE 1, 2 and 3 or COMLEX 1, 2 and 3 – Prior to the start of their Residency, all Residents are expected to have taken and passed Step 1, 2 and 3 or COMLEX Level 1, 2 and 3. For more information on UTHSC USMLE requirements, please visit the GME website: https://www.uthsc.edu/graduate-medical-education/policies-and-procedures/documents/mle-requirements.pdf

II. In-Service Training Exam
American Board of Surgery In-Training Exam (ABSITE)

III. Board Examination
Qualifying Exam July 13, 2023

Section 5 Policies and Procedures
All UTHSC Programs follow the UTHSC/GME institutional policies. For more information, please visit the GME website: [https://www.uthsc.edu/GME/documents/policies](https://www.uthsc.edu/GME/documents/policies)

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**Workers’ Compensation Claims Process: Supervisor**

Supervisor may call in First Notice of Loss (FNOL) within 3 days when resident is receiving medical treatment.

Contact the CorVel nurse triage line: 1-866-245-8588 (option #1 – nurse triage (resident) or option #2 – report claim (supervisor))

- A departmental fine of $500 will be charged each time a claim report is not completed by a supervisor.
- After calling triage nurse, employee should complete and sign the following forms and return to the UTHSC Employee Relations Workers Compensation representative at 910 Madison Ste. 764 on the day of the incident or as soon as possible.
  - WC Procedures Report – *Required
  - WC Injured Worker Statement – *Required
  - WC Supervisor Statement – *Required
  - WC Lost Time/RTW Calendar
  - WC Payroll Options Form
  - WC Transitional Duty Plan (TDP)

Complete the TDP form only when the injured worker is given work restrictions from a treating physician.
Program-Specific Policies and Procedures:

I. Wellbeing

The Wellness committee hosts social events quarterly or more. Residents are allowed one (1) half day (1/2 day) every 3 months for personal health and wellness. This day must be submitted to the Administrative Chief Resident and approved prior to taking the ½-day. No other resident on that service may be away on the requested day and will only be approved once the vacation and travel schedule are approved.

The resident must be unimpaired and fit for duty to engage in patient care. If the resident is unable to engage in his or her duties due to fatigue or impairment, he or she must transition his/her duties to other health care providers. It is the responsibility of peers, supervising attendings and faculty to monitor the resident for fatigue and ensure that necessary relief or mitigation actions are taken when necessary.

The program provides the resident with facilities for rest/sleep and access to safe transportation home. When the resident is too fatigued to continue his or her duties, relief by back-up call systems with transition of duties to other providers is available.

All new residents are required to complete the on-line training module, SAFER (Sleep Alertness and Fatigue Education in Residency) video in New Innovations. This education module addresses the hazards of fatigue and ways to recognize and manage sleep deprivation.

II. Leave

Yearly vacation schedule – 3 weeks per resident, schedule set in July of each academic year. There should be NO vacations in the month of June to allow for residents in transition to leave and patient care to not be sacrificed.

Leave for presentation at regional or national conferences – time for requested leave to present at a conference must be submitted to the scheduling administrative chief resident in writing as soon as the requesting resident receives notification of acceptance to present. (Note – you must submit time away to the admin chief and request for funding to the program office, two-part process.)

Leave to interview for fellowship programs – residents may take leave to interview for fellowship programs if no other resident is away from the service during the requested leave. If another resident has scheduled leave from the above categories, it is the responsibility of the resident interviewing to find coverage for his/her time away.
Wellness Day – Does not have priority over the above scheduled leave.

Note: If your leave is not on the department wide resident leave calendar (maintained by the Administrative Chief Residents), you do not have priority for leave. Make sure to schedule your leave as soon as you know about it.

The American Board of Surgery requires that all residents applying for certification must have no fewer than “48 weeks of full-time clinical activity in each residency year, regardless of the amount of operative experience obtained. The 48 weeks may be averaged over the first three years of residency, for a total of 144 weeks required, and over the last two years, for a total of 96 weeks required.” (http://www.absurgery.org/default.jsp?certgsqe_training) The resident may be required to make up any time missed in accordance with the Residency Program and Board eligibility requirements.

III. Family Medical Leave

All UTHSC programs follow the following UTHSC/GME policies for Parental and Bereavement.

Residents who have been employed for at least twelve months and have worked at least 1,250 hours during the previous twelve-month period are eligible for qualified family and medical leave (“FML”) under provisions of the federal Family Medical Leave Act (“FMLA”). FMLA provides eligible employees up to twelve (12) weeks of protected unpaid leave for the birth or adoption of a child or a serious health condition affecting the employee or his or her spouse, child, or parent. Except as set forth in Section IV, below, Residents may use all available sick and annual leave days to be paid during FML leave.

