


Title: Graduate Medical Education - Resident Vetting Process - Policy

	Document Owner: Crystal Arellano	Last Approved Date: 12/11/2024
	Content Expert: CHRISTI McCoy	Ref#4922

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

I. Policy Statement

- a. The purpose of this policy is to set forth the vetting requirements for resident physicians at University of Missouri Health Care (MUHC), including requirements and deadlines.

II. Definitions

Vetting – A human resources evaluation of a potential employee’s background, including their work history, education, and criminal record to determine if they are suitable for the position.

Resident - Resident means an intern, resident, or fellow who is formally accepted, enrolled, and participating in an approved MUHC medical training program. (based on CMS Guidelines for Teaching Physicians, Interns, and Residents and ACGME Glossary of Terms)

III. Process/Content

- a. As employees of MU Health Care, residents will follow the vetting process as set forth by human resources for MU Health Care and the Office of Graduate Medical Education.
- b. Prospective residents with a start date of July 1 who are completing a preliminary year, or other training program, outside of MU Health Care until June 30, will be given a grace period of three (3) business days to complete the requirements and maintain an employment start date of July 1.
 - i. Prospective residents who qualify for this three (3) day grace period must complete their new hire Staff Health screening no later than July 3.
 - ii. Prospective residents must have completed all vetting paperwork and submitted for an off-site drug screen, prior to July 1.
- c. During the three (3) day grace period, the resident will not be allowed to participate in direct patient care activities.
- d. The Federal I-9 and E-verify requirements are separate from the three (3) day grace period.

Title: Graduate Medical Education - Resident Vetting Process - Policy

- i. Federal employment regulations require human resources to complete these verifications no later than three (3) days from start of hire.
 - ii. Federal employment regulations require the employment to be terminated if after the third day of the grace period the I9 or E-verify requirement is not met.
- e. Human resources representatives will coordinate with the Office of Graduate Medical Education to send and receive the required vetting materials to prospective residents.
 - i. The Office of Graduate Medical Education will work with program coordinators to inform prospective residents of vetting requirements, due dates, keep them informed of missing requirements, and repercussions of not completing vetting requirements in a timely manner.
 - ii. If vetting requirements are not met by the expected employment start date, the date will be changed to a date that allows the resident to complete the r vetting requirements.
 - iii. Vetting requirements include, but may not be limited to, the following:
 - 1. Completion of electronic human resources employment paperwork.
 - 2. Completion of pre-employment drug screen via a third-party drug testing facility contracted with MU Health Care.
 - a. Testing sites are available across the United States.
 - 3. Completion of both electronic background checks.
 - a. Criminal Background Check (CBC)
 - b. Department of Mental Health Check (CBC)
 - 4. Completion of staff health process and pre-employment clearance from staff health.
 - 5. Completion and clearance of Federal I9 and E-verify.

IV. Attachments

- a. Not Applicable

V. References, Regulatory References, Related Documents, or Links

- a. Not Applicable