



POLICY #:		
SUBJECT:	Resident Appointment	EFFECTIVE DATE:
SPONSOR:	<i>John E Delzell, Jr, MD, MSPH Vice President and DIO</i>	REVISED:
APPROVED:	<i>Graduate Medical Education Committee</i>	APPROVED FOR USE: 8.20.15

PURPOSE:

Broward Health has adopted the following policy to address resident appointments.

This policy addresses the following ***ACGME Institutional Requirements: IV.A.1. Eligibility and Selection of Residents/Fellows:*** The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment and appointment, and must monitor each of its ACGME-accredited programs for compliance. ***IV.A.3.*** 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, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. ***IV.B.1.*** The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment.

DEFINITIONS

Categorical Resident: A resident who enters a program with the objective of completing the entire program

National Resident Matching Program (NRMP): A private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education in the United States. Five organizations sponsor the NRMP: American Board of Medical Specialties, American Medical Association, Association of American Medical Colleges, American Hospital Association, and Council of Medical Specialty Societies.

National Matching Service: The AOA Intern/Resident Registration Program is a matching program that places students into osteopathic graduate medical education positions in the United States. The Intern/Resident Registration Program (the "Match") is sponsored and supervised by the American Osteopathic Association (AOA). The Match is administered on behalf of the AOA by National Matching Services Inc.

BACKGROUND

Resident physicians must be fully credentialed by the GME Office prior to commencement of training in a Broward Health training program, and prior to reappointment to the program. As such, programs as well as all residents and fellows must comply with appointment and credentialing requirements as outlined in this policy. Appointment to a Broward Health training program is conditional and contingent upon successful completion of the appointment and credentialing process, which includes the satisfactory completion of the criminal background check process, verification of satisfactory prior training (if applicable), and eligibility for employment in the United States and in the State of Florida.

Programs and trainees must also comply with the credentialing requirements of other participating training sites including but not limited to Chris Evert Children's Hospital, Nicklaus Children's Hospital, Memorial Hospital System, and other sites, as applicable. Residents may not commence with training at these sites until all required appointment and credentialing documentation as required by each site has been received.

Broward Health is committed to equal opportunity for all students and physicians who apply to the residency programs and to nondiscrimination in the recruitment, appointment, and retention of residents. Broward Health does not discriminate with regard to race, gender, color, creed, religion, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity) or status as a protected veteran.

POLICY

In selecting from among qualified applicants, the National Resident Match Program (NRMP) is the appointment method for Residents, when available.

Those Programs appointing residents outside a National match must have approval from the Office of Graduate Medical Education. Programs appointing residents into osteopathic positions will utilize the Osteopathic Intern/Resident Registration Program.

Participation in a Residency Program is a full-time commitment. Consequently, concurrent employment or appointment to other positions including faculty or research positions is prohibited. Participation as a trainee under the provisions of a training grant is permissible in those instances where formal research experience is a requirement of the program, but participation as an investigator with formal time commitments that conflict with the commitment to the educational program is prohibited.

PROCEDURE

1. Required documentation

Successfully selected resident candidates, after receiving a contingent offer of appointment, must provide the Program Director with the following documents before the commencement date of the resident agreement:

- 1.1 original, complete copies of all medical school transcripts, stamped with the official seal(s) of the candidates medical school(s),
- 1.2 a certified true copy of their medical school diploma,
- 1.3 a photograph taken within six months of the resident's application for Graduate Medical Education,
- 1.4 a copy of a current temporary or permanent license to practice medicine in the State of Florida
- 1.5 all applicants must receive BLS certification before July 1
- 1.6 as required by the individual programs, unless this training is provided by the program during orientation, evidence of current certification in Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), Neonatal Resuscitation Program (NRP) and/or Pediatric Advanced Life Support (PALS),
- 1.7 confirmation of a valid National Provider Identifier (NPI) number, as issued by the National Plan and Provider Enumeration System (NPPES),
- 1.8 a signed and dated Resident Agreement to be forwarded to the Office of Graduate Medical Education,
- 1.9 proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.),
- 1.10 a complete and satisfactory background check. The resident must complete a background check from the Broward Health contracted provider according to the instructions provided by Human Resources.
- 1.11 such other information as the School may consider relevant to the resident's credentialing