UTHSC Human Resources (“HR”) office has administrative oversight for the FML program. The Program Manager or Program Director should notify HR when a resident may qualify for FML leave. HR will coordinate with GME and the Program Manager or Program Director to approve or disapprove a resident’s request for FML leave. Resident rights and responsibilities under FMLA can be found on the GME website: http://uthsc.edu/GME/pdf/fmlarights.pdf. Health and disability insurance benefits for residents and their eligible dependents during any approved FML shall continue on the same terms and conditions as if the resident was not on leave. After all available paid sick, annual and other paid leave under Section IV has been taken, unpaid leave may be approved under FML and Tennessee law provisions, addressed below.

A. Tennessee State Law ~ 4-21-408. Under Tennessee law, a regular full-time employee who has been employed by the university for at least twelve (12) consecutive months is eligible for up to a maximum of four (4) months leave (paid or unpaid) for adoption, pregnancy, childbirth, and nursing an infant. After all available paid sick and annual leave has been taken, unpaid leave may be approved under FML and Tennessee law provisions. The state benefit and FML benefit run concurrently with paid leave or any leave without pay.
The Program Director and resident should verify whether the length of leave will require extending training to meet program or board eligibility criteria. UTHSC Human Resources office has administrative oversight for the FML program. The Program Manager or Director should notify HR when it appears a resident may qualify for FML leave. HR will coordinate with GME and the Program Manager or Director to approve or disapprove a resident’s request for FML leave. Resident rights and responsibilities under FMLA can be found on the GME website: http://uthsc.edu/GME/pdf/fmlarights.pdf.

IV. Six Week Paid Medical, Parental (Maternity/Paternity), and Caregiver Leave

Each resident will be provided six (6) weeks (42 calendar days) of paid, approved medical, parental, and caregiver leaves of absence for qualifying reasons that are consistent with applicable laws, at least once and at any time during the resident’s Program, starting on the day the resident is required to report, the first day of payroll for the resident (frequently July 1 of the academic year). A resident, on the resident’s first approved six (6) weeks of medical, parental, or caregiver leave of absence shall be provided the equivalent of one hundred percent (100%) of his or her salary.

Health and disability insurance benefits for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence shall continue on the same terms and conditions as if the resident was not on leave.

A. Parental Leave: Paid parental leave is available to a resident for the birth or adoption of a child. Each resident, in an ACGME or non-standard Program, is eligible for six (6) weeks (42 calendar days) of paid parental leave one time during the Program. A resident’s six (6) weeks of paid parental leave is available in addition to annual and sick leave and should be used prior to any remaining annual and sick leave. Paid medical and caregiver leave, below, is part of the same six-week benefit and not in addition to paid six-week parental leave.

The paid parental leave benefit will renew for a second period of eligibility if a resident continues to another Program; but parental leave does not accumulate (for example, for a total of 12 weeks of paid parental leave) if unused by a resident during a Program. In the event a resident uses the total of the six (6) week paid parental leave benefit and has or adopts another child while training in the same Program, only the remaining annual and sick leave are available to the resident as paid time off. All FMLA and other protected unpaid time may still be available to the resident for leave.

Parental leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. In the event both parents are residents, the residents may each use their leave concurrently, overlapping, or consecutively. If desired, this leave
may be deferred to a later birth or adoption. Any remaining annual and sick leave may be added after this six-week benefit.

It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

B. **Resident Medical Leave:** Resident medical leave is available to a resident for a serious health condition that makes the resident unable to perform his or her job. This additional six (6) week (42 calendar days) leave is available one time during the ACGME training Program. Paid medical or caregiver leave is part of the same six-week benefit as the six-week paid parental leave above. This leave will renew for a second period if a resident continues to a different training Program but the paid time off for medical or caregiver leave does not accumulate if unused. Resident Medical leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

C. **Caregiver Leave:** Caregiver leave is available for any resident that needs to take time off for the care of a parent, spouse, or child. This additional six (6) week (42 calendar days) leave is available one time during the ACGME training Program. Paid medical or caregiver leave is part of the same six-week benefit as the six-week paid parental leave above. This leave will renew for a second period if a resident continues to a different training Program but the paid time off for medical or caregiver leave does not accumulate if unused. Caregiver leave may be used in increments of two-week blocks. Requests for utilization of leave that are less than a two-week block period must be approved in advanced by the Designated Institutional Official. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on Board or ACGME requirements dictating a possible extension of training.

