

Resident and Fellow Appointment and Credentialing Policy

Scope: Residents and fellows participating in ACGME-accredited residency and fellowship programs sponsored by the UW School of Medicine.

Policy: Residents and fellows must be fully credentialed by the GME Office prior to commencement of training in a UW GME 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 UW GME 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.

As defined in the [UW Resident and Fellow Eligibility and Selection Policy](#), applicants invited to interview must be informed in writing or by electronic means, of the terms, conditions, and benefits of their appointment to the ACGME-accredited program, as well as all institutional and program policies regarding eligibility and selection for appointment. Their appointments are therefore contingent upon meeting all eligibility requirements imposed by those policies as well as the requirements outlined in this policy.

Programs and trainees must also comply with the credentialing requirements of other participating training sites including but not limited to Seattle Children's Hospital, VA Puget Sound Health Care System, Boise VA Medical Center, Northwest Hospital & Medical Center, Valley Medical Center, and other sites, as applicable. Residents and fellows may not commence with training at these sites until all required appointment and credentialing documentation as required by each site has been received.

Procedures: **Initial Appointment:**

Residents and fellows must complete and submit the appointment and credentialing requirements outlined below via the online Application Portal in the MedHub Residency Management System upon initial appointment to a UW GME training program, unless otherwise indicated. Additional appointment documentation required by specific training programs may be communicated to trainees via the MedHub Application Portal or directly by the program.

A. Submitted by the Residents/Fellows

- UW GME Online Application
- Residency & Fellowship Position Appointment (RFPA) Signature Page (signed electronically in the Application Portal)
- Current Curriculum Vitae (does not apply to R1s)
- ECFMG Certificate (for IMGs)
- Copy of EAD for Foreign Nationals (if not under visa sponsorship)
- Copy of Summative Evaluation from Current Program (if applicable)¹
- Copy of Medical School Diploma²
- Copy of Washington State Medical/Dental License or Idaho Permit
- Copy of DEA Registration¹

¹ Due within 1 month of start date

² Due within 2 months of start date for incoming R1s

- Copy of DOH Opioid Training Certificate of Completion (for trainees prescribing long acting opioids)
- Copy of PECOS registration (*for appointments starting AY16*)
- Immunization Documentation
- UW Medicine Privacy, Confidentiality And Information Security Agreement (PCISA)
- Conviction/Criminal History Form
- WA State Patrol Request Form

Additionally, N-95 Fit Testing must be completed during orientation or by visiting UWMC-EHC prior to the start of appointment.

B. Submitted by Programs

- ERAS/Specialty Application for R1s

C. Background Checks

Residents and fellows must consent to an online background check through a national background check screening service provider and several federal regulatory checks, as part of the online application.

- National/International Background Checks: Instructions for submitting the online request for national/international background check are posted in the MedHub Application Portal. The following checks will be completed:
 - 10-Year County Criminal Report
 - DOJ 50 State Sex Offender Search
 - SSN Trace
 - International Background Check (if applicable)
- Federal Background Checks:
 - OIG List of Excluded Individuals/Entities (LEIE)
 - Excluded Parties List System (EPLS)
 - National Provider Data Bank (NPDB) check

Clarification Process for Reported Erroneous, Inaccurate, or Questionable Information: If any inconsistencies are found on the application during the background check process, the resident/fellow will be given the opportunity to clarify such information. The GME Office will notify the resident/fellow in writing, by e-mail, by phone or by fax of such findings within 48 hours. The resident/fellow will be asked to respond to any conflicting information provided on the application and return a formal response within three (3) days. Upon receipt of the information, the GME Office will review the information obtained against the information collected from the verification that there is no longer a discrepancy. If necessary, a recommendation will be forwarded to the appropriate Program Director for resolution of the case.

In the event that information disclosed as part of the background check process requires further review, the GME Office will notify the program director and department chair for review and consideration.

D. Disability Accommodation

Residents and fellows who require a disability accommodation may request an accommodation from the [UW Disability Services Office](#). The resident/fellow should indicate that a disability accommodation is requested in the UW GME Online Application, completed through the online Application Portal in MedHub.

See also [Disability Accommodation Request Process for Employees and Appointees](#) on the UW website.

Annual Reappointment:

A. Appointment & Credentialing Documentation Required from Residents/Fellows

- Residency & Fellowship Position Appointment (RFPA) Signature Page (signed electronically): Residents and fellows must sign a new RFPA for each subsequent year they are appointed to a UW GME program. These will be delivered to residents, fellows and their program directors for review and electronic signature via MedHub.
- PCISA: Per the terms of the UW Medicine [Privacy, Confidentiality, & Information Security Training](#) policy, residents and fellows (designated in the policy as “workforce members”) must sign the “UW Medicine Privacy, Confidentiality, and Information Security Agreement” at each appointment and reappointment, and kept on file by the program. Residents and fellows will sign the PCISA at the time of receipt of their RFPA. This signed RFPA is to be retained on file by the program.

B. Background Checks: The GME Office will run subsequent WATCH reports every two years for all continuing trainees.

Compliance: Residents and fellows are responsible for ensuring timely submission of all required documents to the GME Office prior to commencement of training, unless otherwise indicated.

Clinical access for UW Medicine Accounts will not be activated until all required documentation has been received by the GME Office and verified in MedHub.