



Dear <<firstname>> <<lastname>>

We are very pleased to have you join us for your graduate medical education training at Baylor Scott & White Medical Center – Round Rock and Texas A&M University College of Medicine. This letter is your official Letter of Appointment to PGY-4. This appointment is effective July 1, 2026, through June 30, 2027 (4.3.a.2). The 2026-2027 annual salary for a PGY-4 is \$78,142 (4.3.a.3.). Your salary and benefits commence on the date of your hospital orientation or start date of training if hired “off-cycle” (other than a July 1 appointment).

BSWH is committed to providing all our patients and learners with a safe environment. Therefore, subject to certain due process exceptions outlined in the ACGME guidelines and/or House Staff Handbook your continued employment is considered at-will, and your employment may be terminated with or without cause by you or BSWH. Only an agreement signed by a duly authorized representative of BSWH can change the at-will status of your employment.

Employment is contingent upon successful completion of a drug and nicotine screen, “campus hiring policy” as well as the mandatory influenza vaccination policy. Additionally, you must have satisfactorily passed USMLE Steps 1,2, & 3, or its comparable examination, (i.e. COMLEX) to begin your fellowship appointment. It is required you document medical records and log your duty hours/approve your duty hours; all in an accurate, honest, and timely manner. Failure to comply with the duty hours’ expectations may jeopardize your employment status. Employment is also contingent upon verification of educational credentials, passage of criminal background check and obtaining a Physician In-Training (PIT) Permit from the Texas Medical Board

Baylor Scott & White Medical Center – Round Rock has a responsibility to provide the following policies, procedures, and employment information. For further details and to review these documents, please refer to our GME website <https://www.bswhealth.med/education/Pages/gme/austin.aspx>, New Innovations, and/or the GME Department Teams folder to view these documents in the House Staff Handbook.

Baylor Scott & White Medical Center – Round Rock and its training programs are responsible for providing:

- Appropriate salaries, health, dental, life, and disability insurance beginning on the appointment start date per the terms outlined in the Handbook for the trainee and eligible dependents (2.4.)
- Professional liability insurance coverage for activities within the scope of the training program and period of participation, and Tail Coverage afterwards, for claims arising out of medical incidents that occurred during the period of program participation (4.3.a.6) & (4.6.)
- Counseling, medical, and psychological support services are available through Peer Support, InSight Counseling Services, and/or The Texas Physician Health Program.
 - Policy on Physician Impairment and Substance Abuse
 - Policy on Counseling Support Services
- A work environment that includes adequate food services, safe on-call sleeping quarters, and an overall environment of safety and security.
- The duration of appointment and conditions for reappointment to the training program are provided and clear (4.3.a.2.)
- A written policy and process for grievance and due process procedures that is available in the House Staff Handbook, in New Innovations and online in the GME Department Teams folder (4.3.a.5.).
 - Disciplinary Action/Due Process Policy
 - Grievance/Problem-Solving Procedure
- Information about specialty board certification requirements and eligibility is available in the House Staff Handbook, in New Innovations and online in the GME Department Teams folder. (4.3.a.11.)
 - Appointment Letter/Agreements Policy
- Written policies regarding Paid Time Off (PTO) and leaves of absence consistent with applicable laws, and timely notice of the effect of leave(s) of absence on the trainee’s ability to satisfy requirements for program completion (4.3.a.9.) & (4.8.)
 - Leaves of Absence Policy
 - a. Effect of Leave for Satisfying Completion of Program Policy (4.8.g)
 - Paid Time Off (PTO)/Vacation Leave Policy
 - Sick Leave/Extended Illness Bank (EIB) Policy

- Parental Leave Policy
- Bereavement Leave Policy
- Interview Leave Policy
- Personal Leave of Absence Policy
- Military Leave Policy
- Educational Leave Policy
- Written policies including but not limited to: (4.11.), (4.15.), (4.11.a.), & (4.9.)
 - Clinical and Educational Work Hours Policy
 - Residency Closure/Reduction Policy
 - Professional Activities Outside of Program Policy (Moonlighting)
 - Non-Discrimination and Sexual Harassment Policy

Residents/Fellows are responsible for (4.3.a.1.):

- Be able to perform satisfactorily, with or without reasonable accommodation, in all required components of the training program.
 - Disability Accommodations Policy
- Submit accurate documentation of duty hours, confidential written evaluations of the faculty, the program, and other information as may be required.
- Become familiar with the House Staff Handbook, comply with, and be subject to all policies and procedures set forth in the Handbook.
- Comply with policies directly related to responsibilities and conditions for reappointment and promotion to a subsequent PGY level.
 - House Staff Responsibilities Policy
 - Promotions/Reappointments Policy

By my signature below, I hereby acknowledge receipt of the appointment letter and all policies (as indicated above). Furthermore, I will abide by all policies (as indicated above) as well as any Intellectual Property involvement I may have with Baylor Scott & White Medical Center – Round Rock will remain the property of Baylor Scott & White Health System.

Signature/Date