V. **Bereavement Leave**
Bereavement Leave residents may take up to three (3) days of paid leave due to the death of an immediate family member. Immediate family shall include spouse, child or stepchild, parent or stepparent, grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law of the trainee. With approval of the Program Director, additional time for bereavement may be taken using annual leave or leave without pay.
VI. **Moonlighting Procedure**
Moonlighting is **NOT** permitted; violation of this policy may result in dismissal.

UT/GME Policy #320 - Residents on J-1 or J-2 visas cannot participate in moonlighting activities. Residents on H-1B visas cannot moonlight under their University of Tennessee sponsorship. Each resident is responsible for maintaining the appropriate state medical license where moonlighting occurs (see GME Policy #245 – Licensure Exemption) and separate malpractice insurance. The Tennessee Claims Commission Act does not cover residents who are moonlighting.

VII. **Discrimination, Intimidation, Fear of Retaliation, Professionalism and Due Process Policy**
Residents are advised that there are multiple channels for any confidential discussions they may have. These channels include the program director, associate program director, residency coordinator, DIO, assistant dean of GME, and the GMEC resident-representative. Concerns and issues can also be reported anonymously via the GME online comment form. Residents are invited to attend the GMEC resident-representative-led annual House Staff Association Forum.

VIII. **Discrimination, Harassment, and Abuse Policy**
Residents are encouraged to report complaints of discrimination, harassment and abuse to the program director, associate program director, residency coordinator, DIO, assistant dean of GME, and the GMEC resident-representative. Residents may also contact the Office of Equity and Diversity (OED). Concerns and issues may be reported anonymously via the GME online comment form. Residents are invited to attend the GMEC resident-representative-led annual House Staff Association Forum. The UTHSC Discrimination Complaint Procedure is located at: [https://uthsc.edu/oed/documents/uthsc-complaint-procedure.pdf](https://uthsc.edu/oed/documents/uthsc-complaint-procedure.pdf)

IX. **Resident Eligibility and Selection Policy**
The UTHSC General Surgery Residency Program follows the UTHSC institutional policy on Resident Selection. For more information on the UT Resident Selection Policy, please visit the GME website: [http://www.uthsc.edu/GME/policies/ResidentSelection.pdf](http://www.uthsc.edu/GME/policies/ResidentSelection.pdf)
X. Resident Supervision Policy

*Level of Supervision*

There are three levels of supervision to ensure oversight of resident supervision and graded authority and responsibility:

Levels of Supervision – To promote appropriate supervision while providing for graded authority and responsibility, the program must use the following classification of supervision:

1. **Direct Supervision**: The supervising physician is physically present with the Resident during the key portions of the patient interaction or, the supervising physician and/or patient is not physically present with the Resident and the supervising physician is concurrently monitoring the patient care through appropriate telecommunication technology.

2. **Indirect Supervision**: The supervising physician is not providing physical or concurrent visual or audio supervision but is immediately available to the Resident for guidance and is available to provide appropriate direct supervision.

3. **Oversight**: The supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered.
## Rotation-Specific Supervision

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<th>Rotations</th>
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<td>ROH General Surgery Nutrition, ROH Colorectal, ROH Surgical Oncology, ROH Vascular Surgery, ROH Burn</td>
<td>Each rotation is under the supervision with Department of Surgery faculty. The resident will have daily team rounds and rapid reliable oversight for patient care via the primary surgery attending faculty. Residents are educated to the clinical scenarios which require immediate communication to a supervising physician. Faculty are expected to be available for immediate assistance 24/7. Senior residents, fellows are also available for immediate call availability. Any procedures to be performed bedside or in the operating room are to be performed under the indirect or direct supervision of faculty members.</td>
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<tr>
<td>MUH Transplant Surgery, MUH Acute Care General Surgery, MUH Bariatric Colorectal</td>
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<tr>
<td>MGH Surgical Oncology, MGH Acute Care General Surgery</td>
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<tr>
<td>MNH General Surgery</td>
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<tr>
<td>BMH Thoracic Surgery, BMH Surgical Oncology Colorectal</td>
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<tr>
<td>VAMC General Surgery, VAMC CT Surgery, VAMC Endoscopy</td>
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<tr>
<td>LBCH Pediatric Surgery</td>
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<tr>
<td>ROH Trauma Surgery</td>
<td>Each Trauma rotation is under the supervision with Department of Surgery faculty. The resident will have daily team rounds and rapid reliable oversight for patient care via the primary surgery attending faculty. There is a daily faculty supervised sign-out with the entire team. Every new patient is presented as well as patients that have had change in status. Residents are educated to the clinical scenarios which require immediate communication to a supervising physician. Faculty are expected to be available for immediate assistance 24/7. Senior residents, fellows are also available for immediate call availability. Any procedures to be performed bedside or in the operating room are to be performed under the indirect or direct supervision of faculty members.</td>
</tr>
<tr>
<td>ROH SICU</td>
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<tr>
<td>ROH Trauma ICU</td>
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XI. Transitions of Care Policy

