

# Credentialing New Hires

---

By Summer O'Neal  
Education Credentialing Coordinator

# All New Hires

---

- When Program has a New Hire
  - Fill out New Hire form completely!
  - E-mail form to Summer.
    - See sample form.
    - Incomplete forms will not be processed.
  
- Requirements for all Residents/Fellows
  - Completed Welcome Packet and Hiring Paperwork (due to GME by April 30<sup>th</sup>)
    - GME Office sends electronic copy of Welcome Packet by end of March. (will mail if requested)
  
  - ACLS/BLS Certification must be current.
    - This class should be taken in current location or resident should sign up for a class on clinical staff education website directly (GME Office will not be arranging classes)
    - Every New Intern must be current in ACLS/BLS and/or PALS.
      - PY2 and above must be current if the program requires current certification.
      - See List Provided.

# All New Hires

---

- Requirements for all Residents/Fellows
  - Have a TB Test within 3 months of Start Date.
    - Immunization forms must be submitted to GME by April 30<sup>th</sup> for verification by employee health
  - PowerChart training is Mandatory for all New Hires before they begin any clinical rotations.
- VA
  - Complete online Educat training. (e-mail link sent April 15<sup>th</sup>)
  - VA Appointment Packet (Only if rotating at VA)
    - VA online training (certificates are submitted to the GME office)
      - VA credentialing must be complete before any clinical rotations anywhere are started.

# Credentialing

---

- Contracts
  - Programs are responsible for all contract. (This includes Intern Contracts)
    - All Contracts with required policies attached for contracts are due in the GME office by May 15<sup>th</sup>.
    - Required policies must have been submitted and approved earlier.
  
- Credentialing
  - GME office needs 30-45 days to fully credential Residents.
    - GME verifies Medical school, prior training, employment, ECFMG certifications, criminal background check, drug screen, etc.

# PGY Levels

---

- PGY- 1
  - Take and pass USMLE Steps 1 & 2 plus Step 2 clinical skills.
    - Provide copy of scores to GME office.
- PGY- 2
  - Take and pass USMLE Steps 1 & 2 plus Step 2 clinical skills, Step 3.
    - Provide copy of scores to GME office.
    - PGY 2's will apply for their licenses by July 31<sup>st</sup>.
    - GME will e-mail licensing applications and instructions the second week of July
    - GME will process all licensing applications and submit with payment.
    - Be fully licensed including CS and DEA license if required.
    - Submit copies of all licenses to GME office by December 31<sup>st</sup>.
- PGY 3 or Above
  - Be Aware that they must have a license to Start.
  - GME office will get in contact with Resident/Fellow by e-mail and get them started on the Licensing application.
  - Please make Resident/Fellow aware that the license application should not be filled out on-line because the GME office has special license applications.
  - Submit copies of all licenses to GME office by start date.

# International Medical Graduates

---

- Consult the GME Office immediately.
  - Ineligible candidates can be eliminated early to save time.
- Does the candidate have an ECFMG certification?
  - If yes, the certification must be current and valid. If not, the candidate must start the process (see policy Section 10, No. 2, Rev. 7 "International Medical Graduates-Eligibility and Exams").
  - The process of certification is very lengthy (one year in most cases) and this may render a candidate ineligible for hire in a given year.
- Does the candidate understand the J-1 Visa requirements?
  - This institution accepts non-U.S. citizen residents only with a J-1 visa. If a candidate cannot or will not meet the J-1 visa requirement, the candidate will be ineligible. If the candidate is a U.S. permanent resident (green card holder), the J-1 visa requirement does not apply.

# International Medical Graduates

---

- Is the candidate currently in residency training in the U.S.?
  - If in an accredited U.S. program, this likely means that the candidate is eligible. Instruct the candidate to consult the ECFMG for application to transfer to another institution.
- Is this a candidate for a PGY1 position?
  - International medical graduates applying for PGY1 positions must come through the NRMP Match. The candidate should consult the ECFMG for Match Registration Information and must have an NRMP Match number before he/she can be ranked. The candidate may *be in the process* of ECFMG certification when interviewed, but must understand that current ECFMG certification is a prerequisite for being ranked on a program's NRMP rank order list.
- Is this a candidate for a PGY2 position?
  - International medical graduates applying for PGY2 positions in advanced programs must come through the NRMP Match. International medical graduates applying for fellowships or positions not offered through the NRMP Match must have a current and valid ECFMG certification. All candidates, if non-U.S. citizens, must understand the institution's J-1 visa requirement.

# International Medical Graduates

---

- Is the candidate eligible for a Utah medical license
  - It is an institutional requirement that all PGY2 housestaff apply for their license by July 31 of the PGY 2 year or within 30 days of hire. Many international medical graduates are not eligible for a Utah medical license because they have not had prior U.S. residency training. If a candidate is not eligible for a Utah medical license, but is otherwise eligible for a residency position, the program director may apply to the GME Committee for a waiver of the licensing requirement. This must be done prior to the resident's start date (see policy Section 1 No. 1 Rev. 14 “Medical License, Controlled Substance Licenses, DEA Number and NPI Numbers”)
  - Acceptable Visas for Medical Training at the University?
    - **J-1**
      - There is NO other acceptable visa status for training at University of Utah Affiliated Hospitals!

# International Medical Graduates

---

## □ Green Card vs. Permanent Resident Alien

- It's no wonder this is a confusing subject!
- A "green card" is a Form I-551 card issued by the Immigration and Naturalization Service. This card identifies the alien as a "lawful permanent resident alien" in the United States who is entitled to live and work in this country.
- A Permanent Resident Alien has a "green card" and is entitled to live and work in the United States, and to file petitions to bring more alien family members into the United States. According to the INS, a "permanent resident alien" is an alien admitted to the United States as a lawful permanent resident.
- So all green card holders are Permanent Resident Aliens and vice versa.



---

# Questions?