



TEXAS A&M UNIVERSITY
School of Medicine

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, 2024, through June 30, 2025. The 2024-2025 annual salary for a PGY-4 is \$75,683. 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 COVID and 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 continued employment. 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

The following items are requirements from the ACGME to be listed in your appointment letter. Please visit our website <https://www.bswhealth.med/education/Pages/gme/austin.aspx> to learn more about all the [benefits](#) and [policies](#) of Baylor Scott & White Medical Center – Round Rock.

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| 1. Financial Support for the Resident | 12. Conditions for Living Quarters, Meals, Laundry |
| 2. PTO (Paid time Off) Policies | 13. Counseling, Medical, Psychological Support Services |
| 3. Professional Liability Insurance | 14. Policy on Physician Impairment and Substance Abuse |
| 4. Professional Liability Insurance (Tail Coverage) | 15. Residents’ Responsibilities |
| 5. Disability and Health Insurance | 16. Duration of Appointment |
| 6. Professional Leave of Absence Benefits | 17. Conditions for Reappointment |
| 7. Parental Leave of Absence Benefits | 18. Policy of Professional Activities Outside of Program |
| 8. Sick Leave Benefits | 19. Grievance Procedures |
| 9. Leave of Absence Policy | 20. Policies on Gender or Other Forms of Harassment |
| 10. Policy on Effect of Leave for Satisfying Completion of Program | 21. Residency Closure/Reduction Policy |
| 11. Eligibility for specialty board examinations | 22. Duty Hours |

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

Sincerely,

Rakesh Surapaneni, MD
Designated Institutional Official (DIO)