Monitoring for effective, structured hand-over processes to facilitate both continuity of care and patient safety is accomplished via in person observation during each rotation. Review of inpatient sign-out lists occurs at a minimum weekly by faculty on each rotation. The Sponsoring Institution provides oversight for transitions of care at the Program level via GME/GMEC review of Annual Program Evaluations, Internal Reviews on a pre-determined cycle and periodic direct observation of the hand-over process.

The Surgery Program utilizes the following mechanisms in the hand-over process:

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<tr>
<th>Setting</th>
<th>Frequency of Hand-over</th>
<th>Mechanism</th>
<th>Supervision and frequency of supervision of hand-over process</th>
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<tr>
<td>ROH - Trauma</td>
<td>7 am and 5 pm</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident daily</td>
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<td>ROH – Surgical Specialties (General Surgery, Colorectal, Surgical Oncology, Vascular)</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
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<tr>
<td>Methodist University (Bariatric/Colorectal, ACS/GS)</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
</tr>
<tr>
<td>Methodist Germantown ACS, North, and South</td>
<td>Weekend Coverage</td>
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<tr>
<td>Methodist Germantown Surgical Oncology</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
</tr>
<tr>
<td>Baptist Memorial Hospital (Surgical Oncology, Thoracic, Vascular)</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
</tr>
<tr>
<td>VAMC (General Surgery, Cardiothoracic, Endoscopy)</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
</tr>
<tr>
<td>Le Bonheur Children’s Hospital</td>
<td>6 am and 5 pm Weekend Coverage</td>
<td>iPASS</td>
<td>Faculty and/or senior level resident monthly</td>
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The Surgery Program ensures that residents/fellows are competent in communicating with team members in the hand-over process by weekly direct observation by faculty and completion of New Innovations evaluation documenting competency in the hand-over process at the PGY1 level.

The Program and clinical sites maintain and communicate schedules of attending physicians, residents, and fellows currently responsible for care on the AmiON and MedRez applications.

In the event a resident/fellow is unable to perform his/her patient care responsibilities due to excessive fatigue, illness or family emergency, continuity of patient care is ensured via the following mechanisms. If the resident is unable to engage in his or her duties, he or she must transition his/her duties to other health care providers. It is the responsibility of peers, supervising attendings and faculty to monitor the resident and ensure that necessary relief or mitigation actions are taken when necessary.
XII. **Process by which faculty receive resident feedback**
The residents evaluate faculty annually via New Innovations. The evaluations are completely anonymous.

XIII. **Method by which faculty performance is evaluated by Department Chair**
Each division chief is responsible for evaluating their faculty members. After the division chief completes the evaluations of faculty, a meeting is scheduled with the division chief and chair. The chair evaluates the division chief, and they review the faculty division evaluations.

XIV. **Method for reporting improper behavior in a confidential manner**
Residents are encouraged to report experiencing or witnessing of improper behavior or abuse. These complaints can be taken to trusted senior residents, faculty, associate program directors, program director, department chair, residency coordinator, DIO, assistant dean of GME, and the GMEC resident-representative. Concerns and issues may be reported anonymously via the GME online comment form. Residents are invited to attend the GMEC resident-representative-led annual House Staff Association Forum.

XV. **Assessment Instruments and Methods**

**Resident Evaluation of Program and Faculty**
Residents are given the opportunity to evaluate their program and teaching faculty at least once a year via New Innovations. This evaluation is confidential and in writing.

**360 Evaluations**
Residents are evaluated after each rotation via New Innovations by hospital staff. The evaluations are total anonymity.

**Peer to Peer Evaluations**
Residents are evaluated after each rotation via New Innovations. The senior level residents evaluate the junior level residents.

