

**UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS**

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

TIMETABLE FOR MEDICAL LICENSE FOR HOUSESTAFF

Section 1 No. 2 Rev. 6

Review Date: June 2007

Revision Date: June 2007

Chapter: Conditions for Employment

I. PURPOSE: To establish timetable for completion of licensure requirements, and establish protocol for submitting appropriate documentation to licensing board.

II. POLICY: Timetable for medical licensure of housestaff

III. PROCEDURE:

DATE	ACTION	DEADLINE
December 15	GME Office sends reminder to PGY1's to register for USMLE 3. Exam should be taken in March or April in order to receive score notification before June 30. February 1 is the latest the PGY1's should apply. It is recommended that the test be taken as early as possible so that there is time to re-take in case of a failure.	February 1
January 1	GME Office puts reminder in January newsletter regarding USMLE 3. February 1 is the latest that PGY1's should apply.	February 1
January 1	GME Office sends reminder to SOM departments to provide demographic information on incoming fellows	As soon as information available
February 1	GME Office puts reminder in February newsletter.	
February 1 and ongoing	GME Office send licensing application packet to incoming fellows	
March 1	GME Office puts reminder in March newsletter.	
April 15	Incoming PGY1's are sent license policy in the Welcome Packet. Incoming PGY2+'s are sent license policy and application in the Welcome Packet.	
May 1	GME Office sends departments' memo requesting that all PGY1 USMLE 3 scores be sent to GME Office. Departments are asked to track this to make sure all interns pass the exam.	
June 1	All housestaff and departments are sent memo by GME Office advising that Utah medical license and Utah controlled substance license applications must be picked up from the GME Office, and completed applications must be submitted to the GME Office. Housestaff should pick up Utah medical	

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	<p>and Utah controlled substance license applications upon notification that they have passed USMLE Part 3. In order to be eligible for Utah license fee payment by the GME Office, applications must be completed and submitted to the GME Office by July 31. Failure to submit the application by July 31, or 30 days from hire will result in suspension and the houseofficer will be required to pay all fees associated with licensure</p>	
June 1	An article reminding of application deadline is put in June newsletter.	
July 1	Another reminder is sent about picking up Utah license application. Another reminder is put in July newsletter.	
July 1	Applications for licensure are put in the Orientation packets of PGY2's and above	
July 15	A letter is sent to all houseofficers who have not submitted Utah medical license and Utah controlled substance license applications, with a copy to departments, reminding of the July 31 deadline to be eligible for payment and compliant with policy. Departments are asked to help contact residents who have not applied.	July 20
October 1	Memo is sent to housestaff and departments requesting copies of Utah medical licenses and Utah controlled substance licenses and reminder to pick up Federal DEA application. Federal DEA licenses should be applied for upon receipt of Utah licenses. GME will also track this. Departments are reminded that timely applications should result in Utah licensure by October 31 and federal DEA licensure by December 31, and disciplinary action may be taken after that time for housestaff not licensed	Upon receipt of Utah license
November 1	GME Office will report to committee on status of Utah licenses and Federal DEA licenses. GME Committee will decide upon any disciplinary action for non-compliant residents. Non-compliant residents are subject to administrative action, probation, or suspension without pay.	
December 1	Memo is sent to housestaff reminding them to apply for federal DEA license, and that they should be federally licensed by December 31.	
December 1	Memo is sent to program directors and departments listing housestaff who are not yet federally licensed.	December 31
January GMEC meeting	Report is made to GMEC regarding housestaff who do not have DEA licenses. GMEC will decide upon any disciplinary action for non-compliant residents. Non-compliant residents are subject to suspension without pay.	