2. Prior to Participation in clinical service

After appointment to the resident staff and prior to beginning participation in clinical service, the resident must complete the following:

- 2.1 medical/occupational history review, physical exam and vision test and
- 2.2 immunization updates for tetanus/diphtheria/pertussis, measles/mumps/rubella, chickenpox and hepatitis B. This may include vaccine and/or lab titers for measles, mumps, rubella, chickenpox or hepatitis B, and
- 2.3 begin TB surveillance testing. This includes either a 2-step TB skin test (TST) or for residents with a past positive TB skin test, the completion of a tuberculosis surveillance questionnaire and a baseline Chest x-ray. Participation in the TB surveillance program is completed annually.
- 2.4 The resident must continue to meet the Medical Center's Occupational Health polices/protocols and the state's standards for immunizations for the duration of their training.

3. Reappointment

- 3.1 A resident offered a subsequent appointment to commence upon the expiration of an existing agreement will, prior to the commencement date of the new agreement, provide to their Program Director:
 - 3.1.a) copies of all active medical licenses,
 - 3.1.b) copies of all DEA registrations and any state narcotics registration numbers,
 - 3.1.c) copies of current certifications in BLS, ACLS, ATLS, NRP and/or PALS as required by the individual programs, and
 - 3.1.d) verification of immigration and VISA status as well as a copy of an ECFMG certificate indicating the validation dates, if applicable.
- 3.2 Each resident, once appointed, is responsible for providing new and/or updated versions of all required documentation as appropriate, including, but not limited to, certifications, social security cards and other employment eligibility paperwork.
- 3.3 All resident candidates and residents offered subsequent appointment will be checked with the government's "excluded providers" listing by the Broward Health Office of Compliance to determine that they are eligible to provide care to individuals covered by various government programs, including but not limited to Medicare, Medicaid, and Champus.

- 3.3.a) Individuals whose names appear on the excluded providers' list will not be offered appointments until their status is resolved.
- 3.3.b) Among the reasons for placement on the excluded providers list are convictions of fraud related to Medicare payments and default loans obtained through any of the federally backed student loan programs.

4. Appointment Review, Audit and Oversight

- 4.1 Final approval of all Resident Agreements and appointments, and all modifications, amendments or attachments thereof, is the responsibility of the Office of Graduate Medical Education
- 4.2 Any verbal or written offer of position not approved by the Office of Graduate Medical Education and the DIO are not considered binding
- 4.3 In meeting its institutional requirements and responsibilities as defined by the ACGME, AOA, and CODA, the DIO and the Broward Health Office of Graduate Medical Education may review all materials relating to a candidate's appointment or reappointment as a resident. Should deficiencies be identified in a candidate's file, the GME Office may deny an appointment pending resolution of the deficiencies.
- 4.4 Should a resident appointment be found to have been based on incomplete, inaccurate or fraudulent information submitted by a candidate or program during any phase of the application, selection, or appointment process, or should the resident appear on the excluded provider list, the resident agreement will be declared invalid and the appointment will be immediately annulled.
- 4.5 Appointment of an ineligible candidate to a position may be a cause for withdrawal of accreditation of the program by the ACGME and will be a cause for institutional sanction of the program.

Related Policies: Eligibility and Selection of Residents

Authors:	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	Date:	8.5.15
Revised:	<i>Krystal Rajkumar</i>		8.17.15
DIO Review	<i>John E Delzell Jr MD MSPH</i>		8.17.15
Legal Review			
Compliance Review			
GMEC Approval	<i>Reviewed and approved</i>		8.20.15