**Program Director’s Evaluation of Faculty**
Each program director must evaluate the teaching faculty on an annual basis. The program director must provide feedback to the faculty based on evaluation data and approve continued participation of faculty in the educational program. Feedback should include information garnered from resident evaluation of rotations.

**Faculty Evaluation of Program and Residents**
Faculty evaluate the program confidentially in writing annually. The results will be included in the annual program evaluation.
Annual Program Evaluation
Each ACGME-accredited residency program must establish a Program Evaluation Committee (PEC) to participate in the development of the program’s curriculum and related learning activities, and to annually evaluate the program to assess the effectiveness of that curriculum, and to identify actions needed to foster continued program improvement and correction of areas of non-compliance with ACGME standards.

Clinical Competency Committee (CCC)
Responsibilities: Appointed by the Program Director to review all resident evaluations; determine each resident’s program on achievement; of [Insert specialty name] Milestones; meet prior to resident’s semi-annual evaluation meetings; and advise Program Director regarding resident’s progress.

NOTE: Files reviewed by the CCC are protected from discovery, subpoena, or admission in a judicial or administrative proceeding.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Saskya Byerly, MD, Assistant Professor</td>
<td>CCC Chair, and Associate Program Director ~ Curriculum Design</td>
</tr>
<tr>
<td>Alexander Feliz, MD, Associate Professor</td>
<td>Program Director ~ General Surgery</td>
</tr>
<tr>
<td>Olivia DeLozier, MD, Assistant Professor</td>
<td>Site Director ~ VAMC</td>
</tr>
<tr>
<td>Dina Filiberto, MD, Assistant Professor</td>
<td>Program Director ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Peter Fischer, MD, Associate Professor</td>
<td>Attending ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Ryan Helmick, MD, Assistant Professor</td>
<td>Attending ~ Transplantation Division</td>
</tr>
<tr>
<td>Ashley Hendrix, MD, Assistant Professor</td>
<td>Associate Program Director ~ Wellness</td>
</tr>
<tr>
<td>Emily Lenart, DO, Assistant Professor</td>
<td>Attending ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Alexander Mathew, MD, Assistant Professor</td>
<td>Attending ~ Surgical Oncology Division</td>
</tr>
<tr>
<td>Jason Vanatta, MD, Professor</td>
<td>Division Chief ~ Transplantation Division</td>
</tr>
<tr>
<td>Ying Weatherall, MD, Assistant Professor</td>
<td>Program Director ~ Pediatrics Surgery Division</td>
</tr>
<tr>
<td>Elizabeth Wood, MD, Assistant Professor</td>
<td>Attending ~ Surgical Oncology Division</td>
</tr>
<tr>
<td>Cynthia Tooley, BS</td>
<td>Lead Program Manager</td>
</tr>
</tbody>
</table>

Program Evaluation Committee (PEC)
Responsibilities: Appointed by the Program Director conduct and document the Annual Program Evaluation as part of the program’s continuous improvement process. The PEC also acts as an advisor to the program director, through program oversight; reviews the
program’s self-determined goals and progress toward meeting them; guides ongoing program improvement, including the development of new goals, based upon outcomes; and reviews the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program’s mission and aims.

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Alexander Feliz, MD, Associate Professor</td>
<td>Program Director ~ General Surgery</td>
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<tr>
<td>Saskya Byerly, MD, Assistant Professor</td>
<td>Associate Program Director ~ Curriculum Design</td>
</tr>
<tr>
<td>Olivia DeLozier, MD, Assistant Professor</td>
<td>Site Director ~ VAMC</td>
</tr>
<tr>
<td>Dina Filiberto, MD, Assistant Professor</td>
<td>Program Director ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Peter Fischer, MD, Associate Professor</td>
<td>Attending ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Ryan Helmick, MD, Assistant Professor</td>
<td>Attending ~ Transplantation Division</td>
</tr>
<tr>
<td>Ashley Hendrix, MD, Assistant Professor</td>
<td>Associate Program Director ~ Wellness</td>
</tr>
<tr>
<td>Emily Lenart, DO, Assistant Professor</td>
<td>Attending ~ Surgical Critical Care Division</td>
</tr>
<tr>
<td>Alexander Mathew, MD, Assistant Professor</td>
<td>Attending ~ Surgical Oncology Division</td>
</tr>
<tr>
<td>Jason Vanatta, MD, Professor</td>
<td>Division Chief ~ Transplantation Division</td>
</tr>
<tr>
<td>Ying Weatherall, MD, Assistant Professor</td>
<td>Program Director ~ Pediatrics Surgery Division</td>
</tr>
<tr>
<td>Elizabeth Wood, MD, Assistant Professor</td>
<td>Attending ~ Surgical Oncology Division</td>
</tr>
<tr>
<td>Jennifer Allison, MD</td>
<td>Administrative Chief Resident</td>
</tr>
<tr>
<td>Emma Kelly, MD</td>
<td>Administrative Chief Resident</td>
</tr>
<tr>
<td>Megan Gross, MD</td>
<td>PGY4 Representative</td>
</tr>
<tr>
<td>Linnea Cripe, MD,</td>
<td>PGY3 Representative</td>
</tr>
<tr>
<td>Logan Meyer, MD,</td>
<td>PGY2 Representative</td>
</tr>
<tr>
<td>TBD</td>
<td>PGY 1 Representative</td>
</tr>
<tr>
<td>Cynthia Tooley, BS</td>
<td>Lead Program Manager</td>
</tr>
</tbody>
</table>

