

**USF Health – Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Appointment of Residents	No.: GME-202
Effective Date: 1/1/99	Approved: 06/2018

Scope:

Residents and fellows participating in a University of South Florida Morsani College of Medicine (“University”) graduate medical education (“GME”) training programs who hold a Resident or Fellow appointment.

Background:

As required by Section IV.A.1 of the ACGME Institutional Requirements, the Sponsoring Institution must have written policies and procedures for resident/fellow (hereinafter “Resident”) appointment and renewal of appointment. Additionally, the Sponsoring Institution must monitor each of its programs for compliance.

Policy:

Residents must successfully complete the credentialing and employment processes established by the GME office prior to commencement of training or appointment renewal in a University training program. Appointment to a USF GME training program is conditional and contingent upon successful completion of the credentialing and employment processes and procedures noted below. Residents are responsible for ensuring timely submission of all required documentation to the GME office prior to commencement of training or appointment renewal.

A Resident’s initial appointment will be set at the level associated with the minimum required experience needed to enter the program and aligns with the program’s required scope of practice for each year of training. If there are questions as to the appropriate appointment level for a resident, this should be resolved prior to appointment acceptance.

Programs and Residents must also comply with the credentialing and employment requirements of other participating training sites, including but not limited to Tampa General Hospital, James A. Haley Veterans’ Hospital, Bay Pines Veterans’ Hospital, Moffitt Cancer Center, and Johns Hopkins All Children’s Hospital.

Procedures:

Initial Appointment

The following requirements must be met and/or completed upon initial appointment to a training program, unless otherwise indicated. Additional appointment documentation may be

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required by specific training programs. Communication of additional appointment documentation will come via the GME office or directly from the program.

Graduated from a medical school in the United States or Canada that is LCME or AOA accredited or have full ECFMG certification. International medical graduates that are not U.S. citizens must have successfully received a visa (e.g., J-1 visa).

Successfully passed USMLE Step 1 and 2 (including the clinical skills exam) or its equivalent and must also pass USMLE Step 3 if entering as a PGY 3 or above.

Possess an active State of Florida Board of Medicine unlicensed physician in training or a full and unrestricted license to practice medicine in Florida.

Complete a Level 1 background check and 10-Panel urine drug screening.

Have current certification in ACLS/PALS/NRP/ATLS, as based upon program and/or affiliated hospital requirements.

Complete all required onboarding documentation in the electronic Residency Management System, New Innovations.

Complete online and classroom-based training (e.g., HIPAA, electronic medical record).

For Residents entering a Fellowship training program – Provide documentation from core residency program director certifying one’s ability to progress to the fellowship level.

The program will provide Resident names and basic demographic information to GME office or download ERAS applications into the electronic Residency Management System, New Innovations.

The GME office will provide a House Officer Contract to each Resident. House Officer Contracts are issued for each academic year and are limited to one (1) year in duration.

Appointment Renewal

The following requirements must be met and/or completed upon appointment renewal to a training program, unless otherwise indicated. Additional appointment documentation may be required by specific training programs. Communication of additional appointment documentation will come via the GME office or directly from the program.

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Maintain an active State of Florida Board of Medicine unlicensed physician in training or a full and unrestricted license to practice medicine in Florida.


Have current certification in ACLS/PALS/NRP/ATLS, as based upon program and/or affiliated hospital requirements.

Pass the USMLE Step 3 or equivalent examination before beginning the PGY-3 year. USMLE Step 3 score report must be provided to the GME office.

Must be in good standing with the University and progress satisfactorily in the training program and program-specific continuing education, as required.

The GME office will provide a House Officer Contract to each Resident. House Officer Contracts are issued for each academic year and are limited to one (1) year in duration.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

REVIEWED, REVISED, REISSUED 6/05
REVIEWED, REVISED, APPROVED – 8/2008; 10/2011