**Section 6. Resident Benefits**

**I. Salary**

Residents/Fellows in all UTHSC Programs are student employees of the University of Tennessee. As a student employee of the University of Tennessee, you will be paid by the University on a monthly basis – the last working day of the month. Direct deposit is mandatory for all employees.
2023-2024 RESIDENT AND FELLOW COMPENSATION RATES for ACGME-ACCREDITED PROGRAMS

<table>
<thead>
<tr>
<th>PGY LEVEL</th>
<th>BASE ANNUAL</th>
<th>with Disability Life Benefits</th>
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</thead>
<tbody>
<tr>
<td>PGY 1</td>
<td>$58,860.00</td>
<td>$59,520.00</td>
</tr>
<tr>
<td>PGY 2</td>
<td>$61,056.00</td>
<td>$61,716.00</td>
</tr>
<tr>
<td>PGY 3</td>
<td>$63,024.00</td>
<td>$63,684.00</td>
</tr>
<tr>
<td>PGY 4</td>
<td>$65,640.00</td>
<td>$66,300.00</td>
</tr>
<tr>
<td>PGY 5</td>
<td>$68,328.00</td>
<td>$68,988.00</td>
</tr>
<tr>
<td>PGY 6</td>
<td>$70,692.00</td>
<td>$71,352.00</td>
</tr>
<tr>
<td>PGY 7</td>
<td>$73,284.00</td>
<td>$73,944.00</td>
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</table>

For information on the UT Salary and Insurance please visit the GME website: [https://www.uthsc.edu/graduate-medical-education/policies-and-procedures](https://www.uthsc.edu/graduate-medical-education/policies-and-procedures)

II. Health Insurance

For information on UTHSC resident insurance benefits, please visit the GME website: [https://uthsc.edu/graduate-medical-education/policies-and-procedures/documents/insurance-benefits.pdf](https://uthsc.edu/graduate-medical-education/policies-and-procedures/documents/insurance-benefits.pdf)

III. Liability Insurance

As a State of Tennessee student/employee, your professional liability coverage is provided by the Tennessee Claims Commission Act. For more information on the UT Malpractice Policy, please visit the GME website: [http://www.uthsc.edu/GME/policies/claimscommission.pdf](http://www.uthsc.edu/GME/policies/claimscommission.pdf)

IV. Stipends

Residents will receive up to $200 for book stipend; however, electronics cannot be purchased. **The book stipend will expire April 1, 2024. Receipts must be submitted for reimbursement within 30 days of purchased receipt date.** The receipt must show resident name, address, method of payment, zero balance. Submit receipt(s) after the item has shipped. Submit the final detailed receipt for all Amazon orders.

V. Travel

Residents are eligible to attend **up to three meetings per year** for presentation (oral or poster) of their research. The resident must be first author and proof must accompany the travel request (TR). The Department of Surgery will fund (at the University rates) the meeting registration, airline ticket **(economy fare only ~ NO business or first-class fares will be**
reimbursed), ground transportation, meals, and hotel fees (hotel must be at conference or conus rate). The maximum total reimbursement is up to $1,500.

Residents must complete and email a TR form at least one month in advance to the program director or program manager for approval before making any arrangements. The TR form is located at https://www.uthsc.edu/graduate-medical-education/administration/documents/resident-travel-request-form.pdf

After the program director approves the TR, the lead program manager will inform the resident to make travel arrangements. In addition, the resident must also request time away from the administrative chief resident so that travel request can be added to the master resident leave schedule. This educational leave does not count as vacation. The traveler must also add a delegate in Concur: https://www.uthsc.edu/surgery/education-training/residency.php {Policies (mid-section of page to left) | Under Travel Request | Add a Delegate in Concur}.

If the Department sponsored resident travel to conferences throughout the year, the residents are required to present at the Harwell Wilson Surgical Society (HWSS) Annual Research Symposium in June.

UT Travel Policy must be followed at all times – with NO EXCEPTIONS. The UTHSC General Surgery Residency Program follows the UTHSC institutional policy on Resident Travel. For more information on the UT Resident Travel Policy, please visit the University of Tennessee policy website: https://finance.tennessee.edu/travel/

Travel Reimbursement:
Travel reimbursement is based on GME policy (https://www.uthsc.edu/graduate-medical-education/administration/documents/travel-reimbursement.pdf). Travel is a privilege and not a right; all residents under Graduate Medical Education are required to know and follow all UT travel policies. GME will NOT ask for exceptions to the travel policy. All travelers must sign an attestation stating that everyone understands the travel policy and agrees to follow it. GME will not process any new travel for any resident or program until the forms are returned from the residents and program administration. Failure to follow GME policy and use appropriate GME forms may result in non-reimbursement.

All receipts should be submitted for reimbursement to the lead program manager within 30 days following travel. The itemized detailed receipts MUST show total and payment information. All travel reimbursement will be direct deposited into the resident’s account. All ground transportation (Uber, Lyft, taxi) must include pick up and drop off locations (example: from airport to hotel).

ALL airline receipts must show the class of service (economy fare) or designated letter in order to receive reimbursement.
International Travel (Educational purposes only)

To better prepare for emergencies and provide assistance to the members of the UTHSC community traveling abroad, UTHSC requires all UTHSC travelers on official UTHSC business to complete a Travel Information Registration form prior to departure. This registration will enable UTHSC to communicate with faculty, staff, students, postdocs, residents, and fellows in the event of an emergency. Registration will also allow travelers to receive medical and emergency assistance from International SOS, a medical and travel security service company.

Who is Required to Register?

- **Faculty/Staff:** All faculty and staff traveling abroad using UTHSC funds or on UTHSC business without University funds (example: a faculty member is invited to give a keynote address at a conference and his/her costs are fully paid by the conference).

- **Students/Postdocs/Residents/Fellows:** All students, postdocs, medical residents, and clinical fellows traveling abroad to participate in official UTHSC-sponsored programs (including research, for-credit electives, travel to conferences and non-credit educational activities sponsored by UTHSC).

All travelers to **U.S. territories** are also required to register. These territories include Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, and Northern Mariana Islands. Travel to countries bordering the U.S., Canada, and Mexico, is international travel and requires compliance with this registration program.

Individuals traveling for solely personal reasons (vacation, medical mission trips, etc.) are not eligible for coverage through this program.

**UTHSC officially discourages** international travel, by faculty/staff/students when on official university business, to destinations that are subject to a U.S. Department of State Travel Warning and/or Centers for Disease Control and Prevention (CDC) Level 3 Warning.

How to Register

- Complete the online [Travel Information Registration](#) to provide information about your travel plans and contact information in the destination country(ies) for UTHSC administration use if emergencies arise either in the U.S. or in the country(ies) visited. This step will confirm that you can access referral services from International SOS.

Section 7. Curriculum

I. ACGME Competencies

The core curriculum of the UTHSC programs is based on the 6 ACGME Core Competencies:

- **Patient Care:** Residents must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
• **Medical Knowledge:** Residents must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care.

• **Practice-Based Learning and Improvement:** Residents must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.

• **Interpersonal and Communication Skills:** Residents must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

• **Professionalism:** Residents must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

• **Systems-Based Practice:** Residents must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

II. **Milestones**

The Milestones are designed only for use in evaluation of Resident physicians in the context of their participation in ACGME accredited Residency programs. The Milestones provide a framework for the assessment of the development of the Resident physician in key dimensions of the elements of physician competency in a specialty or subspecialty. They neither represent the entirety of the dimensions of the six domains of physician competency, nor are they designed to be relevant in any other context. ACGME Milestones are located at: [https://apps.acgme.org/ads/Program/Milestone/Milestone](https://apps.acgme.org/ads/Program/Milestone/Milestone)

III. **Rotation Goals and Objectives**

Rotation specific goals and objectives can be found by visiting New Innovations [https://www.uthsc.edu/surgery/residency/rotations.php](https://www.uthsc.edu/surgery/residency/rotations.php)
IV. Resident (Procedural) Supervision by Program (see chart below) can be found at: https://www.uthsc.edu/graduate-medical-education/current-residents/supervision-by-program.php

<table>
<thead>
<tr>
<th>Procedures</th>
<th>PGY1</th>
<th>PGY2</th>
<th>PGY3</th>
<th>PGY4</th>
<th>PGY5</th>
<th>PGY6</th>
<th>PGY7</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other procedures are performed under direct supervision of a faculty member.</td>
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Section 8. Resource Links

<table>
<thead>
<tr>
<th>Site</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Innovations</td>
<td><a href="https://www.new-innov.com/Login/">https://www.new-innov.com/Login/</a></td>
</tr>
<tr>
<td>UTHSC GME</td>
<td><a href="http://www.uthsc.edu/GME/">http://www.uthsc.edu/GME/</a></td>
</tr>
<tr>
<td>UTHSC GME Policies</td>
<td><a href="http://www.uthsc.edu/GME/policies.php">http://www.uthsc.edu/GME/policies.php</a></td>
</tr>
<tr>
<td>UTHSC Library</td>
<td><a href="http://library.uthsc.edu/">http://library.uthsc.edu/</a></td>
</tr>
<tr>
<td>GME Wellness Resources</td>
<td><a href="https://uthsc.edu/graduate-medical-education/wellness/index.php">https://uthsc.edu/graduate-medical-education/wellness/index.php</a></td>
</tr>
<tr>
<td>• Program Wellness Champions &amp; Datasheet</td>
<td></td>
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<tr>
<td>• UTHSC Counselor, Clay Woemmel</td>
<td></td>
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<tr>
<td>• Campus Recreation</td>
<td></td>
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<tr>
<td>• Cigna Providers</td>
<td></td>
</tr>
<tr>
<td>• SASSI</td>
<td></td>
</tr>
<tr>
<td>• University Health Services (UHS)</td>
<td></td>
</tr>
<tr>
<td>ACGME Residents Resources</td>
<td><a href="https://www.acgme.org/residents-and-Residents/Welcome">https://www.acgme.org/residents-and-Residents/Welcome</a></td>
</tr>
<tr>
<td>GME Confidential Comment Form</td>
<td><a href="https://uthsc.co1.qualtrics.com/jfe/form/SV_3NK42JioqthlfQF">https://uthsc.co1.qualtrics.com/jfe/form/SV_3NK42JioqthlfQF</a></td>
</tr>
</tbody>
</table>
Section 9. Appendix

I. GME Information and Dates
II. Moonlight Approval Form ~ N/A TO SURGERY RESIDENTS
III. Handbook Agreement
GME Information and Dates

Graduate Medical Education
920 Madison Avenue, Suite 447
Memphis, TN 38163

Natascha Thompson, MD
Associate Dean of Graduate Medical Education
ACGME Designated Institutional Official

Phone: 901.448.5364
Fax: 901.448.6182

Resident Orientation Schedule

New Resident Orientation for 2023 will be held on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22 and 23, 2023</td>
<td>8:00 am - 4:00 pm</td>
<td>PGY 1 Orientation</td>
</tr>
<tr>
<td>June 26, 2023</td>
<td>8:00 am - 12:00 pm</td>
<td>Regional One Health (ROH)</td>
</tr>
<tr>
<td>June 26, 2023</td>
<td>1:00 pm - 5:00 pm</td>
<td>Baptist</td>
</tr>
<tr>
<td>June 27, 2023</td>
<td>8:00 am - 12:00 pm</td>
<td>Memphis Veteran's Hospital (VA)</td>
</tr>
<tr>
<td>June 27, 2023</td>
<td>1:00 pm - 5:00 pm</td>
<td>Methodist University Hospital (MUH)</td>
</tr>
<tr>
<td>June 30, 2023</td>
<td>7:30 am - 5:00 pm</td>
<td>PGY-2 - 7 Orientation</td>
</tr>
</tbody>
</table>
AGREEMENT for HANDBOOK OF GENERAL SURGERY

I. I have received the 2023-2024 Handbook for the UTHSC General Surgery Residency Program.

II. I have been informed of the following requirements for house staff:
   1. Requirements for each rotation and conference attendance
   2. Formal teaching responsibilities
   3. Reporting of duty hours and case logging
   4. Safety policies and procedures
   5. On call procedures
   6. Vacation requests

III. I understand that it is my responsibility to be aware of and follow the policies/procedures as stated in the handbook.

Name: __________________________________

Signature: ________________________________

Date: ____________________________________